



BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION  
AND TRAINING BOARD



# **Causeway Comprehensive School**

## **Policy for Admission**

### **Causeway Comprehensive Post-Primary School**

**Causeway, Tralee, Co. Kerry**

*Board of Management approved 21<sup>st</sup> September 2020*

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 Causeway Comprehensive School is responsible for the implementation of this Admission Policy.

# INTRODUCTION TO CAUSEWAY COMPREHENSIVE SCHOOL

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## **History of Causeway Comprehensive School**

Causeway Comprehensive School is located in Causeway, Co. Kerry, just 22km drive from Tralee. Causeway Comprehensive school's students come from a wide catchment area such as Causeway, Ballyhigue, Lixnaw, Ballyduff, Abbeydorney and Ardfert. Causeway Comprehensive School is a co-educational post primary school, with a school population of around 500 students. Kerry ETB is the patron body with the responsibility for primary, post primary, further education and training in Kerry.

The history of Causeway Comprehensive School dates back to the 1950's. Causeway Vocational School opened its doors for the first time on the 9th September 1957. From 1947, St. Patrick's College and St. Mary's College provided secondary education in the area. St. Mary's College closed in 1965, and in 1967 St. Patrick's College amalgamated with the Vocational School to provide a comprehensive curriculum for students. In 1973, the Presentation Secondary School, Lixnaw amalgamated with the expanded school in Causeway and another chapter in the history of education provision in the area was commenced. This created Causeway Comprehensive School. The developing and expanding school was located in the Vocational School building (1957) and in twenty-three prefabricated classrooms until 1980 when an impressive new school building was provided on the adjacent site. The 1957 building continued to be used until the construction of two extensions to the main school were completed in the mid 1990's. A further extension to the front of the building was completed in 2016. The original vocational school building continues to serve the community as a Further Education and Training Centre.

The school provides a wide variety of curricular programmes such as Junior Cycle and Leaving Certificate programmes, Transition year, Junior Certificate School Programme and Leaving Certificate Applied. A number of extra-curricular activities also takes place in the school such as Hurling, Camogie, Football, Basketball, Soccer School Musicals and a variety of lunchtime activities. There is a long and established links with the local and wider community.

## **Statement on Characteristic Spirit**

Causeway Comprehensive is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. Kerry ETB is the patron of the school. The model agreement provides for the participation of the Presentation Order in the organisation and management of the community college on an ongoing basis. Causeway Comprehensive was established in 1973 in a spirit of partnership between Kerry ETB and the Presentation Order.

The inherited traditions, values and founding intentions of Kerry ETB and the Presentation Order remain enshrined in the characteristic spirit and in the life of our school. Our school is a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in Education/Quality
- Care
- Equality
- Community
- Respect
- Inclusion
- Learning

All members of our school community are treated equally, regardless of their race, gender, religion/belief, age, family status, marital status, membership of the Traveller community, sexual orientation, ability or socio-economic status. In our school all students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018). Once enrolled, our school strives to provide all our students with equal opportunities to engage with the curriculum and school life. Causeway Comprehensive 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.

## **Causeway Comprehensive School's Mission Statement**

The schools mission statements states that “our school welcomes each student into a friendly, caring and supportive community, where we recognise that each young person is unique and has different talents and different needs. In partnership with parents, we promote a Christian ethos, and nurture a positive self-image in students. This enhances their self-confidence and allows them to realise their full potential. We provide a well-balanced educational programme, so that each student can develop skills and attitudes that will allow them to grow into mature, responsible, well-rounded individuals capable of living fulfilling lives and of making a worthwhile contribution to society”.

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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)*



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## 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 Causeway Comprehensive School.

**‘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 Causeway Comprehensive School 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 Causeway Comprehensive School in respect of the person on whose behalf the application is being made. The catchment area for to Causeway Comprehensive School is defined as where the applicant attends one of the following list of primary schools as set out in the Feeder Primary Schools as stated below.

**‘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 Causeway Comprehensive School. The feeder primary schools for Causeway Comprehensive School are:

1.1.	Killury National School	Causeway	Co. Kerry
1.2.	Scoil Chríost Rí	Drumnacurra	Co. Kerry
1.3.	Ballincrossig National School	Ballyduff	Co. Kerry
1.4.	Sliabhamhadra National School	Ballyduff	Co. Kerry
1.5.	Bouleenshere National School	Ballyheigue	Co. Kerry
1.6.	Scoil Naomh Eric	Glenderry	Co. Kerry
1.7.	Ballyduff National School	Ballyduff	Co. Kerry
1.8.	Killahan National School	Abbeydorney	Co. Kerry
1.9.	Scoil Naomh Eric	Kilmoyley	Co. Kerry
1.10.	Scoil Mhuire Gan Smal	Lixnaw	Co. Kerry
1.11.	Scoil Mhuire De Lourdes	Lixnaw	Co. Kerry
1.12.	St. Teresa’s National School	Kilflynn	Co. Kerry
1.13.	Abbeydorney National School	Abbeydorney	Co. Kerry
1.14.	Ardfert National School	Ardfert	Co. Kerry
1.15.	Dromclough National School	Dromclough	Co. Kerry
1.16.	Killocrim National School	Killocrim	Co. Kerry
1.17.	Lisselton National School	Lisselton	Co. Kerry

