



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**  
**LIMERICK & CLARE**  
Education & Training Board



# **POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022**

## **Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO GAELCHOLÁISTE LUIMNIGH**

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Gaelcholáiste Luimnigh is a co-educational, non-denominational Post-Primary School situated in Limerick City, under the patronage of Limerick and Clare Education and Training Board.

Gaelcholáiste Luimnigh was established in 2006.

- Gaelcholáiste Luimnigh supports the principle of equality for all students regarding access to and participation in the College.
- Gaelcholáiste Luimnigh respects the diversity of traditions, values, beliefs, languages and ways of life in society.
- Gaelcholáiste Luimnigh acknowledges the right of parents to send their children to a college of the parents' choice, subject to the resources available to Gaelcholáiste Luimnigh including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of Gaelcholáiste Luimnigh to provide for the needs of those who apply for admission.
- Where Gaelcholáiste Luimnigh lacks the necessary resources to meet the needs of any applicant or student it will make every effort to secure those resources – where the resources cannot be secured Gaelcholáiste Luimnigh may have no recourse but to decline admission.
- Gaelcholáiste Luimnigh is managed by a Board of Management which operates under the auspices of the Limerick and Clare Education & Training Board.

### **Mission Statement**

Gaelcholáiste Luimnigh is an all-Irish Post- Primary college. All subjects (except other languages) are taught through the medium of Irish. Gaelcholáiste Luimnigh is inclusive in its intake and is comprehensive in its curriculum. It is a holistic centre of excellence in the development and learning of each individual pupil where each person is special. Staff and students work together to realise their full potential in a safe and friendly environment where the atmosphere is one of learning and development, mutual respect and co-operation. Irish language and culture are central in every aspect of the college's life.

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# **PART A**

## ***General Information for All Applicants***

- 1. Glossary of terms***
- 2. Admission Statement***
- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

## 1 GLOSSARY OF TERMS

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

**'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 Gaelcholáiste Luimnigh by virtue of application alone.

**'Gender'**, in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

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

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

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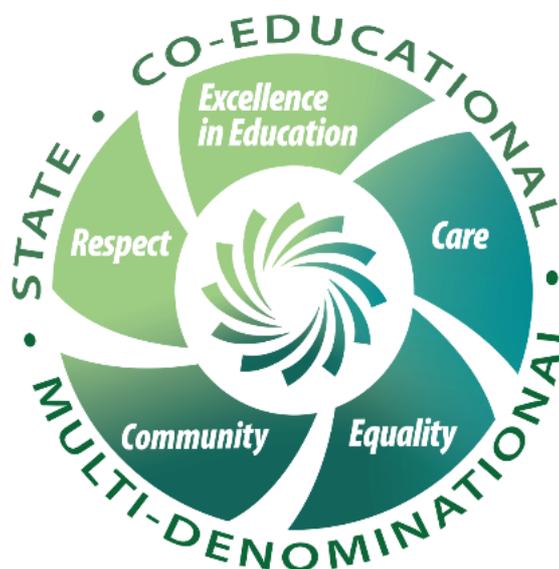
### Characteristic Spirit

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

- Excellence in Education
- Care
- Equality
- Community
- 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, Gaelcholáiste Luimnigh 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.

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

### **3 LEGAL FRAMEWORK**

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Limerick and Clare Education and Training Board 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 Gaelcholáiste Luimnigh is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

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

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

## 4 GENERAL ADMISSION PROVISIONS

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

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

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

In processing an application Gaelcholáiste Luimnigh **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 attending, or having attended, the school.

4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Gaelcholáiste Luimnigh **will consider** the offer of a place to every Student seeking admission to the school, **unless**

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 Gaelcholáiste Luimnigh 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

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

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#### **5.1 Admission Provisions (First-Year Group)**

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

#### **5.2 Appeals**

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

## **5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)**

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Where Gaelcholáiste Luimnigh is not oversubscribed, all Students will be offered a school place, subject to sections 4.7

- The Limerick City Area second level colleges are obliged to cooperate with a Common Application Procedure since 2005.
- Application to Gaelcholáiste Luimnigh, as directed by the College's patron, the Limerick and Clare Education & Training Board, is processed through the Common Application System.
- Parents/Guardians and students are invited to an Open Night each September. (Advertisements are placed in several weeks' publication of the following local newspapers; Limerick Leader (City and County editions) and the Limerick Post. Information regarding the College's Open Night will be posted to primary colleges.
- Common Application Forms (provided by the Limerick Education Centre as part of the Limerick Area Post-Primary Common Application System) are given to all Sixth Class students whose parents/guardians attend the College's 'Oíche Oscailte' (Open Night) and are available from the college.
- Completed Application forms are required to be returned to the College on or prior to the closing date for receipt of Application Forms, as agreed by the Limerick Principals' and Deputy Principals' Association.
- All application forms are date and time stamped on receipt with a copy returned to parents/guardians.
- Students are required to be twelve years of age on the 1st January in the calendar year following the child's entry into 1st year. (Birth Certificates are required prior to acceptance of a student into the College).
- Late applications will not be considered.
- Places are allocated as soon as is practicable but not later than twenty-one (21 days) after the closing date.
- One application form may only be returned for each prospective student.

