



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**  
**LIMERICK & CLARE**  
Education & Training Board

# **POLICY FOR ADMISSION TO SCHOOL YEAR 2024/2025**

## **Scariff Community College (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 Scariff Community College is responsible for the implementation of this Admission Policy.

## INTRODUCTION TO SCARIFF COMMUNITY COLLEGE

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Scariff Community College has a history dating back to the original vocational school in 1941. The 'new' building was completed in 1981. The building was again fully renovated and modernised a number of years ago. An additional building was built and opened in 2023. The College is situated on 20 acres of beautifully wooded grounds located in a rural setting close to Lough Derg.

### Mission statement:

It is our policy to view the development of the student in the widest possible sense, seeking to provide a learning experience both of a formal and informal nature which will lead to the development of the total personality of the student. Through a broad curriculum we seek to facilitate the development of our students, so that each may leave the College equipped with good life skills.

Our school motto is 'Beart do reir ár mbriathar : Action according to our word'.

### Information about the patron:

Scariff Community College is a Limerick and Clare Education and Training Board multid denominational and co-educational post-primary school.

Limerick and Clare Education and Training Board schools provide an inclusive, student-centred and holistic education to students in our communities. Our schools, through excellence in education, aim to enable every student to realise their potential through the provision of highly supportive school communities that nurture students' intellectual, cultural, personal, social, emotional, moral and physical development.

Limerick and Clare Education and Training Board schools recognise, respect and celebrate the identity of all of our students equally and are acknowledged as having a significant influence in promoting diversity – reflective of our changing society. All Limerick and Clare Education and Training Board schools are funded by the Department of Education and Skills. LCETB Chief Executive is Mr. George O'Callaghan. For more information regarding LCETB, please see [www.lcetb.ie](http://www.lcetb.ie)



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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 Scariff Community 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 Scariff Community 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 Scariff Community College in respect of the person on whose behalf the application is being made. The catchment area for Scariff Community College is defined as per Bus Eireann School Transport route.

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

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

- 1.1. Scariff Central National School
- 1.2. Tuamgraney National School
- 1.3. Bodyke National School
- 1.4. Raheen Woods Community National School
- 1.5. Inis Cealtra National School, Mountshannon
- 1.6. Lakyle National School, Whitegate

- 1.7. Flagmount National School
- 1.8. Feakle National School
- 1.9. Broadford National School
- 1.10. Ogonnelloe National School
- 1.11. O'Callaghan's Mills National School

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

'**Special Class**' means a class that has, with the approval of the Minister of Education and Skills, been sanctioned /established to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills.

Two Special Classes have been sanctioned for Scariff Community College. One is to open in September 2024 and the second in September 2025 or earlier if required. The sanctioned classes are intended to meet the needs of pupils with complex educational needs arising from their diagnosis of Autism (Diagnosis in accordance with DSM IV or V or ICD 10).

This sanction is provisional and is reliant of the availability of suitable accommodation/land and on students meeting enrolment criteria.

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

## 2 ADMISSION STATEMENT

### DEFINITION OF A 'MULTIDENOMINATIONAL SCHOOL' IN AN ETB CONTEXT

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Scariff Community College is a Limerick and Clare Education and Training Board school. It is a state, co-educational, multid denominational school underpinned by the core values of:

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



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

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

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

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

Accordingly, Scariff Community 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 gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant. 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 need(s).

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



### **3 LEGAL FRAMEWORK**

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Limerick and Clare Education and Training Board 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 Scariff Community College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a Board of Management within the meaning of the Education Act 1998.

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

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group and Transition Year.

This school will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

This school will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

## 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, Scariff Community 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 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Scariff Community 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;
- 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.

**Scariff Community 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.

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

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

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

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Class(es).

Section 8 of this policy addresses the selection criteria and other matters related to the admission provisions for Transition 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 and Transition Year)***
- 7. Application to Special Class(es)***
- 8. Application to Transition Year***

# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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

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#### **5.1 Admission Provisions (First-Year Group)**

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

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

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

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

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

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scariff Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

### **5.1.2 Selection criteria**

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

- 5.1.2.1 If the applicant has siblings currently enrolled in the school or the applicant is eldest/first in family.
- 5.1.2.2 If the applicant attended a feeder primary school
- 5.1.2.3 If the applicant resides in the Catchment Area

5.1.2.4 If the applicant is a son/daughter of a staff member of Scariff  
Community College

Note: See section 7 for selection criteria applicable to admission to the Special Class(es)

**5.1.3 Selection process**

Scariff Community College will apply the selection process as follows:

An Applicant will be offered a place in Scariff Community College 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, Scariff Community 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 Scariff Community College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

Where Scariff Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and 4.8, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 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 Scariff Community College 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 Scariff Community 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 and 4.8, 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 Scariff Community College regarding admission to the First-Year Group, see section 5.3.