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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### Kerry ETB's Patron statement

Kerry ETB School is a state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education/Quality;
- Care;
- Equality;
- Community;
- Respect;
- Inclusion an
- Learning



As the state provider of education, the Education and Training Board (ETB) sector defines a ‘multi-denominational’ school in the following way:

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

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Causeway Comprehensive School 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.

Causeway Comprehensive School 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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Kerry ETB 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 Causeway Comprehensive School is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the First-Year group and in section 6.2 in respect of applications made to all year other than the First-Year group.

Causeway Comprehensive School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the NCCA Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual, values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

It is important to understand that our school does not provide '*religious instruction*' and therefore the need to opt-out does not arise in this school. It is also important to understand the distinction between '*religious instruction*' and '*religious education*':

- *Religious instruction* is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for

pupils of that religious tradition. Religious Instruction may be provided in a denominational school setting.

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are ‘multi-denominational’, Causeway Comprehensive School supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide *religious instruction* in one particular religion or belief.

However, as per Section 30(2)(e) of the Education Act (1998), Causeway Comprehensive School recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any subject contrary to their conscience, including *religious education*.

Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the following way:

- If the student has special education needs, the school will ensure that he/she can be accommodate a resource class for the student.

## 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, Causeway Comprehensive School 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 Causeway Comprehensive School **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, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.

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.

Causeway Comprehensive School **will consider** the offer of a place to every student seeking admission to the school, **unless the following applies:**

4.7 The Parent/Guardian 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 Causeway Comprehensive School 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***



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# 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**

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

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

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Where Causeway Comprehensive School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Causeway Comprehensive School 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**

Causeway Comprehensive School will apply the following criteria for admission to the first-year group:

- 5.1.2.1 If the Student has siblings currently enrolled in the school;
- 5.1.2.2 A child/foster child of a staff members who are on staff of Causeway Comprehensive School on the date of enrolment.
- 5.1.2.3 Whether the Student attended a feeder primary school
- 5.1.2.4 If the Student had a sibling, parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

### **5.1.3 Selection process**

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

Where Causeway Comprehensive School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 4.7.

Where Causeway Comprehensive School 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 operated *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 Causeway Comprehensive School but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

### **5.1.6 Acceptance of a place**

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

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

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

### **5.1.7 Refusal**

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

- 5.1.7.1. The reasons that the Student was not offered a place in Causeway Comprehensive School;
- 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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Causeway Comprehensive School 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 Causeway Comprehensive School at Causeway, Tralee, Co. Kerry (admin@causewaycs.ie). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education 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 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 Causeway Comprehensive School 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 Causeway Comprehensive School. 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 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 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 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**

- 6.2.1 Appeal where refusal was due to oversubscription
- 6.2.2 Appeal where refusal was for a reason other than oversubscription
- 6.2.3 Basis for appeal

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

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Where Causeway Comprehensive School 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 for the school year in respect of which the applications are made. Where Causeway Comprehensive School is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

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

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

Causeway Comprehensive School will apply the following criteria for admission to a year group other than First Year:

- 6.1.2.1 If the Student has siblings currently enrolled in the school;
- 6.1.2.2 A child/foster child of a staff members who are on staff of Causeway Comprehensive School on the date of enrolment.
- 6.1.2.3 Whether the Student attended feeder primary school.
- 6.1.2.4 If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

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**

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

Where Causeway Comprehensive School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications.

Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 4.7.

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

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

Where a Student is in receipt of an offer of a place within Causeway Comprehensive School 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 Causeway Comprehensive School,
- 6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

### **6.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

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

- (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

**6.1.9 Appeals:**

For information relating to an Applicant's right to appeal a decision of Causeway Comprehensive School 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 the 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 Causeway Comprehensive School at Causeway, Tralee, Co. Kerry via email [admin@causewaycs.ie](mailto:admin@causewaycs.ie). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister of Education 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 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 Causeway Comprehensive School 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 Causeway Comprehensive School. 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 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 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 under section 29A of the Education Act 1998.

**6.2.3. 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.