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

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

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

1. The College's sub-committee on Enrolment oversees the allocation of places to the various category groupings – as per table above.
2. The sub-committee consists of the Chairperson of the Board of Management, Limerick and Clare Education & Training Board representatives on the Board, parent representatives and staff representatives.
3. The sub-committee meets to complete this process in the College in mid-January, after the closing date for receipt of application forms.
4. Brothers and Sisters of current students will automatically be given a place (provided that Gaelcholáiste Luimnigh is his/her first choice of college).
5. A lottery will apply to category 2, 3 and 4 in the event that there is oversubscription of students to the College. Places are be allocated to students randomly.

6. In the event of oversubscription, in any of the category groupings, the following process will be undertaken.
7. Each applicant's application form is placed in an unmarked white A4 envelope (not revealing the identity of the applicant) and placed in random-order in a box. The box is passed around to each of the Members of the sub-committee and envelopes are removed, at random, from the box and given a number by the Chairperson until all envelopes have been processed.
8. Any places available are allocated in numerical order based on the number of the envelope containing the applicant's form.
9. The Secretary to the Board of Management is not be present for this process.
10. Once all places have been allocated, all remaining applicants, if any, are given a number and form a panel of students who may, at a later stage, be offered a place in the College. This will occur if a student(s), already offered a place, declines to accept his/her place at the College.

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

Gaelcholáiste Luimnigh will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 Students whose Brother(s) or Sister(s) currently attend Gaelcholáiste Luimnigh (Gaelscoil or Non-Gaelscoil) will receive first priority.

Note: Siblings cannot be considered for a place in the college unless a form expressing Gaelcholáiste Luimnigh as their number one choice, is submitted to Gaelcholáiste Luimnigh, in accordance with the operation of the Limerick Area Common Application System. Determined by number applying to the College on an annual basis.

- 5.1.2.2 Students of staff will receive second priority. Determined by allocation of places to pupils in Category 1.

- 5.1.2.3 Limerick City Area Gaelscoileanna\*.

Note: colleges are listed in order of the Year of Establishment.

- An Mhodhscoil
- Gaelscoil Sáirséal
- Gaelscoil Sheoirse Clancy
- Gaelscoil Chaladh an Treoigh
- Gaelscoil Ráithín

\*50.5% of places will be allocated to pupils from Gaelscoileanna (this is to include brothers & sisters. Students from the Limerick City Area Gaelscoileanna\* will receive priority after places in Category 1 & Category 2 have been allocated. A lottery for these places may apply in the event of oversubscription in this category.

5.1.2.4 Any remaining places are allocated randomly for any/all remaining applicant pupils.

Note: Within any of the categories 1, 2 or 3, allocations will be random if necessary. Determined by allocation of places to pupils in Category 3.

### **5.1.3 Selection process**

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

An Applicant will be offered a place in Gaelcholáiste Luimnigh based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh
- 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 Gaelcholáiste Luimnigh regarding admission to the First-Year Group, see section 5.2.

## **5.2. APPEALS**

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### **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 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 Gaelcholáiste Luimnigh at Sir Harry's Mall, Limerick. V94V2Y9. 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.

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

An Applicant who was refused admission to Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh. 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.

**5.2.3. 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.

# **SECTION 6**

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

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

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#### **6.1 Admission Provisions (other than First-Year)**

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

#### **6.2 Appeals**

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

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

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Where Gaelcholáiste Luimnigh is not oversubscribed, all Students will be offered a school place, subject to sections 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 Gaelcholáiste Luimnigh 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**

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

6.1.2.1 Students whose Brother(s) or Sister(s) currently attend Gaelcholáiste Luimnigh (Gaelscoil or Non-Gaelscoil) will receive first priority.

6.1.2.2 Students of staff will receive second priority. Determined by allocation of places to pupils in Category 1.

6.1.2.3 Limerick City Area Gaelscoileanna\*.

6.1.2.4 Any remaining places are allocated randomly for any/all remaining applicant pupils.

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**

Gaelcholáiste Luimnigh 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, [XX School] 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 Gaelcholáiste Luimnigh after the closing date published by Gaelcholáiste Luimnigh and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Gaelcholáiste Luimnigh is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Gaelcholáiste Luimnigh is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Gaelcholáiste Luimnigh , 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.

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

Where a Student is in receipt of an offer of a place within Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh
- 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

- 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 Gaelcholáiste Luimnigh regarding admission to a year-group other than First-Year, see section 6.2.

## 6.2 APPEALS

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### 6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Gaelcholáiste Luimnigh at Sir Harry's Mall, Limerick. V94V2Y9. 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.

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

An Applicant who was refused admission to Gaelcholáiste Luimnigh 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 Gaelcholáiste Luimnigh. 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.

**6.3.2. 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.