

Admission Policy of Glenart College 2021-2022

School Address: Coolgreaney Road, Arklow, Co. Wicklow

Roll number: 70740M

School Patron: KWETB

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 Glenart College is responsible for the implementation of this Admission Policy.

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PART A

General Information for All Applicants

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- 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 Glenart College.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Glenart College by virtue of application alone.

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

‘Catchment Area’ refers to the designated residential area for application to all classes including the Additional Class in Glenart College in respect of the person on whose behalf the application is being made. The catchment area for Glenart College is defined as: Glenart



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

‘Feeder Primary Schools’ refers to the primary schools of preference for application to Glenart College. The feeder primary schools for Glenart College are:

- 1.1 Avoca NS Phádraig Naofa, , Kilmagig, Avoca, Co. Wicklow
- 1.2 Ballyfad NS, Ballyfad, Co Wexford
- 1.3 Carysfort National School, Yellow Lane, Knockanrahan Lower
- 1.4 Gaelscoil an Inbhir Mhóir, Emoclew Road, Knockarahan Upper, Arklow, Co. Wicklow
- 1.5 Sacred Heart National School, Main Street, Lower Aughrim, Co. Wicklow
- 1.6 Scoil an Iarainn, Kilanerin NS, Co. Wexford.

- 1.7 Scoil Chormáin Naofa, National School, Ballynacree, Castletown, Co. Wexford
- 1.8 Scoil Íosagáin, National School, Coolgreaney, Co. Wexford.
- 1.9 Scoil Realt Na Mara, Ballynacarrig, Brittas Bay.
- 1.10 St Johns NS, Oghil Lower, Redcross, Co. Wicklow
- 1.11 St. Brigid's NS Annacurra, Auhrim
- 1.12 St. John NS, Coolgreaney Road, Arklow, Co. Wicklow
- 1.13 St. Joseph's NS, Templerainey, Arklow, Co. Wicklow
- 1.14 St. Kevin's NS, Tara Hill, The Avenue, Kilcavan Lower, Gorey Hill, Co. Wexford
- 1.15 St. Kevins NS, Balintemple, Arklow, Ballycoog
- 1.16 St. Patrick's NS, Barnacleagh South, Arklow

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, (siblings must have completed one academic year) **'Sibling'** refers to full siblings, half-siblings, foster-siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, **'Sibling'** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

[Note: the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of recognising the household and facilitating families who are required to do more than one drop-off and/or collection to/from the school.]

'Additional Class' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for students with a category or categories of Additional educational needs specified by the Minister of Education and Skills. Glenart College has additional Classes, established to cater for the additional educational needs of student's with Autism/Autistic Spectrum Disorders and Moderate General Learning Difficulties.

'MGLD' means Moderate General Learning Difficulties. These students may have impaired development and learning ability in respect of basic literacy and numeracy, language and communication, mobility and leisure skills, motor co-ordination and social and personal development.

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

2 Admission Statement

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 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.

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

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the state provider of education, the ETB sector defines a 'multi-denominational' school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our school Glenart College provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully inclusive education which 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, Glenart College will not discriminate in its admission of a student to the school on any of the following:

- 2.1 the gender ground of the student or the applicant in respect of the student concerned,
- 2.2 the civil status ground of the student or the applicant in respect of the student concerned,
- 2.3 the family status ground of the student or the applicant in respect of the student concerned,
- 2.4 the sexual orientation ground of the student or the applicant in respect of the student concerned,
- 2.5 the religion ground of the student or the applicant in respect of the student concerned,
- 2.6 the disability ground of the student or the applicant in respect of the student concerned,
- 2.7 the ground of race of the student or the applicant in respect of the student concerned,
- 2.8 the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 2.9 the ground that the student or the applicant in respect of the student concerned has special educational needs. However, where the school provides education exclusively for a category or categories of additional educational need(s) in an Additional Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified additional educational need(s).

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

3 Legal Framework

Kildare Wicklow Education and Training Board (KWETB) 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 Glenart 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 5.3 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.

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. There is an important 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 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’, Glenart College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

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.

In processing an application Glenart College **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student’s academic ability, skills or aptitude; unless:
it is necessary to ascertain whether or not the Student has the category of additional educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of additional educational needs or an additional class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student’s Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student’s connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school, or where the parent of the student wishing to attend is an employee of 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.

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

- 4.7 The Parent/Student over 18 fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;
- 4.8 The Student seeking admission to an Additional Class in the school does not have the category of additional educational needs specified by the Minister of Education and Skills in respect of that class.

Where Glenart College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Additional Classes for Students with a diagnosis of ASD or MGLD.

PART B

Information for Specific Categories of Applicants

- 5. Application to the First-Year Group Mainstream***
- 6. Application to All Year Groups Other Than First-Year***
- 7. Application to the Additional Class***

SECTION 5

Application to the First-Year Mainstream Group

1 Application to the First-Year Group

5.1 Admission Provisions (First-Year Group)

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

5.2 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 review by the Board of Management

5.1 Admission Provisions (First Year Group)

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

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

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where the number of applicants in a particular band exceeds the number of places remaining, the remaining places will be allocated within that band based on a lottery. A waiting list is created by lottery of the remaining applicants in that band. At this time a waiting list will be created from each subsequent band by means of a lottery.

The lottery from each band will be conducted in the school by the Principal, the Chair of the Board of Management and a member of the Parents' Council.

