



**etb**  
Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlaigh  
*Kilkenny and Carlow  
Education and Training Board*



# **POLICY FOR ADMISSION TO SCHOOL YEAR 2023/2024**

## **Abbey Community College**

### **Post-Primary School**

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 Abbey Community College is responsible for the implementation of this Admission Policy.

# INTRODUCTION TO ABBEY COMMUNITY COLLEGE

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## **School Profile of Abbey Community College**

Abbey Community College is a designated community college. Established in 2000, following the amalgamation of the Sacred Heart of Mary Secondary School (SHM) and Slieverue Vocational School. Under the direction of Kilkenny Carlow Education and Training Board (KCETB (formerly Kilkenny VEC)) and in partnership with the Religious of the Sacred Heart of Mary sisters, we continue to reflect the values and ethos of both founding partners.

The educational programmes on offer are the Junior Certificate / Junior Cycle, Transition Year (optional), Leaving Certificate (Established), Leaving Certificate Applied and the Leaving Certificate Vocational Programme. The Pod is a special educational unit linked to Abbey Community College. The Pod has two Autistic Spectrum Disorder (ASD) classes and one Moderate General Learning Disability Class. The students attending the Pod aim to achieve Junior Certificate/Cycle and Leaving Certificate subjects and/or Level 2 Learning Programmes (L2LPs).

Our vibrant college offers every student the opportunity to shine, not just in academic performance. Participation in co-curricular and extra-curricular activities is high. Our website ([www.abbeycommunitycollege.com](http://www.abbeycommunitycollege.com)) and our social media pages (Abbey Community College Waterford Official) offer a flavour of the many events, sporting and non-sporting available to our students. Many teachers give freely of their time to ensure the development of the whole person.

## **Mission, Vision, Aims**

### **Mission**

Consistent with its obligations under national legislation, the mission of Abbey Community College is to educate in a reflective way with an emphasis on the development of the whole person, thereby enabling the student to participate fully in society and to live a fulfilling life.

## **Vision**

Abbey Community College is a centre for learning at the heart of the community, promoting values based on the traditions, ethos and philosophy of its founding partners. The College is committed to enriching through education the lives of the people in its care and encouraging them, in turn, to bring life to others.

## **Aims**

The College aims to maintain a safe, positive, structured, caring environment where the spiritual, moral, intellectual, physical, social, personal and aesthetic development of the school community is paramount.

The College aims to encourage and facilitate effective communication, support and respect among all members of this community.

Through effective teaching and learning we aim to:

- Awaken the natural hunger for knowledge which exists in every human being
- Challenge students to achieve full potential
- Offer creative, varied and enriching learning experiences
- Provide opportunities for enhancing self-esteem and achievements
- Promote moral values and social responsibility

## **Charter of Care**

- Each person is special and unique
- Each person has the right to enjoy learning in a safe and a secure environment
- Bullying / Aggressive behaviour has no place here
- Vulgar, offensive, sectarian and racist behaviour are totally unacceptable
- Respect, courtesy and mutual support are important

## **Equality Statement**

Abbey Community College is committed to creating an environment in which each person is equally treated, valued and respected across the nine grounds of equality legislation – gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of ethnic minorities.

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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)*

## 1 GLOSSARY OF TERMS

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**‘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 Abbey Community College.

**‘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 Abbey Community College; a person is only regarded as a student of Abbey Community College 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 prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

**‘Catchment Area’** refers to the designated residential area for application to Abbey Community College in respect of the person on whose behalf the application is being made. The catchment area for Abbey Community College is defined as: Students who are attending the following primary schools:

Good Counsel NS, St Mary’s BNS; Our Lady of Lourdes NS, Slieverue NS; Ringville NS; Strangsmills NS, Bigwood NS, Ballyfacey NS, Glenmore NS.

