



**Desmond College,
Newcastlewest, Co Limerick.**

**POLICY FOR ADMISSION
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 Desmond College is responsible for the implementation of this Admission Policy.

Our School

Desmond College, which operates under the auspices of Limerick and Clare Education and Training Board, formerly Co.Limerick VEC, opened in 2001. It had previously been called Newcastle West Vocational School.

Desmond College is a modern well-equipped school. We proudly continue a tradition of excellence in education, dating back over seventy years in Newcastle West.

Our co-educational post primary complex, caters for students in a learning environment which is caring, productive and progressive.

Desmond College offers the very best of educational facilities in a spacious, well designed and aesthetically impressive setting. A broad range of subjects is offered to all levels by a caring and committed staff.

Our holistic approach to education is exemplified by a strong, co-curricular and extra-curricular commitment.

Mission Statement and Philosophy

We in Desmond College strive to support and encourage each individual within the school community to reach his/her full potential in a caring environment.

The philosophy of Desmond College is such that it recognises, supports and endeavours to accommodate the right of the student to learn in an educationally conducive environment and regardless of innate ability, family or social circumstances, endeavours to ensure that the educational, emotional, spiritual, psychological and moral welfare of each individual student is provided for, encouraging at all times the co-operation and assistance of the parents/guardians of the student.

Each student is encouraged to participate to the fullest possible extent in the social, physical and cultural activities of the school, so that, on completion of his/her formal

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second level education, he/she may emerge as a self-disciplined, responsible and well adjusted citizen, capable of playing an active and positive role in modern society.

Gaelcholáiste Uí Chonbá is an aonad lán Ghaeilge, attached to Desmond College. It provides education through the medium of Irish. Gaelcholáiste was founded in 1993. The school has a proud tradition of excellence.

Is ionad lán Gaeilge é Gaelcholáiste Uí Chonbá atá mar chuid Choláiste Deasmumhan. Bunaíodh an Gaelcholáiste 1993. Tá traidisiún bròdúil ag an gcoláiste maidir le caighdeá oiliúna.

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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

‘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 Desmond 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 the application for him/her has been accepted such that s/he is regarded as a Student of Desmond College 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.

‘Catchment Area’ refers to the designated residential area for application to Desmond College in respect of the person on whose behalf the application is being made. The catchment area for Desmond College is defined as: Newcastlewest and the surrounding West Limerick area.

Catchment Area for the Special Class(es) refers to the designated residential area for application to the Special Class(es) within Desmond College in respect of the person on whose behalf the application is being made. The catchment area for the Special Class(es) within Desmond College is the same catchment area which applies to all classes within the school.

‘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 Desmond College. The feeder Primary Schools for Desmond College are:

- 1.1. Courtenay Boys School Newcastlewest, Co. Limerick.
- 1.2. Scoil Iosaf, Newcastlewest, Co. Limerick.
- 1.3. Gaelscoil O Doghair, Newcastlewest, Co. Limerick.
- 1.4. National School, Killoughteen, Co. Limerick.
- 1.5. National School, Ardagh, Co. Limerick.
- 1.6. National School, Kilcolman, Ardagh, Co. Limerick.
- 1.7. National School, Coolcappagh, Ardagh, Co. Limerick.
- 1.8. National School, Carrickerry, Co. Limerick.
- 1.9. National School, Shanagolden, Co. Limerick.
- 1.10. National School, Monagea, Co. Limerick.
- 1.11. National School, Mahoonagh, Castlemahon, Co. Limerick.
- 1.12. National School, Ahalin, Knockaderry, Co. Limerick.
- 1.13. National School, Tournafulla, Co. Limerick.
- 1.14. National School, Templeglantine, Co. Limerick.
- 1.15. National School, Raheenagh, Ballagh, Co. Limerick.
- 1.16. National School, Asford, Ballagh, Co. Limerick.
- 1.17. National School, Feenagh, Co. Limerick.
- 1.18. National School, Kilmeedy, Co. Limerick.

