



Dunshaughlin Community College

POLICY FOR ADMISSION TO SCHOOL YEAR 2023/2024



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

INTRODUCTION TO DUNSHAUGHLIN COMMUNITY COLLEGE

Dunshaughlin Community College was established in 1933 and is part of the Louth and Meath Education and Training Board. Our College is a co-educational post-primary school catering to an ever increasing population growth within the greater Dunshaughlin area. A comprehensive academic curriculum is promoted in addition to an extensive programme of extra-curricular activities.

The College saw a huge transformation in 2013, when the building of the modern extension was completed and we look forward to a further development of our campus in the coming years. Our challenge is to set standards which will command the respect and the pride of the community. Aspiring towards excellence, creating high expectations, developing a holistic approach to education and instilling a sense of pride and respect among parents, pupils and staff are among our goals. We pride ourselves in providing a high quality education to all of our students, inspiring them to develop their abilities to their full potential. All who are associated with our College are focused on our success and on providing a quality education for the youth of the community which we serve.

Our students are encouraged to actively partake in the leadership of our College through their participation on Student Council, Senior Mentor and Senior Prefect programmes. The role of our student leaders is to represent the views, concerns and aspirations of the student body, working in partnership with school management, staff and parents for the benefit of the College and the student body. This ensures that our College is student orientated and adapts to the ever-changing needs of the students.

The philosophy of Dunshaughlin Community College is one of inclusiveness. We respect diversity, parental choice and equality. Parental involvement in all aspects of our development is an essential and appreciated part of our College. Parents are represented on the Board of Management and there is an active Parents' Association. Our mission statement underlines our philosophy of fostering self-esteem, a positive attitude towards learning, the promotion of responsible behaviour and the encouragement of dignity and respect in all our endeavour.

Louth and Meath Education and Training Board (LMETB) is the largest comprehensive educational provider in the Louth and Meath region with a range of educational services

from primary to post primary and further education and training. Louth and Meath Education and Training Board is committed to **excellence** and **innovation** in the education of young people and adults through the provision of **dynamic services** delivered by **professional staff**.

LMETB manages four Community National Schools, a Centre for European Schooling, seventeen post primary schools including one school with Post Leaving Certificate provision and two dedicated Post Leaving Certificate colleges. LMETB is also joint patron of six Community Schools located in Ardee, Ashbourne, Athboy, Drogheda, Kells and Trim.

Each LMETB school and college has proven itself as a centre of excellence in teaching, learning and assessment in its local community. LMETB schools provide a welcoming atmosphere for students, staff, parents and the local communities in which they operate. The LMETB school/college experience is one where a warm relationship exists between teachers and learners and the atmosphere in lessons is positive and conducive to learning. A broad and balanced curriculum with a diverse range of co-curricular and extra-curricular activities where the aptitudes of students are central to its design is available in LMETB schools. Each of these schools has built a very positive reputation in the local communities in which they operate and each school continues to enjoy strong parental support and a high level of satisfaction with the quality of teaching, learning and assessment.

At Further Education and Training level, LMETB manages Youthreach Centres, a Regional Skills and Training Centre and an extensive range of Adult Education Services throughout counties Louth and Meath, including Adult Learning Services, Community Education, Back to Education Initiatives (BTEI), VTOS and Adult Guidance. Details of all LMETB schools and centres are included on our website www.lmetb.ie. You can also read more about LMETB on our Twitter page @LouthMeathETB

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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 Dunshaughlin 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 the application or acceptance of offer makes him/her a student of Dunshaughlin Community College; a person is only regarded as a student of Dunshaughlin Community College once s/he is enrolled on his/her first day of school.

‘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 Dunshaughlin Community College in respect of the person on whose behalf the application is being made. The catchment area for Dunshaughlin Community College is defined as: Catchment Area outlined in Appendix A

‘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 within the catchment area of preference for application to Dunshaughlin Community College. The feeder primary schools for Dunshaughlin Community College are:

- 1.1. St. Seachnails National School, Dunshaughlin - Roll No.: 17930 Q
- 1.2. Gael Scoil na Rithe, Dunshaughlin - Roll No.: 19867 W

- 1.3. Culmullen National School, Culmullen - Roll No.: 17312 N
- 1.4. Dunshaughlin Community NS, Dunshaughlin – Roll No.: 20521 Q
- 1.5. Dunsany National School, Dunsany - Roll No.: 16790 V
- 1.6. Skryne National School, Skryne - Roll No.: 17521 W
- 1.7. Rathbeggan National School, Rathbeggan - Roll No.: 18448 U
- 1.8. Rathfeigh National School, Rathfeigh - Roll No.: 17964 K
- 1.9. Rathregan National School, Rathregan - Roll No.: 18169 Q

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.

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

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. 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.

Dunshaughlin 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

LMETB 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 Dunshaughlin 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 enrol. The appeal process is set out in section 5.2 in respect of applications made to the First-Year Group and in section 6.2 in respect of applications made to all years other than the First-Year Group.

