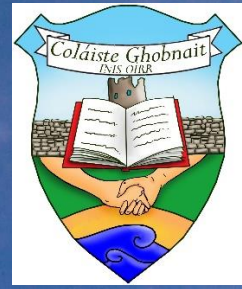


Coláiste Ghobnait

Inis Oírr



Policy for Admission to the School Year 2023/2024

Accepted by the Board of Management on 31/01/2023

**Approved by the Galway and Roscommon Education and Training Board (GRETB) on
(21/09/2020)**

An application for admission will be based on the application of this policy, the information set out in the school's annual Admission notice and the information provided by the Applicant in his/her application for admission, when received before the closing date, applications will be accepted as set out in the Admission Notice. The Principal of Coláiste Ghobnait is responsible for the implementation of the Admissions policy

ABOUT COLÁISTE GHOBNAIT

Coláiste Ghobnait is a co-educational school on Inis Oírr which operates under the patronage of the Galway and Roscommon Education and Training Board (GRETB).

Coláiste Ghobnait is a small all Irish post primary school. Coláiste Ghobnait was established in 1985. It is located on Inis Oírr, the smallest of the Aran Islands. Coláiste Ghobnait provides education for Inis Oírr students and any other students who wish to receive their education through the medium of Irish. The Irish language is a valuable resource for the whole community of Coláiste Ghobnait and the community of Inis Oírr.

MISSION STATEMENT

Our mission at Coláiste Ghobnait is to encourage the educational, intellectual, physical and cultural development of the school's students in a pleasant and healthy environment that prioritises the self-esteem, independence and development of all members of the school community.

SCHOOL VISION

"Growing and learning together diligently through the medium of Irish, in which balance, respect for well-being and integrity are given priority, with the spirit of co-operation among the whole school community."

ETHOS



Link to Mission Statement

Coláiste Ghobnait is under the trust of the GRETB. It is an inclusive school in terms of intake and curriculum delivery. We aim to provide the highest standard of education for our students.

We strive to fulfil our mission in partnership with parents/guardians, staff, students, trustees and the local community.

Role and Function of the Education and Training Board

The Galway and Roscommon Education and Training Board (GRETB) seeks to enhance the educational opportunities and success of all learners, and recognises that a positive educational experience can influence them to further empower and transform them for the better. It has a 21-member Board, overseeing the service, which provides approximately 2,000 staff for over 22,000 learners, with an annual budget of almost 100 million euros.

Accountability to Galway & Roscommon Education & Training Board (GRETB)

Our responsibility to perform our duties professionally in accordance with our contracts of employment and to communicate the needs of staff to the BOOGR from time to time is recognised as circumstances change.

Responsibilities towards students

Provide opportunities in a safe and stimulating environment through which our students are encouraged to fulfil their potential.

Responsibilities to Staff

To provide a safe, clean and well-maintained neighbourhood with the opportunity to work in a supportive, encouraging and caring community - where respect and equality prevail and the opportunity to progress with appropriate communication systems.

Responsibilities to the public

It is recognized that the College has a responsibility to the needs and aspirations of the community and to provide a centre for educational events and related areas of the highest standard for the local community.

We had a Whole School Evaluation in 2019 and the report was commendable.

In Coláiste Ghobnait, the following programs are offered:

Junior Cycle

Transition year (depending on demand)

Leaving Certificate

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PART A

PART A - *General Information for all Applicants*

1. Glossary of terms
2. Admission Statement
3. The Legal Framework
4. General Admission (for all applicants)

1 Glossary of Terms

'Applicant' means the parent/guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Coláiste Ghobnait.

'Student' means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that an application or acceptance of offer makes him/her a student of Coláiste Ghobnait; a person is only regarded as a student of Coláiste Ghobnait once s/he is enrolled on his/her first day of attendance.

'Enrolled' means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

'Gender', in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not adversely affect any Student who is intersex or who identifies as Andalogic/Andraigin, Bi-gendered, Semi-Gender flexible, Gender Flexible, Gender-Based, Ilintoic, Neutrois, Non-Binary, Transgender, Transsexual or otherwise.