**‘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 Abbey Community College. The feeder primary schools for Abbey Community College are (*in no particular order*):

- 1.1. St Mary's Boys National School, Ferrybank, Waterford - Uimhir rolla: 18235D
- 1.2. Our Lady of Good Counsel Girls National School, Ferrybank, Waterford - Uimhir rolla: 12007G
- 1.3. Slieverue Mixed National School, Slieverue, Co. Kilkenny - Uimhir rolla: 12476S
- 1.4. Ringville National School, Ballinlaw, Slieverue, Co. Kilkenny, Via Waterford - Uimhir rolla: 06621P
- 1.5. St. Patrick's National School, Strangsmills, Kilmacow, Co. Kilkenny, Via Waterford - Uimhir rolla: 16875G
- 1.6. St. Colmille's National School, Bigwood, Mullinavat, Co. Kilkenny - Uimhir rolla: 17911M
- 1.7. Scoil Náisiúnta Baile an Fhasaigh, Ballyfacey, Glenmore, Via New Ross, Co. Kilkenny - Uimhir rolla: 18257N
- 1.8. Scoil Náisiúnta Seamus Naofa, Robinstown, Glenmore, Co. Kilkenny - Uimhir rolla: 18158L

**'Sibling'** 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.

**'Special Class'** means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. Abbey Community College has Special Classes, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders, Moderate General Learning Disability.

**'Relevant Report'**, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health

professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

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

## 2 ADMISSION STATEMENT

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ETB schools are state, co-educational, multidenominational schools underpinned by the core values of:

- 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, Abbey Community College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).

Abbey Community College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

### **3 LEGAL FRAMEWORK**

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KCETB 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 Abbey Community College 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.

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.

Abbey Community College is a multi-denominational school and offers religious education to all students. If a parent has a query about their child's participation in religious education/events, they should contact the principal.

## 4 GENERAL ADMISSION PROVISIONS

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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.

In processing an application Abbey Community College **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:
  - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a special class;
- 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, unless the connection is a sibling of the Student concerned attending, or having 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.

**Abbey Community College will consider** the offer of a place to every Student seeking admission to the school, **unless one of 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 Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class.
- 4.9 Under Section 15(1) of the Education Act 1998 the Board of Management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

Where Abbey Community College 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.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.

# **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*
- 7.** *Application to the Special Classes*

# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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### **5 APPLICATION TO THE FIRST-YEAR GROUP**

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- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
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- 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)**

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Where Abbey Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8 and 4.9.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

### **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 Abbey Community College 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 , subject to the provisions of section 7.1.1 regarding the Special Class.

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 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 an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

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 in order of priority**

Abbey Community College will apply the following criteria for admission to the First-Year Group:

5.1.2.1 If the Student has siblings currently or previously enrolled in the school;

5.1.2.2 If the student is the son or daughter of a member of staff currently working in Abbey Community College and directly employed by KCETB;

5.1.2.3 Students from primary schools from within the school's catchment area;

St Mary's Boys National School, Ferrybank, Waterford - Uimhir rolla:

18235D Our Lady of Good Counsel Girls National School, Ferrybank,

Waterford - Uimhir rolla: 12007G

Slieverue Mixed National School, Slieverue, Co. Kilkenny - Uimhir rolla:

12476S

Ringville National School, Ballinlaw, Slieverue, Co. Kilkenny, Via Waterford

- Uimhir rolla: 06621P

St. Patrick's National School, Strangsmills, Kilmacow, Co. Kilkenny, Via

Waterford - Uimhir rolla:16875G

St. Colmcille's National School, Bigwood, Mullinavat, Co. Kilkenny - Uimhir

rolla: 17911M

Scoil Náisiúnta Baile an Fhasaigh, Ballyfacey, Glenmore, Via New Ross, Co.

Kilkenny - Uimhir rolla: 18257N

Scoil Náisiúnta Seamus Naofa, Robinstown, Glenmore, Co. Kilkenny -

Uimhir rolla: 18158L

5.1.2.4 All other applicants.

Note: See section 7 for selection criteria applicable to admission to the Special Class.