‘Aonad Feeder Primary Schools’ refers to the primary schools of preference for application to the Aonad Lán Gaeilge in Desmond College. The Aonad feeder primary schools for Desmond College are primary schools that provide education through the medium of Irish:

- 1.19. Gaelscoil O’Doghair, Newcastlewest, Co. Limerick.

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, ‘Sibling’ refers to full siblings, half-siblings, foster-siblings and step-siblings.

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 and Skills, 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 and Skills . Desmond College has two Special Classes, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders and Mild General Learning Disability.

'Aonad Lán-Gaeilge' offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school.

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

2 ADMISSION STATEMENT

ETB schools are state, co-educational, multi denominational 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 ‘multi denominational’ 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.

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Desmond College is a state, co-educational, multi-denominational ETB post-primary school.

Desmond College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Sex or 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).

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

3 LEGAL FRAMEWORK

LCETB 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 Desmond 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 (Admissions 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 year other than the First-Year group.

Desmond Colleges 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 to 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 ‘*Religious 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’, Desmond College 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), Desmond College 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:

<p>Students who opt out of Religious Education, as above, will, in its place, be offered a timetabled Wellbeing Class.</p>
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4 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, Desmond College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for a particular school year up to and including that academic year, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Desmond 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:
 - evidence of same is furnished by the Applicant as evidence of the Student's level of fluency in the Irish language and the school is oversubscribed;
 - 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 and Skills 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 admissions notice for that academic year.

Desmond 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 and Skills in respect of that class.

Where Desmond 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 class(es).

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 Class(es)***

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year group)

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

5.2 Admission Provisions to the Aonad Lán Gaeilge (First-Year group)

- 5.2.1 Oversubscription
- 5.2.2 Selection criteria in order of priority
- 5.2.3 Selection process
- 5.2.4 Late Applications
- 5.2.5 Second/third-round offers of a place
- 5.2.6 Acceptance of a place
- 5.2.7 Refusal
- 5.2.8 Withdrawal of an offer
- 5.2.9 Appeals

5.3 Appeals

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

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

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

A Student applying for the First Year Group but seeking admission to a Special Class should see section 7 of this Admissions Policy.

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 Desmond College is in a position to offer further school places that become available for and during that academic school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

5.1.2 Selection criteria in order of priority

Desmond College will apply the following criteria for admission to the first-year group:

5.1.2.1 If the Student resides in the catchment area;

5.1.2.2 If the Student has siblings currently enrolled in the school;

5.1.2.3 Whether the Student attended feeder primary school ;

5.1.2.4 If the Student has siblings who were previously enrolled in the school;

Note: See section 5.2.2 for selection criteria applicable to admission to the Aonad Lán Gaeilge. See section 7 for selection criteria applicable to admission to the Special Class.

5.1.3 **Selection process**

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

Where Desmond College is oversubscribed and receives a late application for admission, that late application will receive a place on the waiting list beneath Applicants whose

applications were received by Desmond College 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 Desmond College and subsequently Desmond College's selection criteria will be applied in accordance with this Policy.

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

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Desmond 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 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.

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 Desmond 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 in 4.7 and 4.8, an offer of admission may be withdrawn, 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, 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 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.

5.1.8 **Appeals**

For information relating to an Applicant's right to appeal a decision of Desmond College regarding admission to the First-Year group, see section 5.3.

5.2. ADMISSION TO THE AONAD LÁN GAEILGE

Desmond College operates an Aonad Lán Gaeilge, which caters for Students who wish to be educated in an Irish-medium post primary setting. Applications made ONLY for the Aonad Gaeilge will be considered solely for that purpose. Applications made for the Aonad Lán Gaeilge **and** the English-medium stream will be considered for the Aonad Lán Gaeilge in the first instance and subsequently the English-medium stream.

Where the Aonad Lán Gaeilge in Desmond College is not oversubscribed, all Students who seek admission therein will be offered a place in the Aonad Lán Gaeilge, subject to sections 4.7 and 4.8.

5.2.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2.2 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 Desmond 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.

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 made to all year groups other than First-Year.

