



**cetb**  
Bord Oideachais agus  
Oiliúna Chorcaí  
*Cork Education and  
Training Board*

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

### **Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne Post-Primary School**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO TERENCE MACSWINEY COMMUNITY COLLEGE/GAELCHOLÁISTE MHC SHUIBHNE**

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Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is a co-educational post-primary school under the remit of the Cork Education and Training Board, CETB. Our aim is to ensure that every student entrusted to our care is given the best opportunity to fulfil their potential, both academically and individually. This aim is reflected in our Mission Statement, which is “to foster learning and to guide and nurture all of our students in a caring environment”. This Mission Statement was agreed on by staff, students and parents and we are committed to fulfilling it in a spirit of collaboration and partnership with all members of our school and local community.

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is an inclusive school that is dedicated to a high-quality educational experience for all learners. Over the last decade, we have invested heavily in providing excellent ICT resources to ensure that all students can realise their full potential, experience success and acquire the skills of independent learning. We intend to provide education for a technologically focussed generation in a contemporary learning environment.

Our caring dedicated and skilled staff achieve an excellent balance between challenging our students academically whilst ensuring that they nurture their holistic development as well. The support structures for our students ensure that they receive the encouragement and mentoring that they need to achieve. Our latest WSE referenced to very positive achievements evident in the context of the personal and social development of students as learners.

In the last five years, the school has encouraged students to explore their creativity through a variety of mediums, video, music, drawing and photography. This development has had a positive impact on student confidence and wellbeing. The college corridors reflect the students’ expression of their talents through drawing and photography. An annual showcase of the students’ creative work provides the local community with the opportunity to view and celebrate it. Students have entered and been selected for film festivals for their video work. This emphasis on creativity and

expression has also been reflected in the high quality of the musical theatre productions which are staged annually.

The decision to open an Aonad Lán Gaeilge was in response to local need and interest. Staff were enthusiastic in their support for this development and committed to intensive upskilling for two years at University College Cork. The support, guidance and encouragement of the Department of Modern Irish, U.C.C., proved invaluable in this process as did the support from An Chomhairle Oideachas Gaeltachta agus Gaelscolaíochta (COGG). Considerable planning has been invested in establishing the role of the Máthairscoil, curricular policy and other essential prerequisites for a successful Irish Medium school. Interest in and love of Irish language and culture has been fostered throughout the entire school community as evidenced in the successful achievement of the Gaelbhrathach in May 2019. The new Aonad has had a very positive start and won an award for creative computing in its first year. Their teacher and mentor also won an award for Educator of the Year. The success of the new Aonad has relied greatly on the support of external bodies, the tireless enthusiasm of the Co-ordinating teacher, staff investment and CETB and ETBI, via their Educational Policy and Development Officer. Most importantly, student satisfaction and parental approval is very high.

**Mission Statement:**

Our Mission is to foster learning and to guide and nurture all of our students in a caring environment.

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# **PART A**

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

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

## 1 GLOSSARY OF TERMS

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**‘Applicant’** means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne.

**‘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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne by virtue of application alone.

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

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

**‘Aonad Lán-Gaeilge’** offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school.

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

**‘Catchment Area’** refers to the designated residential area for application to Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne in respect of the person on whose behalf the application is being made. The catchment area for Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is the city North West Region.

## 2 2 STATEMENT ON CHARACTERISTIC SPIRIT

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Terence MacSwiney Community College 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. Cork ETB is the patron of the school. The model agreement provides for the participation of Bishop of Cork and Ross in the organisation and management of the community college on an ongoing basis.

Terence MacSwiney Community College was established in 1980 in a spirit of partnership between Cork ETB and the Bishop of Cork and Ross. Gaelcholáiste Mhic Shuibhne opened in 2019 to cater for students who wished to pursue their education through the medium of Irish. The school was developed on a greenfield site. The inherited traditions, values and founding intentions of Cork ETB and the Bishop of Cork and Ross 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;
- Care;
- Equality;
- Community and
- Respect.



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.

Our school, Terence MacSwiney Community College and Gaelcholáiste Mhic Shuibhne, 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.

Our school is multi-denominational. We welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

## **Appendix 2 – Recommended Statement on Opting-Out of Religious Instruction**

Terence MacSwiney Community College and Gaelcholáiste Mhic Shuibhne 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 Junior Cycle and Senior Cycle Frameworks and the model agreement. 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 nonreligious beliefs and those of their peers.

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

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



- *Religious 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’, Terence MacSwiney Community College and Gaelcholáiste Mhic Shuibhne supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs.

