Coláiste Pobail Caisleán Cnucha

Castleknock Community College
Admissions Policy & Procedures

2027-2028

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 College 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 Castleknock Community College is responsible for the implementation of Admission Policy.

This policy was ratified by the Board of Management of Castleknock Community College on 26th May 2026

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Introduction to Castleknock Community College

Castleknock Community College is part of the Dublin and Dún Laoghaire Education and Training Board and was established in 1995. Our College is a co-educational post-primary school catering to an ever-increasing population growth within the greater Castleknock area. A comprehensive academic curriculum is promoted in addition to a wide-ranging programme of extra-curricular activities. The College was established as a Designated Community College.

ETB schools are state, multidenominational, co-educational schools underpinned by the core values of Excellence in Education, Care, Equality, Community & 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, disability, 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.

Conscious that our College is situated in an area where education is valued, and expectations are high, the challenge has been to set standards which will command the respect and the pride of the community.

Aspiring towards excellence, creating high expectations, developing a holistic approach to education, and instilling a sense of pride and respect among parents, pupils and staff are among our goals.

"Mol an Óige agus Tiocfaidh Sí" underlines our philosophy of fostering self-esteem, a positive attitude towards learning, the promotion of responsible behaviour and the encouragement of dignity and respect in all our endeavours.

In honouring our commitment to the core values and the College motto, the College, in consultation with the Student Council and Parents Association, has created a statement of purpose for each of its Students:

"A graduate from CCC is recognised as a young person who possesses a strong moral purpose and holds the courage of their convictions. Graduates will be equipped with the life skills to understand their own well-being so that they can manage their emotional, mental, spiritual, and physical needs."

The philosophy of Castleknock Community College is one of inclusiveness in which the College supports the principles of partnership, equality of access and participation in the College. We respect diversity, parental choice, and equality. Parental involvement in all aspects of our development is an essential and appreciated part of our College. Parents are represented on the Board of Management and there is a vibrant Parents' Association.

The College operates within the regulations laid down from time to time by the Department of Education & Youth and follows the curricular programmes prescribed by the Department of Education & Youth, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998.

Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. The College also offers the option of the Transition Year Programme. Furthermore, where there is a demand, the College may offer the Leaving Certificate Applied Programme and the Leaving Certificate Vocational Programme.

We are very proud of our academic success in the Leaving and Junior Certificate examinations. The College has created its own awards scheme, known as the Academic Excellence Awards, which recognises Students for their high academic achievement in both Junior and Leaving Certificate.

Castleknock Community College will always strive for greater achievement. We pride ourselves in providing a high-quality education to all our Students, inspiring them to develop their abilities to the full but conscious of the potential for further development. All who are associated with our College are focused on our success and on providing a quality education for the youth of the community which we serve.

Section 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 Castleknock 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 or acceptance of offer makes him/her a Student of Castleknock Community College; a person is only regarded as a Student of Castleknock Community College once they are enrolled on their first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the College or who left the school after being recommended for expulsion by the Board of Management.

'Enrolled' means attending the school as a registered Student, in line with section 20(2) of the Education (Welfare) Act 2000.

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

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

Sibling

- 'Sibling' refers to full Siblings, half-Siblings, foster-Siblings, and stepSiblings.

The 'Listed Primary' Schools for Castleknock Community College are:

- Castleknock Educate Together N.S.
- Castleknock National School
- Scoil Choilm C.N.S.
- Scoil Oilibhéir Blanchardstown.
- Scoil Thomáis N.S. Laurel Lodge.
- St. Brigid's N.S. Castleknock.
- St. Patrick's N.S. Diswellstown.
- St. Mochta's N.S. Porterstown

In the case where a Student is required to attend a Special School for a period of time (e.g., The Catherine McAuley School) the Applicant may list the primary school that he/she was attending prior to her/his attendance at the special school.

