



21.04.20

RE: Draft Policy for Admission to School Year 2021/2022

Dear Parent(s)/Guardian(s),

In line with the Education (Admission to Schools) Act 2018, the school is now required to update and revise our admissions policy for the school year 2021/2022.

As part of this process, we are seeking your input to the draft policy, which is included below.

Of particular interest to you may be the selection criteria to be applied for admission to the school. These have been highlighted for you, in section 5.1.2 on page 16 (admission to 1st year), 6.1.2 on page 24 (admission to a year other than 1st year) and 7.1.2 on page 33 (admission to the special class).

This is a live document, prepared by us in consultation with LMETB and ETBI. Along with your submissions, input is being sought from students and staff before the Policy is to be finalised by the Board of Management.

If you wish to make a submission in relation to the draft policy for admission to school year 2021/2022, please email it to deputyprincipal.rth@lmetb.ie before 12.00 (noon) on Tuesday 28th April 2020.

Yours faithfully,

Seamus Meehan
Principal & Secretary to the Board of Management

Mol an Óige agus Tiocfaidh sí

POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022

Ratoath College

Draft Document for Parent Consultation

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

INTRODUCTION TO RATOATH COLLEGE

Ratoath College is a co-educational, multi-denominational Deed of Trust Community College founded in 2005 to cater for the educational needs of the parishes of Ratoath and Curraha under the joint trusteeship of the Louth and Meath Education and Training Board (LMETB) and the Roman Catholic Bishop of Meath.

The school endeavours to provide an education for all its students, one which aims to develop all aspects of the individual – aesthetic, creative, inquisitive, cultural, emotional, intellectual, moral, physical, political, religious, social and spiritual development, for personal and family life, for working-life, for living in the community and for leisure.

In September 2019 the school had a population of approximately 1060 students, a staff of approximately 85, comprising 75 teachers, 7 SNAs, a secretary, a caretaker and 3 ancillary staff members. Due to its size the school has three Deputy Principals.

The school is located in Jamestown having moved there from its temporary home in Fairyhouse Racecourse in August 2007. To facilitate our growing population the Department of Education and Skills sanctioned an extension to our building. Work on the extension is ongoing.

The school aims to provide the best possible education service to all the students entrusted to our care. Working together, the Board, parents, staff and students, aim to continue to provide the excellent service that has been established and to improve the overall quality, so that our students benefit from the support and expertise available to them. We foster personal development and learning through hard work, creativity and commitment. Each individual is given the opportunity to realise their full potential in a community that is inclusive, respectful, caring and positive. In all our pursuits we embrace the spirit of “*Mol an Óige agus Tiocfaidh Sí*” (Praise the youth and they will flourish).

In keeping with best national and international practice it is our whole school policy to encourage the use of various active pedagogic strategies which are proven means of furthering the quality of education which our students receive. We are committed to

establishing Ratoath College as a noted centre of excellence in teaching and learning and to endeavour to ensure that each student is given every opportunity to maximise their full potential.

At Ratoath College our practices include:

- The use of Active/Collaborative learning strategies.
- Mixed Ability Teaching.
- Effective use of ICT to complement learning..
- Strategic use of Team Teaching.
- Strategic use of Special Needs Assistants.
- Whole School Practice of Assessment for Learning.

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7. Application to the Special Classes

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

'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 Ratoath College.

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

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

'Catchment Area' refers to the designated residential area for application to Ratoath College, Jamestown, Ratoath, Co. Meath in respect of the person on whose behalf the application is being made. The catchment area for Ratoath College, Jamestown, Ratoath, Co. Meath is defined on an OS Map which is available in the school office on request.

'Catchment Area for the Special Classes' refers to the designated residential area for application to the Special Classes within Ratoath College in respect of the person on whose behalf the application is being made. The catchment area for the Special Classes for Ratoath College, Jamestown, Ratoath, Co. Meath is defined on an OS Map which is available in the school office on request.

'Parent' has the same meaning as in the Education Act 1998 and includes 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 Ratoath College. The feeder primary schools for Ratoath College are Ratoath Senior National School, Rathbeggan National School, St Andrew's National School Curragha and St Paul's National School

'Special Class' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills. Ratoath College has a Special Class, called **Aonad Arkle**, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

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

2 ADMISSION STATEMENT

Ratoath College is a state, co-educational, multi-denominational post-primary school underpinned by the core values of:

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

Accordingly, Ratoath College 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 sex 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. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational needs

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

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3 LEGAL FRAMEWORK

LMETB 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 Ratoath College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (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.

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

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 1st February 2020, Ratoath College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

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

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

4.6 A Student's connection to the school due to a member of his or her family attending the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school.

Ratoath College **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;

4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

4.9 Where Ratoath College considers an application for Aonad Arkle, each student shall receive a place in mainstream unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

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

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the first-year group.