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:

***Students opting out of religious education will be offered a Philosophy class.***

### **3 LEGAL FRAMEWORK**

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Cork 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.3 in respect of applications made to

the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

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

## **4 GENERAL ADMISSION PROVISIONS**

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

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

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> February 2020, Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne **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.
- 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.

**Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will consider** the offer of a place to every Student seeking admission to the school, **unless the following applies:**

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

Where Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

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

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

# **PART B**

## ***Information for Specific Categories of Applicants***

- 5. Application to the First-Year Group***
- 6. Application to All Year Groups Other Than First-Year***

# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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

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

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Where Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is not oversubscribed, all Students will be offered a school place, subject to section 4.7.

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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**

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply the following criteria for admission to the First Year Group:

- 5.1.2.1 Siblings of students who are already attending the school;
- 5.1.2.2 Siblings of students who previously attended the school;
- 5.1.2.3 Students who are children of a current member of the staff of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne;

#### 5.1.2.4 Students from the school catchment area;



#### 5.1.2.5 All other applicants.

### **5.1.3 Selection Process**

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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 have met the same number of selection criteria and are tied for a place, Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

The Lottery will be carried out as follows:

In the instance where the number of applicants for a place exceeds the number of places in the school the following process should apply. The Board of Management will oversee this process. The allocation of places will be conducted at a Board of Management meeting, in the presence of an independent observer.

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.
2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer all applicants who qualify under category Number 1 a place, this will be done and the process of offering places will move on to criterion number 2.
3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.
7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.



#### **5.1.4 Late applications**

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

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

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

Where a Student is in receipt of an offer of a place within Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

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

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

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

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

#### **5.1.7 Refusal**

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

- 5.1.7.1. The reasons that the Student was not offered a place in Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

#### **5.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

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

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

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

### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne regarding admission to the First-Year Group, see section 5.3.

## **5.2. ADMISSION TO THE AONAD LÁN GAEILGE**

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Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne operates an Aonad Lán Gaeilge, which caters for Students who wish to be educated in an Irish-medium post primary setting. Applications made *only* for the Aonad Gaeilge will be considered solely for that purpose.

Where the Aonad Lán Gaeilge in Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is not oversubscribed, all Students who seek admission therein will be offered a place in the Aonad Lán Gaeilge, subject to sections 4.7.

#### **5.2.1 Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2.2 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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.

#### **5.2.2 Selection criteria in order of priority:**

Applications to the Aonad Lán Gaeilge will only be considered where the Aonad Lán Gaeilge was indicated on the application form provided to Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne by the Applicant.

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply the following criteria for admission to the Aonad Lán Gaeilge where the Aonad Lán Gaeilge is oversubscribed:

- 5.2.2.1 Siblings of students who are already attending the school;
- 5.2.2.2 Siblings of students who previously attended the school;
- 5.2.2.3 Students who are children of a current member of the staff of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne;
- 5.1.2.4 Students from the school catchment area;
- 5.2.2.5 All other applicants.

### **5.2.3 Selection process:**

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply the selection process as follows:

Having met the criteria for admission to the Aonad Gaeilge, an Applicant will be offered a place in Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **5.2.4 Late applications:**

An application received by Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne after the closing date published by Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne, and set out in the Admission Notice, will be considered a late application for the purposes of this Admission Policy.

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

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

#### **5.2.5 Second/third-round offers of a place:**

Where a Student is in receipt of an offer of a place within Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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.

#### **5.2.6 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.

#### **5.2.7 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:

- 5.2.7.1 The reasons that the Student was not offered a place in Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne
- 5.2.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed,
- 5.2.7.3 Details of the Student's place on the waiting list, if applicable, and
- 5.2.7.4 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:

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

#### **5.2.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 5.2.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.2.8.2. 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
- 5.2.8.3 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 5.2.4 above.

**5.2.9 Appeals:**

For information relating to an Applicant's right to appeal a decision of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne regarding admission to the Aonad Lán Gaeilge in the First-Year Group, see section 5.3.



## 5.3 APPEALS

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### **5.3.1. 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne at Hollyhill, Knocknaheeny, Cork, Fax Number: 021 4301108, email: [tmscc@tms.corketb.ie](mailto:tmscc@tms.corketb.ie) or [info@gctms.ie](mailto:info@gctms.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.

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

An Applicant who was refused admission to Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit.

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.

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.