Catchment Area including the Catchment Area for the Special Class.
'Catchment Area' refers to the designated residential area determined by the Board of Management of Castleknock Community College in respect of the person on whose behalf the application is being made. It is defined as follows and the requisite proof of the Student's primary residence in same is set out thereafter:

- Commencing at the boundary of the N3 and Castleknock Road (Halfway House Roundabout),
- Extending from the Navan Road N3 (Halfway House Roundabout) to the Auburn Avenue Roundabout to include Morgan Place,
- Continuing from the Auburn Avenue/Old Navan Road to the M50,
- Cutting across the M50 from Castleknock Tennis Club to the Castleknock Road at Castleknock Railway Station. It does not include Woodpark, Roselawn & Talbot Downs, and environs.
- The boundary borders the Maynooth Railway line from Castleknock Train Station to the boundary of the Diswellstown Road.
- It continues from the intersection of the Maynooth Railway line and the Diswellstown Road to the Porterstown Road. It does not include the developments of Woodbrook and Annfield
- The boundary continues from the Porterstown road and Rugged Lane Junction but not including Rugged Lane to the Lower Road (Strawberry Beds).
- It continues from the junction of the Lower Road (Strawberry Beds) & Rugged Lane to Tower Road,
- Continuing from the junction of Tower Road and Lower Road to White's Lane and along White's Lane to the entrance to the Phoenix Park at White's Road.
- The boundary continues from White's Road Gate along the boundary of the Phoenix Park to the junction of Castleknock Road and Blackhorse Avenue. It does not include properties in the Phoenix Park or on Blackhorse Avenue.
  The boundary continues from the junction of Castleknock Road and Blackhorse Avenue to the Half-Way House Roundabout.

For a visual depiction of the Catchment Area, please refer to the Ordnance Survey Map on the College website (Admissions Section).

Proof of Residence
Proof of the student's primary residence within the catchment area must be provided at the time of application. To be considered complete, all application forms must include three separate documents, one from each section below (dated within three months of the application date):
Required Documents:

Section 1: State document - dated within three months of the application date.

- Child Benefit statement (showing address from Department of Social Protection)
- Medical Card
- Revenue correspondence

Section 2: One utility bill (electricity or gas only)- dated within three months of the application date.

Section 3: One of the following - dated within three months of the application date:

- Recent bank statement
- Insurance correspondence
- Registered tenancy agreement

Important Requirements:

- All bills must be original printed statements or official digital versions downloaded directly from provider portals. Scanned or photocopied documents will not be accepted unless independently verified.
- Utility bills must display account numbers and be dated within three months of application.
- All documents must clearly show the applicant's name and address.

Declaration and Verification:

- Parents/guardians must sign a declaration confirming the accuracy of the address provided.
- The college reserves the right to request supplementary evidence.

Special Class

'Special Class' means a class that has, with the approval of the Minister of Education, 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. Castleknock Community College has a Special Class, established to cater for special educational needs of Students with Autism/ Spectrum Disorders (DSM V).

Relevant Report

'Relevant Report,' as advised by the Department of Education & Youth and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional, which:

(a) provides detailed evidence of the Student's needs,

(b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and

(c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

PPod (Post Primary Online Data) refers to the national electronic database system used in Ireland to record and manage student data at post-primary (secondary) level. It captures information such as student enrolment, attendance, subject choices, and examination registrations, and is maintained in line with the requirements of the Department of Education. Schools use PPod to submit and update pupil data securely, ensuring accurate reporting for administrative, funding, and planning purposes.

The system includes PPSN Conflict Resolution and PPSN Validation functionality, which allows schools to input data on students who have accepted offers as those acceptances are received.

The PPSN Conflict Resolution function provides a real-time indicator of students who have accepted places in multiple schools, supporting the earlier resolution of duplicate acceptances for the benefit of all schools and of other children on waiting lists who can receive an earlier offer of a freed-up school place.