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

5.2.2 **Selection criteria in order of priority:**

Applications to the Aonad Lán Gaeilge will only be considered where the Aonad Lán Gaeilge was indicated on the application form provided to Desmond College by the Applicant.

Desmond College will apply the following criteria for admission to the Aonad Lán Gaeilge where the Aonad Lán Gaeilge is oversubscribed:

- 5.2.2.1. The student has attained a level of fluency in the Irish language and said fluency would be likely to regress were she/he not admitted to the Aonad. Applicants are required to provide such evidence as they consider appropriate to demonstrate the students level of fluency in the Irish language and how same would regress if the student were not admitted to the school
- 5.2.2.2. Whether the Student attended Aonad feeder primary school. (This is in line with the school's right to provide for the inclusion of students that have attended a primary school that provides education through the medium of Irish.);
- 5.2.2.3. If the Student has siblings currently enrolled in the school;
- 5.2.2.4. If the Student resides in the catchment area;
- 5.2.2.5. If the Student has siblings who were previously enrolled in the school;

5.2.3 **Selection process:**

Desmond College will apply the selection process as follows:

Having met the criteria for admission to the Aonad Lán Gaeilge, 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, Desmond College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.]

5.2.4 Late applications:

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

Where Desmond 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 Desmond College 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 Desmond College and subsequently Desmond College's selection criteria will be applied in accordance with this Admission Policy.

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

5.2.5 Second/third-round offers of a place:

Where a Student is in receipt of an offer of a place within Desmond 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.

5.2.6 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.

5.2.7 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:

- 5.2.7.1 The reasons that the Student was not offered a place in Desmond College
- 5.2.7.2 Details of the Student's ranking against the published selection criteria, if the year group to which the applicant is applying is oversubscribed
- 5.2.7.3 Details of the Student's place on the waiting list, if applicable, and
- 5.2.7.4 Details of the Applicant's right to appeal the decision

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

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

5.3.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.3.8.1 The information contained in the application is false or misleading in a material respect, or
- 5.3.8.2 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
- 5.3.8.3. An Applicant has not indicated
 - (i) whether or not he or she has applied for and is awaiting confirmation of an offer of admission 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 5.2.4 above.

5.2.8 Appeals:

For information relating to an Applicant's right to appeal a decision of Desmond College regarding admission to the Aonad Lán Gaeilge in the First-Year group, see section 5.3.

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5.3. APPEALS

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 Desmond College at Station Road, Newcastle West, Co. Limerick. Email: info@desmondcollege.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.

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

An Applicant who was refused admission to Desmond 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 Desmond College. 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.

5.3.3. **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.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

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

6.2 Admission Provisions to the Aonad Lán Gaeilge (other than First-Year)

- 6.2.1. Oversubscription
- 6.2.2. Selection criteria in order of priority
- 6.2.3. Selection process
- 6.2.4. Late Applications
- 6.2.5. Second/third-round offers of a place
- 6.2.6. Acceptance of a place
- 6.2.7. Refusal
- 6.2.8. Withdrawal of an offer
- 6.2.9. Appeals

6.3 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)

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

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 Admissions Policy.

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 Desmond 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.

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.

6.1.2 Selection criteria in order of priority

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

- 6.1.2.1 If the Student resides in the catchment area;
- 6.1.2.2 If the Student has siblings currently enrolled in the school;
- 6.1.2.3 If the Student has siblings who were previously enrolled in the school;

Note: See section 6.2.2 for selection criteria applicable to admission to the Aonad Lán Gaelige. 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.

6.1.3 Selection process

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

6.1.4 Late applications:

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

Where Desmond 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 Desmond College 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 Desmond College and subsequently Desmond College's selection criteria will be applied in accordance with this Admission Policy.

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

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Desmond 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 Desmond 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
- 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 in 4.7 and 4.8, an offer of admission may not be made where:

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

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.8.1. The information contained in the application is false or misleading in

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

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

6.1.8 Appeals:

For information relating to an Applicant's right to appeal a decision of Desmond College regarding admission to a year group other than First Year, see section 6.3.