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

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

It is important to understand that our school does not provide '*religious instruction*' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. It is also 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’, Dunshaughlin Community 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* of any particular religion or belief.

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, Dunshaughlin Community College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Dunshaughlin 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;
- 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 currently attending 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.

Dunshaughlin Community College **will consider** the offer of a place to every Student seeking admission to the school, **unless the following applies**:

- 4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;

Where Dunshaughlin 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.

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***

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
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- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
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- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for a review by the Board of Management

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Dunshaughlin Community College is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

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 Dunshaughlin 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.

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

Dunshaughlin Community 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; as outlined by the Board of Management- refer to Appendix A;
- 5.1.2.2 If the Student has siblings currently enrolled in the school;
- 5.1.2.3 Children who attend the following schools:
 - St. Seachnails National School
 - Gael Scoil na Rithe, Dunshaughlin

- Culmullen National School
- Dunshaughlin Community National School

5.1.2.4 Children who attend the following schools in our catchment area:

- Dunsany National School
- Skryne National School
- Rathbeggan National School
- Rathfeigh National School
- Rathregan National School

5.1.2.5 Children of College staff members;

5.1.2.6 Children who attend the following schools:

- Kilmessan National School
- Kiltale National School

5.1.2.7 All other Applicants

Regardless of the above categories, places will be available for students from the CES – Centre of European Schooling as agreed with the Government of Ireland SEAT Agreement November 2015, when the number of applications does not exceed the number of places available at the time of application.

5.1.3 Selection process

Dunshaughlin 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, Dunshaughlin 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 Dunshaughlin 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 Dunshaughlin 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 4.7.

Where Dunshaughlin 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 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 Dunshaughlin 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 Dunshaughlin 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, 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 Dunshaughlin Community College regarding admission to the First-Year Group, see section 5.2.

5.2. APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Dunshaughlin Community College. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing dunshaughlincc@lmetb.ie.

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

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

An Applicant who was refused admission to Dunshaughlin Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may

first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Dunshaughlin Community College. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing dunshaughlincc@lmetb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

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

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

5.2.3. Basis for a review by the Board of Management:

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

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for a review by the Board of Management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Dunshaughlin Community College is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

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 Dunshaughlin 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.

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

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

Where the Transition Year Programme and/or Leaving Certificate Applied Programme in Dunshaughlin Community College is/are oversubscribed, a Student applying for admission to such programm(es) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/these programm(es).

6.1.2 Selection criteria

Dunshaughlin Community 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; as outlined by the Board of Management- refer to Appendix A;
- 6.1.2.2. If the Student has siblings currently enrolled in the school;
- 6.1.2.3. Children who attend the following schools:
 - St. Seachnaills National School
 - Gael Scoil na Rithe, Dunshaughlin
 - Culmullen National School
 - Dunshaughlin Community National School
- 6.1.2.4. Children who attend the following schools in our catchment area:
 - Dunsany National School
 - Skryne National School
 - Rathbeggan National School
 - Rathfeigh National School
 - Rathregan National School
- 6.1.2.5. Children of College staff members;
- 6.1.2.6. Children who attend the following schools:
 - Kilmessan National School
 - Kiltale National School
- 6.1.2.7. All other Applicants

Regardless of the above categories, places will be available for students from the CES – Centre of European Schooling as agreed with the Government of Ireland SEAT Agreement November 2015, when the number of applications does not exceed the number of places available at the time of application.

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

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

Where Dunshaughlin 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 4.7.

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

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Dunshaughlin 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 Dunshaughlin 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, 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 Dunshaughlin Community College regarding admission to a year-group other than First-Year, see section 6.2.

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Dunshaughlin Community College. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing dunshaughlincc@lmetb.ie.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must be 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.

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

An Applicant who was refused admission to Dunshaughlin Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available

from the school office and on the school's website, for it to be reviewed by the board of management of Dunshaughlin Community College. Such a review must be sought by the Applicant 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. Completed BOMR1 Forms should be submitted to the school office or online by emailing dunshaughlincc@lmetb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

