

 *Corr na Móna, Co. na Gaillimhe*

**POLICY FOR ADMISSION TO SCHOOL YEAR 2025/2026**

**Coláiste Naomh Feichín**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Coláiste Naomh Feichín is responsible for the implementation of this Admission Policy.

# Introduction to Coláiste Naomh Feichín

Coláiste Naomh Feichín was established in 1966.

*Coláiste Naomh Feichín is a second level, co-educational school operating under the auspices of the Galway Roscommon Education and Training Board (GRETB). The Coláiste, which is situated in the Gaeltacht village of Corr na Móna, provides post-primary education for students from the Dúiche Sheoigheach to Renvyle areas. This policy applies to all students who wish to enrol in the Coláiste and to their parents.*

*Mission Statement*

*This policy is in line with the objectives set out in the Coláiste’s Mission Statement in which it is stated that:*

*“Coláiste Naomh Feichín endeavours to create a safe, secure environment for staff and students in which education in a holistic sense will be provided, focusing on the students’ academic, social and cultural development. The students’ uniqueness and individuality will be recognised and nurtured so that they become respectful, balanced and valuable members of society.”*

*This policy, therefore, provides for the admission of all boys and girls in the abovementioned areas regardless of religion, social class or educational needs within the limits of available accommodation and facilities provided by the Department of Education and with respect to diversity of traditions, values, beliefs, languages and ways of life in society.*

Our school believes we meet the needs of each child as an individual. We have a dedicated and highly skilled staff who are always ready to support and help. The pastoral and personal support system is very proactive and above all, we have a happy school community. Above all, we offer an excellent educational experience at Coláiste Naomh Feichín because we have a strong Irish language ethos that inspires young people to believe in themselves as proud, young Gaels and to achieve accordingly. Our pupils achieve academically, but they also achieve in sport, drama, art, music and self-development. Our students go on to achieve beyond school in a wide variety of professions and in every walk of life. These are bright, successful men and women, taking with them the Coláiste Naomh Feichin ethos: a self-belief, a sense of community and a fluency in the Irish language. They grow personally and socially in a safe environment built on strong happy relationships. This is what we wish for your child. Coláiste Naomh Feichín continues to grow, to improve and to innovate. We invite you to join us.

***Junior Cycle Subjects***

* Irish (B, G, A)
* English (B, G, A)
* Maths (B, G, A)
* French (Common)
* Science (Common)
* Business Studies (Common)
* Geography (Common)
* History (Common)
* Home Economics or Technical Graphics (Common)
* Art or Material Technology (Wood) (Common)
* Religious Education
* Social, Personal and Health Education (S.P.H.E.)
* Wellbeing
* Learning Support
* Sports - Gaelic Football, Basketball, Tag Rugby, Table Tennis, Indoor Football, Badminton, etc.

***Leaving Certificate Subjects***

* Gaeilge (F, O, H)
* English (O, H)
* Mathematics (F, O, H)
* French (O, H)
* Link Modules (Common)

*Students choose from the following list of subjects:*

* Home Economics
* Design & Communication Graphics (DCG)
* Construction Studies
* Art
* Geography
* Business
* Biology
* Agricultural Science
* Physics
* Careers Guidance
* Religious Education
* Relationships and Sexuality Education (R.S.E.)
* Learning Support
* Sports - Gaelic Football, Tag Rugby, Basketball, Table Tennis, Indoor Football, Badminton, etc

***Facilities***

There are 12 Classrooms, including Specialist Rooms, in the College.

Each room is equipped with a Teacher’s Computer and Digital Projector which is used for teaching and learning purposes

All the Computers are connected to a Network System

All rooms have Wireless High Speed Broadband – 100 Mbps

All students are provided with an email address upon enrolment, which allows them access to Microsoft Outlook and Teams.

Each student from Bliain 1 to Bliain 6 has the option of a Tablet or Netbook with textbooks. Netbooks/Tablets are used for many purposes.