6.2 ADMISSION PROVISIONS FOR THE AONAD LÁN GAEILGE (OTHER THAN FIRST-YEAR)

Aonad Lán Gaeilge offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school. Applications made ONLY for the Aonad Lán Gaeilge will be considered solely for that option. Applications made for the Aonad Lán Gaeilge **and** the English-medium stream will be considered for the Aonad Lán Gaeilge in the first instance and subsequently the English-medium stream.

Where the Aonad Lán Gaeilge in Desmond College is not oversubscribed, all Students who seek admission therein will be offered a place in the Aonad Lán Gaeilge, subject to sections 4.7 and 4.8.

6.2.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.2.2 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 Desmond College is in a position to offer further school places that become available for and during the 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 made 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.

6.2.2 Selection criteria in order of priority:

Applications to the Aonad Lán Gaeilge will only be considered where the Aonad Lán Gaeilge was indicated on the application form provided to Desmond College by the Applicant.

Desmond College will apply the following criteria for admission to the Aonad Lán Gaeilge where the Aonad Lán Gaeilge is oversubscribed:

- 6.2.2.1 The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the Aonad. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;
- 6.2.2.2 If the Student has siblings currently enrolled in the school;
- 6.2.2.3 If the Student resides in the catchment area;
- 6.2.2.4 If the Student has siblings who were previously enrolled in the school;

6.2.3 Selection process:

Desmond College will apply the selection process as follows:

Having met the criteria for admission to the Aonad Lán Gaeilge, 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, Desmond College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.2.4 Late Applications

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

Where Desmond 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 Desmond College 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 Desmond College and subsequently Desmond College's selection criteria will be applied in accordance with this Admission Policy.

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

6.2.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Desmond 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.

6.2.6 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.

6.2.7 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:

- 6.2.7.1. The reasons that the Student was not offered a place in Desmond College
- 6.2.7.2. Details of the Student's ranking against the published selection criteria if the year-group to which the Applicant is applying is oversubscribed;
- 6.2.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.2.7.4. Details of the Applicant's right to appeal the decision

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

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

6.2.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.2.8.1 The information contained in the application is false or misleading in a material respect, or
- 6.2.8.2 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
- 6.2.8.3. 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 6.2.4 above.

6.2.8 Appeals

For information relating to an Applicant's right to appeal a decision of Desmond College regarding admission to the Aonad Lán Gaeilge in all years other than the First-Year group, see section 6.4.

6.3 APPEALS

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 Desmond College at Station Road, Newcastle West, Co. Limerick. Email: info@desmondcollege.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.

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

An Applicant who was refused admission to Desmond 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 Desmond College. 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.

6.3.3. 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.

SECTION 7

APPLICATION TO THE SPECIAL CLASS(ES)

7 APPLICATION TO THE SPECIAL CLASS(ES)

7.1 Admission Provisions for the Special Class(es)

- 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 CLASS(ES)

Desmond College has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders and Mild General Learning Disability.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered.

Where the Special Class in Desmond College is not oversubscribed, all Students 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 sections 4.7 and 4.8.

In line with section 4.7, where the Special Class in Desmond 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 4.8.

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 Desmond College is in a position to offer further school places that become available for and during the 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 made 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.

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 currently a student in the school
- 7.1.2.2 If the Student resides in the catchment area;
- 7.1.2.3 If the Student has siblings currently enrolled in the school;
- 7.1.2.4 Whether the Student attended feeder primary schools;

7.1.3 Selection process:

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

Where Desmond 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 Desmond College 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 Desmond College and subsequently Desmond College's selection criteria will be applied in accordance with this Admission Policy.

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

7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Desmond 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 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 Desmond 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 in 4.7 and 4.8, 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
- 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.

7.1.8 Appeals:

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 Desmond College at Station Road, Newcastle West, Co. Limerick. Email: info@desmondcollege.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.

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

An Applicant who was refused admission to Desmond 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 Desmond College. 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.

7.2.3. 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.