## **5.2. APPEALS**

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### **5.2.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the Board of Management of Scariff Community College, Drewsborough Road, Scariff, Co. Clare, V94Y9W2 or email [scc@lctb.ie](mailto:scc@lctb.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 Scariff Community 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 Scariff Community 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.

# **SECTION 6**

## **APPLICATION TO ALL YEAR GROUPS (OTHER THAN FIRST-YEAR AND TRANSITION YEAR)**

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### **6 APPLICATION TO ALL YEAR GROUPS (OTHER THAN FIRST-YEAR AND TRANSITION YEAR)**

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#### **6.1 Admission Provisions (other than First-Year and Transition Year)**

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria
- 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 AND TRANSITION YEAR)**

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

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

### **6.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scariff Community 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 and Transition 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.

### **6.1.2 Selection criteria:**

Scariff Community College will apply the following criteria for admission to a year-group other than First Year and Transition year:

- 6.1.2.1 If the applicant has siblings currently enrolled in the school or is the eldest/first in family
- 6.1.2.2. If the applicant attended a feeder primary school
- 6.1.2.3 If the applicant resides in the Catchment Area
- 6.1.2.4 If the student is a son/daughter of a staff member of Scariff Community College

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**

Scariff Community College will apply the selection process as follows:

An Applicant will be offered a place in Scariff Community College 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, Scariff Community 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 Scariff Community College after the closing date published by Scariff Community College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

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

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

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

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8 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 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 Scariff Community College regarding admission to a year-group other than First-Year and Transition Year, see section 6.2.



## **6.2 APPEALS**

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### **6.2.1 Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal 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 Scariff Community College at Drewborough Road, Scariff, Co. Clare, V94Y9W2 or email: scc@lctb.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 Scariff Community 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 Scariff Community 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.

# SECTION 7

## APPLICATION TO THE SPECIAL CLASS(ES)

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### **7 APPLICATION TO THE SPECIAL CLASS(ES)**

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#### **7.1 Admission Provisions for the Special Class(es)**

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

#### **7.2 Appeals**

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for appeal

## **7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS**

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Two Special Classes have been provisionally sanctioned. One to open for Aug 2024 and the second in Aug 2025 or earlier if required. The sanctioned classes are intended to cater for the special educational needs of Students with complex educational needs arising from their diagnosis of Autism (Diagnosis in accordance with DSM IV or V or ICD 10).

Please note that the sanction is provisional and is reliant upon the availability of suitable accommodation/land and pupils meeting enrolment criteria.

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 Scariff Community 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

In line with section 4.8, where the Special Class in Scariff Community 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 only for the school year in respect of which the applications are made. Where Scariff Community College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student

during the dates specified by the school as being the period when it will accept applications made to all years other than the First-Year Group.

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

**7.1.2 Selection criteria:**

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 the applicant has siblings currently enrolled in the school or is the eldest/first in family
- 7.1.2.2 If the applicant attended a feeder primary school
- 7.1.2.3 If the applicant resides in the Catchment Area
- 7.1.2.4 If the applicant is a son/daughter of a staff member of Scariff Community College

**7.1.3 Selection process:**

Scariff Community College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, an Applicant will be offered a place in Scariff Community College 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, Scariff Community 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 Scariff Community College after the closing date published by Scariff Community College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

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

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

Where a Student is in receipt of an offer of a place within Scariff Community College 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.

#### **7.1.6 Acceptance of a place:**

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, 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 Scariff Community 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. and an offer of admission may not be made 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 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 7.1.4 above.

#### **7.1.9 Special Class Exit Policy**

A student's enrolment in a Special Class will be kept under review by the school.

As learning needs may change over time, a student's enrolment in a special class will be kept under review by the school. At a minimum, a review will take place once a year and include a careful examination of the student's progress in achieving his/her learning targets.

The review will consider:

- Student's views and those of parents, teachers and other relevant professionals
- The suitability of the special class placement
- Whether the student's needs might be best addressed in a mainstream setting or whether a more supported setting is required (e.g. special school setting).