***Charitable Organisations***

These are some of the Charitable Organisations/worthy causes which have been supported by our students and teachers:

* Concern, Trócaire, Team Hope and Goal
* Sunflower Chernobyl Appeal
* Samaritan’s Purse - Shoeboxes
* Multiple Sclerosis Society of Ireland
* Make a Wish Foundation
* West of Ireland Alzheimers Association
* Cystic Fibrosis Association
* St. Vincent de Paul
* Pieta House
* Katie O’Halloran Fund
* Galway Hospice

***European School Trips***

Fifth Year Students accompanied by teachers go on an European School Trip

2004 - Valkenburg / Noordwijk \\ 2005 - Noordwijk / Amsterdam \\ 2006 – Paris \\ 2007 – Munich 2008 – Strasbourg \\ 2009 - Venice & Lake Garda \\ 2010 – Barcelona \\ 2012 – Paris \\ 2013 - Barcelona 2014 - Rome \\ 2015 - Krakow \\ 2016 - Paris \\ 2019 - Paris \\ 2023 - Barecelona

***Extra – Curricular Activities***

Green Schools Committee \\ Drive 4 Life Programme \\ CPR/First Aid Course \\ Cultural activities

Outdoor Education Centre \\ Geography Field Trips \\ Retreats \\ Biology Field Trips

Football Matches \\ Careers Open Days \\ European School Trip \\ Enterprise Visits

Museum Visits (Art) \\ Drama Quizzes \\ Farm Visits – Agricultural Science

***Outside Speakers***

Some topics covered: • Careers Advisers •Enterprise Education • Science Workshops •Healthy Eating • Internet Safety •Adolescent Support • Charitable Organisations • French Theatre • Positive Mental Health • Study Skills • Fireworks & Road Safety • Dating Abuse Workshops (COPE)

***After School Study***

Study in the School after school times

Monday to Thursday: 4.00 - 6.00 p.m.

In fairly good demand

Student, parents and teachers very satisfied

Good progress reports

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**PART A**

***General Information for All Applicants***

***1. Glossary of terms***

***2. Admission Statement***

***3. Legal Framework***

***4. General Admission Provisions (for all Applicants)***

# 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 Naomh Feichín

‘**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 the application for him/her has been accepted such that s/he is regarded as a Student of Coláiste Naomh Feichín by virtue of application alone.

‘**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 prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘**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 Naomh Feichín. The feeder primary schools for Coláiste Naomh Feichín are:

1. Scoil Mhuire, Corr na Móna
2. Scoil Naomh Pádraig, An Chloch Bhreac
3. Scoil Naomh Pádraig, An Fhairche
4. Scoil Naomh Iosef, Cunga
5. Scoil Bhride, Tír na Cille, An Mám
6. Scoil Mhuire an Chroí gan Smál, An Lionán
7. Scoil Náisiúnta, Leitir Geis
8. Scoil Naomh Pádraig, Tulach na Croise
9. Scoil Naomh Bríd, Nead an Iolraigh, Rinn Mhaoile
10. Scoil Mhuire, Leitir Fraic

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

# Admission Statement

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| ETB schools are state, co-educational, multidenominational schools underpinned by the core values of: A close up of a logo  Description automatically generated* Excellence in Education;
* Care;
* Equality;
* Community and
* Respect.

As the state provider of education, the ETB sector defines a ‘multidenominational’ school in the following way: In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018.  Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.  Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values. In ETB schools, students of all religions and beliefs are treated equally.  The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.  |

Accordingly, Coláiste Naomh Feichín shall not discriminate in its admission of a Student based on the following grounds:

1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
2. Civil status of the Student or Applicant;
3. Family status of the Student or Applicant;
4. Sexual orientation of the Student or Applicant;
5. Religion of the Student or Applicant;
6. Disability of the Student or Applicant;
7. Race of the Student or Applicant;
8. The Student’s or Applicant’s membership of the Traveller community;
9. Special educational needs of the Student or Applicant.