In line with Circular 0053/2026, this school uses PPod as part of its admissions process to ensure accurate, timely, and transparent management of student enrolment data in accordance with Department of Education and Youth requirements.

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

Section 2 - Admission Statement

Definition of a 'Multidenominational School' in a Designated Community College.

Castleknock Community College is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. Dublin & DunLaoghaire ETB is the patron of the school. The model agreement provides for the participation of the Catholic Archbishop of Dublin and the Church of Ireland in the organisation and management of the community college on an ongoing basis.

Castleknock Community College was established in 1995 in a spirit of partnership between Dublin & DunLaoghaire ETB and the Catholic Archbishop of Dublin (3 Nominees) and the Church of Ireland (1 Member). The inherited traditions, values and founding intentions of Dublin & DunLaoghaire ETB, the Catholic Archbishop of Dublin and the Church of Ireland remain enshrined in the characteristic spirit and in the life of our school.

Our school is a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community, &
- Respect.

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

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

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

Accordingly, Castleknock 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).

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

Castleknock Community College 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.

Section 3 - Legal Framework

Dublin & Dun Laoghaire ETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Board of Management of Castleknock 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 admit a Student. The appeal process is set out in Section 7 in respect of applications made to Castleknock Community College.

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

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

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

As ETB schools are 'multi-denominational,' Castleknock Community College supports the provision of religious education that caters for all Students regardless of their religious or non-religious beliefs.

Castleknock Community College 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.

Castleknock Community College 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.

Section 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 College, and the
- information provided by the Applicant in the application for admission.

In processing an application Castleknock Community College shall not consider:

4.1 The payment of fees or contributions to the College

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 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)/Guardian(s).

4.4 A requirement that a Student or his or her Parent(s)/ Guardian(s), attend an interview, open day, or other meetings as a condition of admission

4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a Sibling of the Student concerned attending, or having attended, the school

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.

Castleknock Community College will consider the offer of a place to every Student seeking admission to the school, unless the following applies:

4.7 The Parents(s)/Guardian(s) 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 in respect of that class.

Where Castleknock 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.

Please note:

- The College will not accept incomplete Application Forms.
- Proof of delivery of applications to the College will be the responsibility of the Parent(s)/Guardian(s)/Applicant.
- All applications must be delivered in person to the main office at Castleknock Community College.
- The College does not accept postal or emailed applications.
- The College Guidelines for dealing with separated parents in relation to school meetings and communications is available on request from the College.

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

Section 5 - Application to First Year

In the event that Castleknock Community College is not oversubscribed, all Students will be offered a College place, subject to Section 4.7 & 4.8

A Student applying for the First-Year Group but seeking admission to the Special Class should see Section 8 of this Admission Policy. If the Student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this Section 5 is also applicable.

5.1 Admission Provisions for First Years

- 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

5.1.1. 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 Castleknock 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, subject to the provisions of section 8.1.1 regarding the Special Class.

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

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful,

regardless of whether the Applicant accepts the place in the group to which the Student was successful.

Where the College 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 College.

5.1.2 Selection criteria in order of priority

Castleknock Community College will apply the following criteria for admission to the First-Year Group if the Student will have attained 12 years of age by the 31st December of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school

1. Siblings of Students, including past pupils, enrolled at Castleknock Community College. However, families who secure a place in the College for the first time from the academic year 2023/24 and who reside outside the defined catchment area or may subsequently reside outside the defined catchment area should note that future Sibling applicants will be placed in a different category: Category Four if they attend a Listed Primary School and Category Six if they do not attend a Listed Primary School.

2 Applicants whose primary residence is within the Catchment Area (defined in Glossary of Terms) and are attending one of the Listed Primary Schools.

3 Applicants whose primary residence is within the Catchment Area and are not attending one of the Listed Primary Schools.

4 Siblings of Students, including past pupils, enrolled at Castleknock Community College who are attending a Listed Primary School and whose primary residence is not within the Catchment Area.