### **5.1.3 Selection process**

Abbey Community College 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, Abbey Community College 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 Abbey Community College 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 Abbey Community College 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 Abbey Community College 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, 4.8 and 4.9 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 Abbey Community College 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 Abbey Community College;
- 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, 4.8 and 4.9, 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 Abbey Community College regarding admission to the First-Year Group, see section 5.2.

## **5.2. APPEALS**

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### **5.3.1. 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 Abbey Community College at Abbey Road, Ferrybank, Waterford X91 PC91 – 051 832930 - info@abbeycommunitycollege.com. Such an appeal must be brought 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 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. 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.

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

An Applicant who was refused admission to Abbey Community College 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 Abbey Community College. Such an appeal must be brought within twenty-one 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 and Skills 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 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 as outlined in the immediately preceding paragraph.

### **5.3.3. Basis for a review by the board of management:**

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**

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### **6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR**

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#### **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**

- 6.3.1. Appeal where refusal was due to oversubscription
- 6.3.2. Appeal where refusal was for a reason other than oversubscription
- 6.3.3. Basis for appeal

## **6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)**

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Where Abbey Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8 and 4.9.

A Student applying for admission to Transition Year should see the Transition Year Admission Policy on [www.abbeycommunitycollege.com](http://www.abbeycommunitycollege.com)

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. If the Student is also applying for a place in the mainstream year group other than First-Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

### **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 Abbey Community College 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, subject to the provisions of section 7.1.1 regarding the Special Class.

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 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 an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

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.

### **6.1.2 Selection criteria in order of priority**

Abbey Community College will apply the following criteria for admission to a year-group other than First-Year:

- 6.1.2.1 If the Student has siblings currently or previously enrolled in the school;
- 6.1.2.2 If the student is the son or daughter of a member of staff currently working in Abbey Community College and directly employed by KCETB;
- 6.1.2.3 Students from primary schools from within the school's catchment area;
  - St Mary's Boys National School, Ferrybank, Waterford - Uimhir rolla: 18235D
  - Our Lady of Good Counsel Girls National School, Ferrybank, Waterford - Uimhir rolla: 12007G
  - Slieverue Mixed National School, Slieverue, Co. Kilkenny - Uimhir rolla: 12476S
  - Ringville National School, Ballinlaw, Slieverue, Co. Kilkenny, Via Waterford - Uimhir rolla: 06621P
  - St. Patrick's National School, Strangsmills, Kilmacow, Co. Kilkenny, Via Waterford - Uimhir rolla: 16875G
  - St. Colmcille's National School, Bigwood, Mullinavat, Co. Kilkenny - Uimhir rolla: 17911M
  - Scoil Náisiúnta Baile an Fhasaigh, Ballyfacey, Glenmore, Via New Ross, Co. Kilkenny - Uimhir rolla: 18257N

Scoil Náisiúnta Seamus Naofa, Robinstown, Glenmore, Co. Kilkenny -  
Uimhir rolla: 18158L

#### 6.1.2.4 All other applicants.

Note: See section 7 for selection criteria applicable to admission to the Special Class.

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

Transfer applications for Leaving Certificate Applied will not be accepted. This programme is open to present Abbey Community College students only.

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**

Abbey Community College 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, Abbey Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the

Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

#### **6.1.4 Late applications:**

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

Where Abbey Community College 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(s) 4.7, 4.8 and 4.9, and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Abbey Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Abbey Community College, subject to sections 4.7, 4.8 and 4.9, 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 Abbey Community College 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 Abbey Community College,
- 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, 4.8 and 4.9 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 Abbey Community College regarding admission to a year-group other than First-Year, see section 6.2.

## **6.2 APPEALS**

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### **6.3.1. 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 Abbey Community College at Abbey Road, Ferrybank, Waterford X91 PC91 – 051 832930 - info@abbeycommunitycollege.com. Such an appeal must be brought within fourteen 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.