**5.3.3. 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.

**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.

# **SECTION 6**

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

### **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
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#### **6.2 Admission Provisions to the Aonad Lán Gaeilge (other than First-Year)**

- 6.2.1. Oversubscription
- 6.2.2. Selection criteria in order of priority
- 6.2.3. Selection process
- 6.2.4. Late Applications
- 6.2.5. Second/third-round offers of a place
- 6.2.6. Acceptance of a place
- 6.2.7. Refusal
- 6.2.8. Withdrawal of an offer
- 6.2.9. Appeals

#### **6.3 Appeals**

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

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

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Where Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is not oversubscribed, all Students will be offered a school place, subject to sections 4.7. Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne may also refuse an application on the following:

- The student is already registered in another post primary school and he/she has been excluded for disciplinary reasons.
- An offer of a place may have a negative impact/outcome on students already enrolled in the school.

### **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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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**

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply the following criteria for admission to a year-group other than First-Year:

- 6.2.2.1 Siblings of students who are already attending the school;
- 6.2.2.2 Siblings of students who previously attended the school;
- 6.2.2.3 Students who are children of a current member of the staff of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne;
- 6.2.2.4 Students from the school catchment area;
- 6.2.2.5 All other applicants

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**

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply the selection process as follows:

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

Where two or more applications have met the same number of selection criteria and are tied for a place, Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

In the instance where the number of applicants for a place exceeds the number of places in the school the following process should apply. The Board of Management will oversee this process. The allocation of places will be conducted at a Board of Management meeting, in the presence of an independent observer.

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.
2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer all applicants who qualify under category Number 1 a place, this will be done and the process of offering places will move on to criterion number 2.
3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.
7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.

#### **6.1.4 Late applications:**

An application received by Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne after the closing date published by Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

Where Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne, 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne,
- 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne regarding admission to a year-group other than First-Year, see section 6.3.

## **6.2 ADMISSION PROVISIONS FOR THE AONAD LÁN GAEILGE (OTHER THAN FIRST-YEAR)**

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Aonad Lán Gaeilge offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school. Applications made ONLY for the Aonad Lán Gaeilge will be considered solely for that option

Where the Aonad Lán Gaeilge in Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is not oversubscribed, all Students who seek admission therein will be offered a place in the Aonad Lán Gaeilge, subject to sections 4.7,

### **6.2.1 Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.2.2 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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.

### **6.2.2 Selection criteria in order of priority:**

Applications to the Aonad Lán Gaeilge will only be considered where the Aonad Lán Gaeilge was indicated on the application form provided to Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne by the Applicant.

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply the following criteria for admission to the Aonad Lán Gaeilge where the Aonad Lán Gaeilge is oversubscribed:

- 6.2.2.1 The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the Aonad. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;
- 6.2.2.2 Siblings of students who are already attending the school;
- 6.2.2.3 Siblings of students who previously attended the school;
- 6.2.2.4 Students who are children of a current member of the staff of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne;
- 6.2.2.5 Students from the school catchment area;
- 6.2.2.6 All other applicants

### **6.2.3 Selection process:**

Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply the selection process as follows:

Having met the criteria for admission to the Aonad Gaeilge, an Applicant will be offered a place in Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **6.2.4 Late Applications**

An application received by Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne after the closing date published by Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne, and set out in the Admission Notice, will be considered a late application for the purposes of this Admission Policy.

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

Where Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne, 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.

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

Where a Student is in receipt of an offer of a place within Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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.

### **6.2.6 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.

### **6.2.7 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:

- 6.2.7.1. The reasons that the Student was not offered a place in Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne;
- 6.2.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 6.2.7.3. Details of the Student's place on the waiting list, if applicable; and
- 6.2.7.4. 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:

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

### **6.2.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 6.2.8.1. The information contained in the application is false or misleading in a material respect, or
- 6.2.8.2. 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
- 6.2.8.3. In the case of a late application, or second/third-round offer, the Applicant fails to confirm acceptance of an offer of admission within 2 weeks, or
- 6.2.8.4. 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 6.2.4 above.

### **6.2.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne regarding admission to the Aonad Lán Gaeilge in all years other than the First-Year Group, see section 6.3.

## **6.3 APPEALS**

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### **6.3.1. 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne at Hollyhill, Knocknaheeny, Cork , Fax: 021-4301108, email: [tmscc@tms.corketb.ie](mailto:tmscc@tms.corketb.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 and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

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

An Applicant who was refused admission to Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne 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 Terence MacSwiney Community College/Gaelcholáiste Mhic Shuibhne. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

**6.3.3. 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.

**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.