

Admission Policy of Glenart College

School Address: Coolgreaney Road, Arklow, Co. Wicklow

Roll number: 70740M

School Patron: KWETB

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on [date]****. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Glenart College admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

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 school, 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.

3. Admission Statement

Glenart College will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Glenart College is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

Glenart College with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with ASD and MGLD.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

The special classes attached to Glenart College provides an education exclusively for students with ASD or MGLD, the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- 6.1 The school's mission re serving the Community and its catchment area please see Appendix A
- 6.2 Sibling preference
- 6.3 Students who have attended feeder primary schools, please see Appendix B.
- 6.4 The availability of resources
- 6.5 The suitability of courses/programmes for the student.
- 6.6 The school's professional assessment of supporting documentation.
- 6.7 The health and safety of others in the school.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Random selection will apply. Whereby names will be randomly selected in the presence of a Board member and the School Management.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's academic ability, skills or aptitude;
other than in relation to:
admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (b) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (c) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (d) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school .
- (e) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Glenart College will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable).
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

Please see [section 15](#) below in relation to applications

- received outside of the admissions period
- for places in years other than the intake group.

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Glenart College, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Glenart College where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an 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.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Glenart College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Glenart College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group or who are not already admitted to the school, after the commencement of the school year in which admission is sought are as follows:

When a student makes an application to transfer to Glenart College the following procedures must be adhered to before a decision is made in respect of the application:

15.1 The parent/s of the student must submit a completed form of enquiry with photocopies of the two most recent term/examination reports and other relevant documentation in relation to the student seeking transfer to Glenart College, stating clearly the reasons for this request.

15.2 If the Management at Glenart College is satisfied that the application is bona fide and mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant whilst not infringing the rights of the students who are already attending Glenart College, then a place on the school course applied for may be offered to the applicant. Whereby the attendance of the applicant will contribute positively to the school programme and not infringe in any way upon the opportunities or rights of other pupils or staff.

Where a student has left Glenart College voluntarily to take up employment or to attend another educational establishment, subsequently makes a formal application for re-

admission to the school the Board of Management shall take a decision as to whether or not to re-admit the student to the school, having thoroughly reviewed the application form.

16. Declaration in relation to the non-charging of fees

The board of Glenart College or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

Glenart College does not provide religious instruction. Students attend religious education classes.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Appendix A



Appendix B

Avoca NS Phádraig Naofa, , Kilmagig, Avoca, Co. Wicklow

Ballyfad NS, Ballyfad, Co Wexford

Carysfort National School, Yellow Lane, Knockanrahan Lower

Gaelscoil an Inbhir Mhóir, Emoclew Road, Knockarahan Upper, Arklow, Co. Wicklow

NS, Coolgreaney Rd, Sheephouse Arklow

Sacred Heart National School, Main Street, Lower Aughrim, Co. Wicklow

Scoil an Iarainn, Kilanerin NS, Co. Wexford.

Scoil Chormáin Naofa, National School, Ballynacree, Castletown, Co. Wexford

Scoil Íosagáin, National School, Coolgreaney, Co. Wexford.

Scoil Realt Na Mara, Ballynacarrig, Brittas Bay.

St Johns NS, Oghil Lower, Redcross, Co. Wicklow

St. Brigid's NS Annacurra, Aughrim

St. Joseph's NS, Templeraíney, Arklow, Co. Wicklow

St. Kevin's NS, Tara Hill, The Avenue, Kilcavan Lower, Gorey Hill, Co. Wexford

St. Kevins NS, Balintemple, Arklow, Ballycoog

St. Patrick's NS, Ballyfad National School, Barnacleagh South, Arklow