5 Applicants attending a Listed Primary School and whose primary residence is not within the Catchment Area.

6 Applicants whose primary residence is not within the Catchment Area.

If any category is oversubscribed, random selection will be used to determine places, except in the case of late applications.

In the case of late applications please see Section 5.1.4

Note: See Section 8 for selection criteria applicable to admission to the Special Class.

5.1.3 Selection Process

Castleknock Community 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 relevant year

group 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 relevant year group . This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

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

In the event of any category being oversubscribed each Applicant's name will be placed in an envelope and a draw will take place.

By way of example, if the College were in a position to offer places to all Applicants in categories one and two and cannot offer a place to Applicants in category three and subsequent categories, then a draw will take place; this draw will be made for Students placed in category three and then a separate draw will be conducted for each subsequent oversubscribed category.

In this example there are twenty Applicants in category three but there are only ten places available. All Applicants receive a number. The first ten names drawn from the envelope will be offered a place at the College. The remaining ten Applicants will be placed on a waiting list based on the order in which they are drawn.

The same process will apply to subsequent categories until all Applicants have been assigned a number on the waiting list.

In the case of twins/triplets etc. they will be entered into the draw as two /three etc. separate applications. When the first of these Siblings is drawn the other(s) will automatically receive the next place in the draw.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced[1].

5.1.4 Late Applications:

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

Where the relevant year group is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications

[1] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated."

were received by the school before the closing date for applications, irrespective of any selection criteria which may been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section(s) 4.7 & 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant year group is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, 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.

5.1.5 Second/third-round offers of a place:

Where a Student is in receipt of an offer of a place within the relevant year group but does not accept the offer, or the College 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 relevant year group 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 College.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the College Admission Notice, or within 2 weeks of issuing by the College 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 College.

Failure to fully complete and return the Acceptance Form to the College by the date set out in the College Admission Notice, or within 2 weeks of issuing by the College if it is a late application or if it is a second/third-round offer, will result in withdrawal of an offer, in line with the grounds for withdrawal 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 College place, the Applicant will be provided in writing with:

5.1.7.1 The reason(s) that the Student was not offered a place in Castleknock 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 Sections 4.7 & 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 College 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)

or

(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 College, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant desires a place for the academic year, a new application must be made for the same academic year on behalf of that Student and 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 Castleknock Community College regarding admission to a year-group other than First Year, see section 7.1. of this Policy.

Section 6 - Application to All Year Groups Other Than First Year

In the event that Castleknock Community College is not oversubscribed, all Students will be offered a College place, subject to Section 4.7 & 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 8 of this Admission Policy. If the Student is also applying for a place in the mainstream year group other than First Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable

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

6.1.1. 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 Castleknock 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, subject to the provisions of section 8.1.1 regarding the Special Class.

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

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

Where the College 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 College.

Where the Transition Year Programme and the Leaving Certificate Applied Programme in Castleknock Community College are oversubscribed, a Student applying for admission to such programmes in the relevant year group, will, subject to this policy, be placed in the appropriate waiting list already compiled by the College, which will contain the names of Students enrolled in the College who have been placed on an internal waiting list for these programmes.

6.1.2 Selection criteria in order of priority

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

1. Siblings of Students, including past pupils, enrolled at Castleknock Community College. Families who secure a place in the College for the first time from the academic year 2023/24 and who reside outside the defined catchment area or subsequently reside outside the defined catchment area should note that future Siblings of these applicants will be placed in Category 3 of this selection criteria.

2. Applicants whose primary residence is within the Catchment Area (defined in Glossary of Terms) .

3. Applicants whose primary residence is not within the Catchment Area.

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

Applications received after the closing date as stated in the Admissions Notice will be treated as late applications and will be processed based on the date/time of application. Please see Section 6.1.4.

See Section 8 for selection criteria applicable to admission to the Special Class.