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. 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.

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

An Applicant who was refused admission to Abbey Community College 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 Abbey Community College. Such an appeal must be brought 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.

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 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.

### **6.3.3. Basis for appeal:**

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.



# SECTION 7

## APPLICATION TO THE SPECIAL CLASSES

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### **7 APPLICATION TO THE SPECIAL CLASSES**

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#### **7.1 Admission Provisions for the Special Classes**

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

#### **7.2 Appeals**

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for appeal

## **7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES**

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Abbey Community College has Special Classes, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorder and Moderate General Learning Disability.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Classes will be considered. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 24 months immediately preceding the Student's application to the Special Class.

Where the Special Classes in Abbey Community College are not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Classes, as confirmed by the NCSE, will be offered a place in a Special Class, subject to sections 4.7, 4.8 and 4.9.

In line with section 4.8, where the Special Class in Abbey Community College is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.7.

### **7.1.1 Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 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 Abbey Community College 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, subject to there being a place in the relevant mainstream year group.

If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change

the initial Student's place on the waiting list for the Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the Students on that list have first refusal at the place in the year group irrespective of any matters relating to the Special Class.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

For the avoidance of doubt, if a Student does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to Special Class 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 for the Special Class.

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.

#### **7.1.2 Selection criteria in order of priority:**

Applications to the Special Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- 7.1.2.1. If the student is a current pupil in the school;
- 7.1.2.2. If the Student has siblings currently or previously enrolled in the school;

7.1.2.3. If the student is the son or daughter of a member of staff currently working in Abbey Community College and directly employed by KCETB;

7.1.2.4. Students from primary schools from within the school's catchment area;  
St Mary's Boys National School, Ferrybank, Waterford - Uimhir rolla: 18235D  
Our Lady of Good Council Girls National School, Ferrybank, Waterford - Uimhir rolla: 12007G

Slieverue Mixed National School, Slieverue, Co. Kilkenny - Uimhir rolla: 12476S  
Ringville National School, Ballinlaw, Slieverue, Co. Kilkenny, Via Waterford - Uimhir rolla: 06621P

St. Patrick's National School, Strangsmills, Kilmacow, Co. Kilkenny, Via Waterford - Uimhir rolla:16875G

St. Colmcille's National School, Bigwood, Mullinavat, Co. Kilkenny - Uimhir rolla: 17911M

Scoil Náisiúnta Baile an Fhasaigh, Ballyfacey, Glenmore, Via New Ross, Co. Kilkenny - Uimhir rolla: 18257N

Scoil Náisiúnta Seamus Naofa, Robinstown, Glenmore, Co. Kilkenny - Uimhir rolla: 18158L

7.1.2.5. All other applications

### **7.1.3 Selection process:**

Abbey Community College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, 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 against 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, Abbey Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **7.1.4 Late applications:**

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

Where Abbey Community College 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 Abbey Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Abbey Community College, subject to sections 4.7, 4.8 and 4.9 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.

#### **7.1.5 Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within Abbey Community College 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.

#### **7.1.6 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'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.

#### **7.1.7 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:

- 7.1.7.1 The reasons that the Student was not offered a place in Abbey Community College;
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.4 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, 4.8 and 4.9 an offer of admission may not be made where:

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

#### **7.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 7.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 7.1.8.2. 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
- 7.1.8.3. 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 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 7.1.4 above.

## **7.2 APPEALS**

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### **7.2.1. 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 Abbey Community College at Abbey Road, Ferrybank, Waterford X91 PC91 – 051 832930 - info@abbeycommunitycollege.com. Such an appeal must be brought 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 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 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.

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

An Applicant who was refused admission to Abbey Community College 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 Abbey Community College. Such an appeal must be brought 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 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 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 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, as outlined in the immediately preceding paragraph.

### **7.2.3. Basis for appeal:**

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.