'Catchment Area' refers to the designated residential area for application to Coláiste Ghobnait in respect of the person on whose behalf the application is being made. The catchment area for Coláiste Ghobnait is defined as: Inis Oírr, Oileáin Árann.

'Parent' has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'Feeder Primary Schools' refers to the primary schools of preference for application to Coláiste Ghobnait. The feeder primary schools for Coláiste Ghobnait are:

1.1. Bunscoil Chaomháin

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, **'sibling'** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

Note: The second broader definition in the second of the two sections given above is for the benefit of families who have to make more than one journey to and/or from school.

'First-Year' means the intake group of Students for the most junior class or year in a school.

2 Admission Statement

Definition of 'Multi-Denominational School' in the context of an ETB

ETB schools are state, co-educational, multi-denominational schools underpinned by the following core values:

- Excellence in Education;
- Care;
- Equality;
- Community; and
- Respect.



The ETB sector, as the state's education provider, defines a 'multi-denominational' school as follows:

All pupils are given the same opportunity to enrol in ETB schools in accordance with the Education (Admission to Schools) Act, 2018. When enrolling, our schools seek to provide the same opportunities for all pupils to be involved in the curriculum and school life. All members of the school community are treated equally in all aspects of school life regardless of race, gender, religion/belief, age, family status, civil status, Traveller status, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that fosters a strong connection between the school community and the wider community. All schools seek to enable all students to reach their full potential regardless of identity or background. A fully inclusive education is promoted in our schools where the many identities, beliefs and values of students, parents and staff are recognized. We prepare citizens who are broad-minded, culturally aware, responsible and respectful of common values.

Students of all faiths and beliefs are treated equally in ETB schools. No particular group is given an advantage over another in a school environment or activities and students of all faiths and beliefs are recognized and facilitated at the same time.

Accordingly, Coláiste Ghobnait will not discriminate in the admission of a Pupil on the following grounds:

- 2.1. Gender of Pupil or Applicant. However, where a school accepts only one gender, it is not discrimination unless that school accepts Students who do not belong to that gender;
- 2.2. Student or Applicant 's civil status.
- 2.3. Pupil or Applicant 's family status.
- 2.4. Student or Applicant 's sexual orientation.
- 2.5. Pupil or Applicant Religion.
- 2.6. Disability of Pupil or Applicant.
- 2.7. Pupil or Applicant Race.
- 2.8. The Student or Applicant is a Traveller.
- 2.9. Special educational needs of the Pupil or Applicant.

Coláiste Ghobnait will not charge fees or payments nor will the school seek contributions as a condition of admission or in connection with the continuing enrolment of the Pupil.

3 Legal Framework

GRETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Coláiste Ghobnait is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act 1998 provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

It is important to understand that our school does not provide 'religious instruction' so the legal requirement to advise on all participation in religious instruction does not arise in this school. It is also important to understand the difference between 'religious instruction' and 'religious education':

- Religious instruction is a term used in Ireland to convey instruction in the rituals, practices and teachings of a particular religion or denomination to students of that religious tradition.
- Religious education is open to all students regardless of their commitment to a particular Religion or worldview. It aims to contribute to the spiritual and moral development of all students on an equal footing.

As ETB schools are multi-denominational, Coláiste Ghobnait supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide religious instruction of any particular religion or belief.

Coláiste Ghobnait will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Coláiste Ghobnait will comply with any direction served on the patron or the board of management, as the case may be, under section 37A and any direction served on the board of management under section 67(4B) of the Education Act.