Coláiste Naomh Feichín shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

# 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 Naomh Feichín 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 enrol. 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.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

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| Coláiste Naomh Feichín offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual, values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the ‘multi-denominational’ aspect of our school’s ethos as it provides opportunities for students in engage with questions around their own religious or non-religious beliefs and those of their peers. If considering opting out of ‘*religious instruction’*, it is important to understand that our school does not provide ‘*religious instruction’* and therefore the need to opt-out does not arise in this school. It is important to understand the distinction between *‘religious instruction’* and r*eligious education’*:* *Religious instruction* is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Religious Instruction may be provided in a denominational school setting.
* *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are ‘multi-denominational’, Coláiste Naomh Feichín 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* in one particular religion or belief.However, as per Section 30(2)(e) of the Education Act (1998), Coláiste Naomh Feichín recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any subject contrary to their conscience, including *religious education.* Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the following way:Religious education may be timetabled against another subject option or another alternative study period may be accommodated at this time.  |

Coláiste Naomh Feichín 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 Naomh Feichín 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.

# General Admission Provisions

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 Naomh Feichín 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 Naomh Feichín **shall not consider**:

* + 1. The payment of fees or contributions to the school;
		2. A Student’s academic ability, skills or aptitude;
		3. The occupation, financial status, academic ability, skills or aptitude of a Student’s Parent(s);
		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;
		5. A Student’s connection to the school due to a member of his or her family attending or having previously attended the school ;
		6. The date 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 Naomh Feichín will consider**the offer of a place to every Student seeking admission to the school, **unless the following applies**:

* + 1. 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;
		2. 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 call 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 Naomh Feichín considers an application, each Student shall receive a place, unless the school is oversubscribed, in 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**

***Information for Specific Categories of Applicants***

1. ***Application to the First-Year Group***
2. ***Application to All Year Groups Other Than First-Year***

# SECTION 5

# Application to the First-Year Group

# Application to the First-Year Group

1. **Admission Provisions (First-Year Group)**
	* 1. Oversubscription
		2. Selection criteria in order of priority
		3. Selection process
		4. Late Applications
		5. Second/third-round offers of a place
		6. Acceptance of a place
		7. Refusal
		8. Withdrawal of an offer
		9. Appeals
2. **Appeals**
3. Appeal where refusal was due to oversubscription
4. Appeal where refusal was for a reason other than oversubscription
5. Basis for appeal

# Admission Provisions (First Year Group)

Where Coláiste Naomh Feichín is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

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 Naomh Feichín 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.

1. **Selection criteria**  Coláiste Naomh Feichín will apply the following criteria for admission to the First-Year Group:
2. If the Student resides in the Catchment Area;
3. If the Student has siblings currently enrolled in the school;
4. Whether the Student attended Scoil Mhuire, Corr na Móna;
5. Whether the Student attended Scoil Naomh Pádraig, An Chloch Bhreac;
6. Whether the Student attended Scoil Naomh Pádraig, An Fhairche;
7. Whether the Student attended Scoil Naomh Iosef, Cunga;
8. Whether the Student attended Scoil Bhride, Tír na Cille, An Mám;
9. Whether the Student attended Scoil Mhuire an Chroí gan Smál, An Lionán;
10. Whether the Student attended Scoil Náisiúnta, Leitir Geis;
11. Whether the Student attended Scoil Naomh Pádraig, Tulach na Croise;
12. Whether the Student attended Scoil Naomh Bríd, Nead an Iolraigh, Rinn Mhaoile;
13. Whether the Student attended Scoil Mhuire, Leitir Fraic;
14. If the Student has siblings who were previously enrolled in the school;
15. If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);
16. **Selection process**

Coláiste Naomh Feichín 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 Naomh Feichín will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

1. **Late applications**

An application received by Coláiste Naomh Feichín 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 Naomh Feichín 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 and subsequently the school’s selection criteria will be applied in accordance with this Admission Policy.