6.1.3 Selection Process

Castleknock Community 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 relevant year group 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 relevant year group . This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Castleknock Community College will apply a random lottery to assign any available places in the relevant

year group College, or on the waiting list, to those applications. The process for this lottery is as follows:

In the event of any category being oversubscribed each Applicant's name will be placed in an envelope and a draw will take place.

By way of example, if the College were in a position to offer places to all Applicants in categories one and two and cannot offer a place to Applicants in category three and subsequent categories, then a draw will take place; this draw will be made for Students placed in category three and then a separate draw will be conducted for each subsequent oversubscribed category.

In this example there are twenty Applicants in category three but there are only ten places available. All Applicants receive a number. The first ten names drawn from the envelope will be offered a place at the College. The remaining ten Applicants will be placed on a waiting list based on the order in which they are drawn.

The same process will apply to subsequent categories until all Applicants have been assigned a number on the waiting list.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced(2).

6.1.4 Late Applications:

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

Where the relevant year group 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 College before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time the College received them subject to Sections 4.7 & 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Castleknock Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within relevant year group 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 College within 2 weeks of issue.

[2] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated."

6.1.5 Second/third-round offers of a place:

Where a Student is in receipt of an offer of a place within the relevant year group but does not accept the offer, or the College 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 relevant year group 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 College.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the College Admission Notice, or within 2 weeks of issuing by the College 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 College.

Failure to fully complete and return the Acceptance Form to the College by the date set out in the College Admission Notice, or within 2 weeks of issuing by the College if it is a late application or if it is a second/third-round offer, will result in withdrawal of an offer, in line with the grounds for withdrawal 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 College place, the Applicant will be provided in writing with:

6.1.7.1 The reason(s) that the Student was not a offered a place in Castleknock 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 Sections 4.7 & 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 College 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:

(iii) 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).

or

(iv) 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 College, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and 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 Castleknock Community College regarding admission to a year-group other than First Year, see section 7.1.

Section 7 - Appeals

7.1. Appeal where refusal was due to oversubscription.

An Applicant who was refused admission because the College is oversubscribed and who wishes to appeal this decision must first request a review by the Board of Management in writing, via a 'BOMR 1 Form', available from the College office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the Board of Management of Castleknock Community College, Carpenterstown Road, Castleknock, Dublin 15. Such a review must be brought within twenty-one calendar days of the College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR 1 Forms should be submitted to the College office or online by emailing admin@castleknockcc.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education & Youth or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/.

As per the Department of Education & Youth's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education & Youth. The 'Section 29 Appeal Form' may be downloaded from the Department of Education & Youth website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education & Youth. Contact details for the Unit area available on the Department of Education & Youth website. As per the Department of Education & Youth 'Procedures for hearing and determining appeals under Section 29', such an appeal must not be brought until the Applicant has received correspondence from the Board of Management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

7.2 Appeal where refusal was for a reason other than oversubscription.

An Applicant who was refused admission to Castleknock Community College for a reason other than the College being oversubscribed and who wishes to appeal this decision may first choose to request a review by the Board of Management via a BOMR 1 available from the College website and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-

refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the Board of Management of Castleknock Community College. Such a Review must be brought by the applicant within twenty-one calendar days of the College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the College office or online by emailing admin@castleknockcc.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the Board of Management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available and submitted to the Section 29 Appeals Administration Unit in the Department of Education & Youth or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/.

As per the Department of Education & Youth's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

As per the Department of Education & Youth 'Procedures for hearing and determining appeals under Section 29', such and appeal may not be brought later than sixty-three calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review to the Board of Management is not satisfied with the decision of the Board of Management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998 as outlined in the immediately preceding paragraph.

7.3 Basis for a review by the Board of Management

As required by section 29C(2) of the Education Act 1998, any request for the Board of Management to review a decision of the College to refuse admission must be based on the implementation of this Admission Policy, the content of the College's Admission Notice and also set out the grounds of the request to appeal the decision.