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

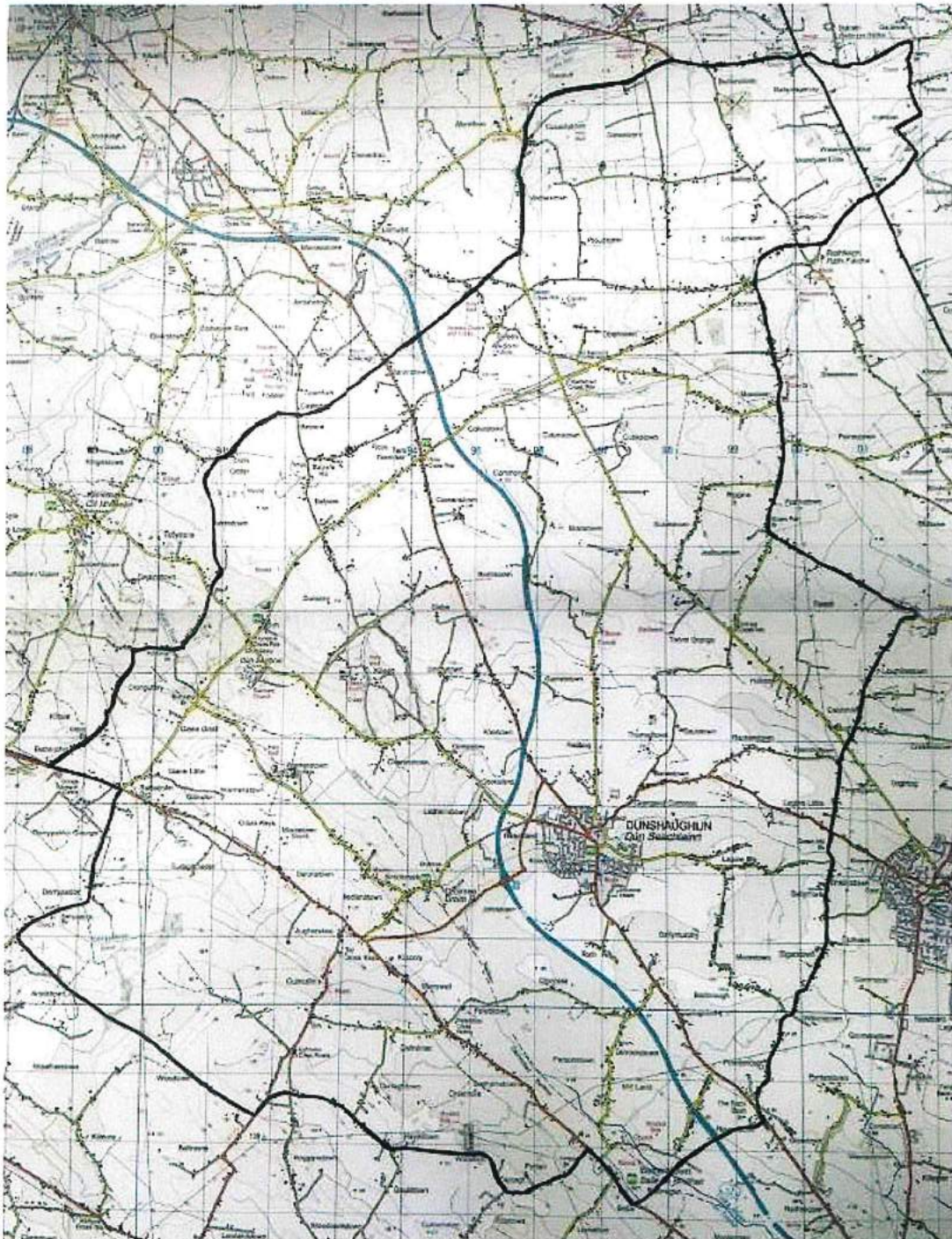
If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the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

6.2.3. Basis for a review by the Board of Management:

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

Appendix A:

Dunshaughlin Community College Catchment Area is contained inside the dark outlined area on the map below



Appendix B:

Maximum number of Classes and Maximum Year Group sizes for 2022 – 2023


First Year:	7 Class Groups: 196 students for 2022 / 2023 academic year
Second Year:	7 Class Groups: 210 students for 2022 / 2023 academic year
Third Year:	8 Class Groups: 210 students for 2022 / 2023 academic year
Transition Year:	6 Class Groups: 162 students for 2022 / 2023 academic year
Leaving Certificate Year 1:	8 Class Groups: 220 students for 2022 / 2023 academic year
Leaving Certificate Year 2:	7 Class Groups: 200 students for 2022 / 2023 academic year

Maximum number of Classes and Maximum Year Group sizes for 2023 – 2024

First Year:	7 Class Groups: 210 students for 2023 / 2024 academic year
Second Year:	7 Class Groups: 196 students for 2023 / 2024 academic year
Third Year:	7 Class Groups: 210 students for 2023 / 2024 academic year
Transition Year:	6 Class Groups: 162 students for 2023 / 2024 academic year
Leaving Certificate Year 1:	8 Class Groups: 210 students for 2023 / 2024 academic year
Leaving Certificate Year 2:	8 Class Groups: 220 students for 2023 / 2024 academic year

As agreed by the Board of Management on 12th January 2023.

Chairperson of the Board:

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Date: 12/01/2023



BOM & LMETB Ratification/Resolution **Process for This Policy**

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	<i>12th January 2023</i>
<i>Proposed By:</i>	<i>Noel Dempsey</i>
<i>Seconded By:</i>	<i>Dane McGovern</i>
<i>Signed:</i> <i>Bill Sweeney</i>	<i>(Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	<i>2024</i>

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>