Where Coláiste Naomh Feichín 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 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*.*

1. **Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within Coláiste Naomh Feichín 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.

1. **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.

1. **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:

* + 1. The reasons that the Student was not a offered a place in Coláiste Naomh Feichín;
		2. Details of the Student’s ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
		3. Details of the Student’s place on the waiting list, if applicable; and
		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, an offer of admission may not be made where:

* + 1. The information contained in the application is false or misleading in a material respect.
1. **Withdrawal of an offer**

An offer of admission may be withdrawn where:

* + 1. The information contained in the application is false or misleading in a material respect, or
		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
		3. An Applicant has not indicated:
1. 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

1. whether or not or 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.

1. **Appeals**

For information relating to an Applicant’s right to appeal a decision of Coláiste Naomh Feichín regarding admission to the First-Year Group, see section 5.3.

* 1. Appeals
		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 and on the school’s website, for it to be reviewed by the board of management of Coláiste Naomh Feichín at Corr na Móna, Co. na Gaillimhe, 094 9548048, eolas.feichin@gretb.ie. 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 and Skills 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 and Skills under section 29A of the Education Act 1998.

1. **Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Coláiste Naomh Feichín 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 and on the school’s website, for it to be reviewed by the board of management of Coláiste Naomh Feichín. 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 and Skills 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 and Skills 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 and Skills under section 29A of the Education Act 1998.

1. **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.

# SECTION 6

# Application to All Year Groups Other Than First-Year

# Application to All Year Groups Other Than First-Year

1. **Admission Provisions (other than First-Year)**
	* 1. Oversubscription
		2. Selection criteria in order of priority
		3. Selection process
		4. Late Applications
		5. Second/third-round offers of a place
		6. Acceptance of a place
		7. Refusal
		8. Withdrawal of an offer
		9. Appeals
	1. **Appeals**
		1. Appeal where refusal was due to oversubscription
		2. Appeal where refusal was for a reason other than oversubscription
		3. Basis for appeal

# Admission Provisions (Other Than First-Year)

Where Coláiste Naomh Feichín is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

A Student applying for admission to a year-group other than First-Year but seeking admission to the Special Class should see section 7 of this Admission Policy.

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 Naomh Feichín 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.

1. **Selection criteria in order of priority**

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

1. If the Student resides in the catchment area;
2. If the Student has siblings currently enrolled in the school;
3. If the Student has siblings who were previously enrolled in the school;
4. If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

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

1. **Selection process**

Coláiste Naomh Feichín 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 Naomh Feichín will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

1. **Late applications:**

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

Where Coláiste Naomh Feichín 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 and subsequently the school’s selection criteria will be applied in accordance with this Admission Policy.

Where Coláiste Naomh Feichín is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste Naomh Feichín subject to sections 4.7, 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*.*

1. **Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within Coláiste Naomh Feichín 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.

1. **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.

1. **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:

* + 1. The reasons that the Student was not offered a place in Coláiste Naomh Feichín,
		2. Details of the Student’s ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
		3. Details of the Student’s place on the waiting list, if applicable, and
		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, an offer of admission may not be made where:

* + - 1. The information contained in the application is false or misleading in a material respect.
1. **Withdrawal of an offer**

An offer of admission may be withdrawn where:

* + 1. The information contained in the application is false or misleading in a material respect, or
		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
		3. An Applicant has not indicated:
1. 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

1. whether or not or 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.

1. **Appeals:**

For information relating to an Applicant’s right to appeal a decision of Coláiste Naomh Feichín regarding admission to a year-group other than First-Year, see section 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 and on the school’s website, for it to be reviewed by the board of management of Coláiste Naomh Feichín at Corr na Móna, Co. na Gaillimhe (094) 9548048, eolas.feichin@gretb.ie . 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 and Skills 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 and Skills 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 Naomh Feichín 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 and on the school’s website, for it to be reviewed by the board of management of Coláiste Naomh Feichín. 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 and Skills 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 and Skills 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 and Skills 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.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_