Following a decision that the special class is no longer the most appropriate placement, a student may move to:

- a mainstream class in the same school or
- a mainstream class in a school more local to the student's home or
- a different category of special class or
- a special school.



Where the change involves a move to a different school, parents/guardians apply to enrol their child in the new school and the student remains in the existing special class until the new placement is organised.

The school will also notify the SENO when a student has left a special class, either to return to mainstream or enrol in another school, as this creates a vacancy in a special class that can be utilised for another student who may need it.

## **7.2 APPEALS**

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### **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 website for it to be reviewed by the Board of Management of Scariff Community College at Drewsborough road, Scariff, Co. Clare, V94 Y9W2 or via email to [scc@lcetb.ie](mailto:scc@lcetb.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 Scariff Community 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 Scariff Community 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.

# SECTION 8

## APPLICATION TO TRANSITION YEAR

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Transition Year is a valuable educational experience for most students. As it is an optional year, TY students need to be suitable for the Transition Year Programme in order to benefit from and contribute to the shared learning experience of the group.

The Board of Management of Scariff Community College wishes to make the Transition Year option available to registered students of Scariff Community College who would like to avail of a sixth year of second-level education and who are deemed suitable to benefit from and contribute to the TY experience, subject to the maximum number of students the College can accommodate in TY in any year.

The maximum number of students that can be accommodated in a Transition Year class group is normally 24, subject to DES staffing allocations and the capacity of the school. The maximum number per class group and the number of class groups are determined each year by the Board of Management based on DES staffing allocations and the capacity of the school. TY applicants should have the Junior Certificate cycle or Junior Certificate equivalent completed.

The following are the application procedures for a place in Transition Year:

1. Application forms, including a copy of the school's Policy on Admission to Transition Year, will be made available to all 3<sup>rd</sup> year students by end of February each year. Copies of the application form will also be available from the School Office on request at this time. The closing date will be stated on the Application Form.
2. Completed application forms and any other relevant documentation pertaining to consideration for a reserved place as specified above, must be returned to the School Office by the closing date. It is the responsibility of each student and his/her parents/guardians to ensure that his/her application form is submitted in full and on time.
3. Late applications will be processed only after all applications submitted on time have been processed and finalised.
4. The decision to deem an applicant suitable or not suitable for the Transition Year Programme will be made by the School Principal, Deputy Principal, Programme Coordinator, TY Coordinator and the 3<sup>rd</sup> year Year Head who will take into account each of the following as deemed appropriate:
  - a. The information supplied on the student's application form
  - b. The student's Behaviour Record

- c. The student's Attendance Record
- d. The recommendation of the student's teachers.

5. The TY programme will be offered to suitable applicants that have completed 2 years or more in Scariff Community College. In the event that all the places are not filled, TY will be offered to suitable applicants who are currently in the college for less than 2 years. If places are available after this process the TY will be offered to suitable applicants who are not currently enrolled in the College.

6. In the event that the number of approved applicants exceeds the number of available places, a lottery will be conducted. The lottery will be overseen by the School Principal, Deputy Principal, Programme Coordinator, TY Coordinator and a member of the teaching staff.

7. Parents/Guardians of a student who is not offered a place in Transition Year and who take the view that the terms of this policy were not strictly adhered to, may appeal the decision to the Board of Management within 10 days of receiving notification by outlining in detail and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

8 For applicants successful in being offered a place, a non-refundable deposit will be required to accept place. The schedule of payments must be adhered to unless otherwise agreed with Principal.

9. Students are not allowed to do exchanges of significant length during term time in Transition Year.

10. Any serious breach of the school's Code of Behaviour prior to the commencement of TY may result in the withdrawal of the offer of a place in TY. While following the TY programme, if a concern arises regarding a student's suitability to the programme, his/her place may be withdrawn.

11. A student who accepts a place in Transition Year and subsequently withdraws from the programme, regardless of when he/she withdraws, is advised that his/her application for oversubscribed subject options in 5th Year will be placed at the end of the waiting list for each of the oversubscribed subjects.

12. This policy will be reviewed regularly.

This TY admissions policy document was last reviewed & ratified by BOM 07/09/2023.

THIS ADMISSION POLICY WAS APPROVED BY BOARD OF MANAGEMENT ON 07/09/2023

SIGNED: \_\_\_\_\_ *CLAR PAT HAYES* \_\_\_\_\_ DATE: \_\_\_\_\_ *07/09/23* \_\_\_\_\_  
CHAIRPERSON OF BOM