Where Glenart 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

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

- Please refer to our Admissions Notice for the number of places available to incoming First Year Students.
- Places will be allocated on the basis of the following bands:
 - 5.1.2.1: Students who have siblings currently attending Glenart College.
 - 5.1.2.2: Students attending feeder Primary Schools and living inside the catchment area.
 - 5.1.2.3: Students attending feeder Primary School in Arklow and living outside the catchment area.
 - 5.1.2.4: Children of current staff.
 - 5.1.2.5: Students who have siblings/parents past-pupils of the school (to a maximum of 25%).
 - 5.1.2.6: Other students.

See section 7 for selection criteria applicable to admission to the Additional Class.

5.1.3 Selection process

Glenart 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, Glenart College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. Where there are multiple siblings applying for entry to first year, if one sibling is selected through this lottery process, the next available space *in mainstream* will automatically be assigned to their sibling(s). If the second sibling has applied for one of the Additional Classes they must go through the selection process as outlined in 7.1.3.

5.1.4 Late applications

An application received by Glenart 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 Glenart 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 in accordance with this Admission Policy.

Where Glenart 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 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within two 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 Glenart College but does not accept the offer, or fails to accept within the specified time period, 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

two 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 refusal 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 Glenart 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.

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 Glenart 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 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 Glenart College at Glenart College, Coolgreaney Road, Arklow, Co. Wicklow, phone number: 0402 32149, Email: glenartcollege@kwetb.ie. Such an appeal must be brought within twenty one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education 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 Glenart College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Glenart College. Such an appeal must be brought within twenty one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education 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 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 review 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

- 6.3.1. 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 review by the Board of Management

6.1 Admission Provisions (Other Than First-Year)

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

A Student applying for admission to a year-group other than First-Year but seeking admission to the Additional Class should see section 7 of this Admission Policy.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Glenart College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

6.1.2 Selection criteria in order of priority

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

- 6.1.2.1: Students who have siblings currently attending Glenart College.
- 6.1.2.2: Students from families arriving new to Arklow Town
- 6.1.2.3: Students who have siblings/parents past-pupils of the school (to a maximum of 25%).
- 6.1.2.4: Children of staff
- 6.1.2.5: Other students.

In all applications for places other than first year, the following points will be considered:

- (i) That, in the professional judgement of the School Authority, the student, because of previous education, training or experience is considered likely to benefit from attendance;
- (ii) That the participation of the student will contribute positively to the school and will not infringe upon the opportunities or rights of other students or staff.

See section 7 for selection criteria applicable to admission to the Additional Class.

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

6.1.3 Selection process

Glenart 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, Glenart College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. Where there are multiple siblings applying for entry to first year, if one sibling is selected through this lottery process, the next available space *in mainstream* will automatically be assigned to their sibling(s). If the second sibling has applied for one of the Additional Classes they must go through the selection process as outlined in 7.1.3.

6.1.4 Late applications:

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

Where Glenart 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.

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

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Glenart College but does not accept the offer, or fails to accept within the specified time period, 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 refusal 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 Glenart 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.

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 Glenart 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 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 Glenart College at Glenart College, Coolgreaney Road, Arklow, Co. Wicklow, Phone Number: 0402 32149, glenartcollege@kwetb.ie . Such an appeal must be brought within twenty one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education 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.

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

An Applicant who was refused admission to Glenart College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Glenart College. Such an appeal must be brought within twenty one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education 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.

6.2.3 Basis for 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 review the decision.

SECTION 7

Application to the Additional Classes

7 Application to the Additional Class

7.1 Admission Provisions for the Additional Class

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

7.2 Appeals

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for review by the Board of Management

7.1 Admission Provisions for the Additional Class

Glenart College has a number of Additional Classes, established to cater for the additional educational needs of Students with Autism/Autistic Spectrum Disorders or MGLD. The admission policy for the additional class should be read in conjunction with the ASD Class policy at appendix 1.

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

Where the Additional Classes in Glenart College are not oversubscribed, all Students whose needs fall within the category of additional educational needs provided for by the Additional Class will be offered a place in the Additional Class, subject to sections 4.7 and 4.8. The Autism/Autistic Spectrum Disorder class caters for a maximum no. 6 students and the MGLD class caters for a maximum of 8 students.

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

7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Glenart College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

7.1.2 Selection criteria in order of priority:

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

- 7.1.2.1: Current students
- 7.1.2.2: Students with an ASD/MGLD class recommendation who have siblings currently attending Glenart College.
- 7.1.2.3: Students with an ASD/MGLD class recommendation attending a feeder Primary School and living inside the catchment area.

- 7.1.2.4: Students with an ASD/MGLD class recommendation attending a feeder Primary School in Arklow and living outside the catchment area.
- 7.1.2.5: Students with an ASD/MGLD class recommendation that are children of current staff.
- 7.1.2.6: Students with an ASD/MGLD class recommendation who have siblings/parents past-pupils of the school (to a maximum of 25%).
- 7.1.2.7: Any students in our listed primary schools who have a recommendation for an ASD/MGLD class.
- 7.1.2.8: All other students with an ASD/MGLD class recommendation

7.1.3 Selection process:

Glenart College will apply the selection process as follows:

Having met the criteria for admission to the Additional Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Glenart College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. If a sibling has been assigned a place in mainstream this does not mean that their sibling automatically is granted a place in one of our Additional Classes.

7.1.4 Late applications:

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

Where Glenart 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 in accordance with this Admission Policy.

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

7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Glenart College but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process

will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

7.1.6 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

7.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 7.1.7.1 The reasons that the Student was not offered a place in Glenart College;
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on

behalf of that Student shall be treated as a late application in line with section 7.1.4 above.

7.2 Appeals

7.2.1. Appeal where refusal was due to oversubscription:

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7.2.3. Basis for 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 review the decision.