4 General Admission Provisions (for all applicants)

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Coláiste Ghobnait had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Coláiste Ghobnait **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
 - evidence of same is furnished by the Applicant as evidence of the Student's level of fluency in the Irish language and the school is oversubscribed;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school;
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Coláiste Ghobnait **will consider** the offer of a place to every Student seeking admission to the school, **unless the following applies**:

- 4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;
- 4.8 The board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

Where Coláiste Ghobnait considers an application, each Student shall receive a place, unless the school is oversubscribed, in one of 4.7 and 4.8 or else the which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

PART B

PART B - Information for Specific Categories of Applicants

5. Application to the First-Year Group
6. Application to All Year Groups Other Than First-Year

5 Application to the First-Year Group

5.1 Admission Provisions (First-Year Group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

5.2 Appeals

- 5.3.1. Appeal where refusal was due to oversubscription
- 5.3.2. Appeal where refusal was for a reason other than oversubscription
- 5.3.3. Basis for appeal

5.1 Admission Provisions (First-Year Group)

Where Coláiste Ghobnait is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Ghobnait is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

5.1.2 Selection criteria

Coláiste Ghobnait will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 If the Student resides in the Catchment Area;
- 5.1.2.2 If the Student attended feeder primary – Bunscoil Chaomháin;
- 5.1.2.3 If the Student has siblings currently enrolled in the school;
- 5.1.2.4 If the Student has siblings who were previously enrolled in the school;
- 5.1.2.5 If the student's Parent/Guardian is a current member of staff;

5.1.3 Selection process

Coláiste Ghobnait will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Ghobnait will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Coláiste Ghobnait after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Ghobnait is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 4.7 and 4.8.

Where Coláiste Ghobnait is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/Third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Ghobnait but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

5.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Student was not offered a place in Coláiste Ghobnait;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8, an offer of admission may not be made where:

- 5.1.7.5. The information contained in the application is false or misleading in a material respect.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:

- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

- (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Coláiste Ghobnait regarding admission to the First-Year Group, see section 5.2.

5.2 Appeals

5.2.1 Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office, for it to be reviewed by the board of management of Coláiste Ghobnait. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing eolas.gobnait@gretb.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

5.2.2 Appeal where refusal was for other than oversubscription

An Applicant who was refused admission to [XX School] for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office, for it to be reviewed by the board of management of Coláiste Ghobnait. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing eolas.gobnait@gretb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3 Basis for a review by the board of management:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

6. Application to All Year Groups Other Than First-Year

6.1 Admission Provisions (other than First-Year)

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer
- 6.1.9. Appeals

6.2 Appeals

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal

6.1 Admission Provisions (Other Than First-Year)

Where Coláiste Ghobnait is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coláiste Ghobnait is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all years other than the First-Year Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

Where the Transition Year Programme in Coláiste Ghobnait is/are oversubscribed, a Student applying for admission to such programme(s) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/ese programm(es).

6.1.2 Selection criteria in order of priority

Coláiste Ghobnait will apply the following criteria for admission to a year group other than First-Year:

- 6.1.2.1. If the Student resides in the catchment area;
- 6.1.2.2. If the Student has siblings currently enrolled in the school;
- 6.1.2.3. If the Student has siblings who were previously enrolled in the school;
- 6.1.2.4. If the student's Parent/Guardian is a current member of staff;

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

6.1.3 Selection process

Coláiste Ghobnait will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coláiste Ghobnait will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.1.4 Late applications

An application received by Coláiste Ghobnait after the closing date published by Coláiste Ghobnait, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Coláiste Ghobnait is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 4.7 and 4.8.

Where Coláiste Ghobnait is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Ghobnait, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste Ghobnait but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

6.1.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1. The reasons that the Student was not offered a place in Coláiste Ghobnait,
- 6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed,
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8 an offer of admission may not be made where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 6.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

6.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Coláiste Ghobnait regarding admission to a year group other than First-Year, see section 6.2.

6.2 Appeals

6.2.1 Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office, for it to be reviewed by the board of management of **Coláiste Ghobnait**. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998.

6.2.2 Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Coláiste Ghobnait for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office, for it to be reviewed by the board of management of Coláiste Ghobnait. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998.

6.2.3 Basis for appeal

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.