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

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the special classes

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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***
- 7. Application to the Special Classes***

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year group)

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

5.2 Appeals

- 5.2.1. 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)

Where Ratoath College is not oversubscribed, all Students will be offered a school place, subject to **sections 4.7, 4.8, 4.9, 4.10.**

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

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where Ratoath College is in a position to offer further school places that become available for and during that school 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

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

5.1.2.1 Students attending Ratoath Senior National School, Rathbeggan National School, St Andrew's National School Curragha and St Paul's National School,

whose parents'/guardians' principal private residence is in the Ratoath College Catchment Area.

5.1.2.2 If the Student has siblings currently enrolled in the school.

5.1.2.3 Students whose parents'/guardians' principal private residence is in the Ratoath College catchment area.

5.1.2.4 Children of the Staff /BOM members of Ratoath College.

5.1.2.5 Students who attend local primary schools but whose parents' principal private residence ***is not*** in the Ratoath College Catchment Area.

5.1.2.6 Children of previous staff/Board of Management members.

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

5.1.3 Selection process

Ratoath College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Ratoath College 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 Ratoath College after the closing date published by Ratoath College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

Where Ratoath College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Ratoath College, subject to **sections 4.7, 4.8, 4.9 and 4.10** 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 Ratoath College but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late

application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below

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 Ratoath College.
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, 4.8, 4.9 and 4.10 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, An
- 5.1.8.3. 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 Ratoath College regarding admission to the First-Year group, see section 5.3.

5.2. APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Ratoath College at Jamestown, Ratoath, Co. Meath, RatoathCollege@lmetb.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.

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

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

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

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

5.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

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SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

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

6.2 Appeals

- 6.2.1. 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)

Where Ratoath College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8, 4.9 and 4.10.

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

6.1.1 Oversubscription

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

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

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

6.1.2 Selection criteria in order of priority

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

6.1.2.1 If the Student resides in the Ratoath College catchment area;

6.1.2.2 If the Student has siblings currently enrolled in the school;

6.1.2.3 **If the Student has siblings who were previously enrolled in the school;**

Note: See section 7 for selection criteria applicable to admission to the Special Class.

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

6.1.3 Selection process

Ratoath College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Ratoath College 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 Ratoath College after the closing date published by Ratoath College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

Where Ratoath College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Ratoath College, subject to sections 4.7, 4.8, 4.9 and 4.10 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.

6.1.5 Second/third-round offers of a place

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

6.1.6 Acceptance of a place:

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

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

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

6.1.7 Refusal:

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

- 6.1.7.1. The reasons that the Student was not offered a place in Ratoath College.
- 6.1.7.2. Details of the Student's ranking against the published selection criteria, and
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable
- 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, 4.8, 4.9 and 4.10 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 Ratoath College regarding admission to a year-group other than First-Year, see section 6.2.

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Ratoath College Jamestown, Ratoath, Co. Meath, RatoathCollege@lmetb.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.

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

An Applicant who was refused admission to Ratoath College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Ratoath College. 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.

6.2.3. 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.

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SECTION 7

APPLICATION TO THE SPECIAL CLASSES

7 APPLICATION TO THE SPECIAL CLASS(ES)

7.1 Admission Provisions for the Special Classes

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7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS(ES)

Ratoath College has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

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

Where the Special Class in Ratoath College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, *subject to sections 4.7, 4.8, 4.9 and 4.10.*

In line with section 4.7, 4.8, 4.9 and 4.10 where the Special Class in Ratoath College is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.7.

7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where Ratoath College is in a position to offer further school places that become available for and during the 2020/2021 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

7.1.2 Selection criteria in order of priority:

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

7.1.2.1 Students attending Ratoath Senior National School, Rathbeggan National School, St Andrew's National School Curragha and St Paul's National School, whose parents' principal private residence is in the Ratoath College Catchment Area.

7.1.2.2 If the Student has siblings currently enrolled in the school.

7.1.2.3 Students whose parents' principal private residence is in the Ratoath College catchment area.

7.1.2.4 Children of the Staff /BOM members of Ratoath College

7.1.2.5 Students who attend local primary schools but whose parents' principal private residence is not in the Ratoath College Catchment Area

7.1.2.6 Children of previous staff/Board of Management members.

7.1.3 Selection process:

Ratoath College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Ratoath College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

7.1.4 Late applications:

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

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

Where Ratoath College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Ratoath College, subject to sections 4.7, 4.8, 4.9 and 4.10 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.

7.1.5 Second/third-round offers of a place

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

7.1.6 Acceptance of a place:

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

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

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

7.1.7 Refusal:

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

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

In addition to the conditions for consideration of an application as set out at 4.7, 4.8, 4.9 and 4.10 an offer of admission may be withdrawn where:

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

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 7.1.4 above.

7.2 APPEALS

7.2.1. Appeal where refusal was due to oversubscription:

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 Ratoath College Jamestown, Ratoath, Co. Meath, RatoathCollege@lmetb.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.

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

An Applicant who was refused admission to Ratoath College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Ratoath College. 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.

7.2.3. 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.

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