Section 8 - Application to Special Class

8.1 Admission Provisions for the Special Class(es)

8.1.1 Oversubscription

8.1.2 Selection criteria in order of priority

8.1.3 Selection process

8.1.4 Late Applications

8.1.5 Second/third-round offers of a place

8.1.6 Acceptance of a place

8.1.7 Refusal

8.1.8 Withdrawal of an offer

8.1.9 Appeals

8.1 Admission Provisions for the Special Class(es)

At the commencement of the 2025-26 Academic Year, Castleknock Community College will have a Special Class, established to provide education to Students with severe/complex educational needs arising from Autism Spectrum Disorder (DSM V).

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. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section and which has been prepared within the 24 months immediately preceding the Student's application to the Special Class, unless the application is for First Year and the Student is already enrolled in a Special Class in primary school at the time of application, in which case the Relevant Report does not need to be dated within 24 months of the application. The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report.

In the event that the Special Class in Castleknock Community College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class and who submit the requisite Relevant Report together with the documentation from the NCSE, will be offered a place in the Special Class, subject to sections 4.7 & 4.8

Incomplete applications received by the school will not be processed under this policy

8.1.1. Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 8.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the College year in respect of which the applications are made. Where Castleknock Community College is in a position to offer further places that become available in the Special Class 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 subject to there being a place in the relevant mainstream year group.

If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, i.e. if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and there is a Student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that Student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never under-utilised.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

For the avoidance of doubt, if a Student does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to Special Class in the following academic year, a new application must be made on behalf of that Student during the dates specified by the College as being the period when it will accept applications for the Special Class.

Where the Special Class 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 College.

8.1.2 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:

1. Siblings of Students, including past pupils, enrolled at Castleknock Community College. Families who secure a place in the College for the first time from the academic year 2023/24 and who reside outside the defined catchment area or may subsequently reside outside the defined catchment area should note that future Siblings of these applicants will be placed in Category 4 of the selection criteria.

2. Applicants whose primary residence is within the Catchment Area (defined in Glossary of Terms) and are attending one of the Listed Primary Schools.

3. Applicants whose primary residence is within the Catchment Area and are not attending one of the Listed Primary Schools.

4. Siblings of Students, including past pupils, enrolled at Castleknock Community College who are attending a Listed Primary School and whose primary residence is not within the Catchment Area.

5. Applicants attending a Listed Primary School whose primary residence is not within the Catchment Area.

6. Applicants whose primary residence is not within the Catchment Area.

8.1.3 Selection process:

Castleknock Community 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 Special Class 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 Special Class. 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, Castleknock Community College will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.[3]

[3] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated."

8.1.4 Late applications:

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

Where the Special Class 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 College before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time the College received them, subject to Sections 4.7 & 4.8.

Where the Special Class is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the Special Class , 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 College within two weeks of issue.

8.1.5. Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within the Special Class but does not accept the offer, or the College 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 Special Class have been filled.

8.1.6 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 College.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the College's Admission Notice, or within 2 weeks of issuing by the College 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 College by the date set out in the College's Admission Notice, or within 2 weeks of issuing by the College 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.

8.1.7 Refusal

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

8.1.7.1 The reasons that the Student was not a offered a place in Castleknock Community College.

8.1.7.2 Details of the Student's ranking against the published selection criteria, if the year group to which the applicant is applying is oversubscribed.

8.1.7.3 Details of the Student's place on the waiting list, if applicable; and

8.1.7.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at Sections 4.7, 4.8. & 4.9 an offer of admission may not be made where:

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

8.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

8.1.8.1 The information contained in the application is false or misleading in a material respect, or

8.1.8.2 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 College 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

8.8.1.3 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 College, 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 8.1.4 above.

8.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Castleknock Community College regarding admission to the Special Class, see Section 7.