POLICY FOR ADMISSION TO SCHOOL

YEAR 2027/2028

Drumshanbo Vocational School, Co Leitrim

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 Drumshanbo Vocational School is responsible for the implementation of this Admission Policy.

INTRODUCTION TO DRUMSHANBO VOCATIONAL SCHOOL

Established in 1964, under the auspices of the then Co Leitrim VEC, Drumshanbo Vocational School is a co-educational, multi-denominational school that offers a very comprehensive range of subjects up to Leaving Certificate level. Currently the school offers the Junior Certificate, Leaving Certificate, Leaving Certificate Vocational and Leaving Certificate Applied Programmes. Transition Year was introduced in 2021.

Beyond the Leaving Certificate, the school also provides courses in Commercial IT at Post LeavingCertificate level. Many students opt to do one of these courses after the Leaving Cert and chooseto defer entry to university or other third level institution for the year.

Traditionally a small school and very much part of the close-knit community of Drumshanbo, there are currently just under 540 students enrolled and the school is now under the trusteeship of Mayo, Sligo and Leitrim Education and Training Board.

Mission Statement

Drumshanbo Vocational School incorporating students, teachers, parents and community, seek to provide for the intellectual/curricular, physical, social and personal
education of the student.

The school aims to establish, develop and nurture attitudes, values and behaviour which will enable the whole school community to reach its full potential.

All students are encouraged to find their own strengths in order to grow into self-confident and responsible adults. Within a firmly established program of pastoral care, we seek to enhance the spiritual aspects of our students' lives.

AIMS

To help students develop a respect and tolerance of all others irrespective of age, beliefs, abilityor background.
To provide an environment where the needs of all are catered for equally and without prejudice.To promote an atmosphere where honesty and integrity are basic activities.
To enable all students to express their own individuality.
To promote a culture whereby students realise their own role in the learning process.

To provide a broad, balanced and suitable curriculum designed to enable all students to realise their full potential.

SCHOOL DETAILS

Type of School:

- Multi-denominational and co-educational school;
- Under the trusteeship of Mayo Sligo and Leitrim ETB;
- Grant aided and publicly funded.

Management:

- Mayo Sligo Leitrim ETB is patron of the school;
- The school's Board of Management is setup as a sub-committee of MSL ETB.

Board of Management Members:

The Board of Management comprises of three ETB Representatives, two Parent/Guardian Representatives and two Teacher Representatives. The School Principal is Secretary to the Board.

Contact details:

School Phone No. 071-9641085

Email: info@dvs.ie

Web site: www.dvs.ie

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PART A

General Information for All Applicants

1. ***Glossary of Terms***
2. ***Admission Statement***
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4. ***General Admission Provisions (for all Applicants)***

1 GLOSSARY OF TERMS

'**Applicant'** means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Drumshanbo Vocational School.

'**Student'** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that an application or acceptance of offer makes him/her a student of Drumshanbo Vocational School; a person is only regarded as a student of Drumshanbo Vocational School once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded 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.

'Catchment Area' refers to the designated residential area (determined by the Board of Management of Drumshanbo Vocational School) in respect of the person on whose behalf the application is being made (to all classes other than the Special Class). The Catchment Area for Drumshanbo Vocational School is defined as that which is set by the Department of Education as the area serviced by the school transport system.

'**Catchment Area for the Special Class'** refers to the designated residential area (determined by the Board of Management of Drumshanbo Vocational School) in respect of the person on whose behalf the application is being made to the Special Class. The Catchment Area for the Special Class within Drumshanbo Vocational School is defined as: the nearest recognised Special Class for the student to their place of residence or as is advised by the Special Educational Needs Officer (SENO).

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

'PPOD' refers to the Post-Primary On-line Database IT system hosted by the Department of Education.

'**Feeder Primary Schools'** refers to the primary schools of preference for application to Drumshanbo Vocational School. The feeder primary schools for Drumshanbo Vocational Schoolare:

1.1. St. Patrick's National School, Drumshanbo
1.2. Drumcong National School, Drumcong
1.3. Keadue National School, (St. Ronan's)
1.4. Dowra National School, (St. Hugh's)
1.5. Strabraggan National School
1.6. Greaghnafarna National School, (St. Lasair's)
1.7. Ballyfarnon National School
1.8. Leitrim Village National School, (St. Joseph's)
1.9. Cootehall National School, (St. Michael's & St. Patricks)

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, '**sibling'** refers to full siblings, half-siblings, foster-siblings and step-siblings. 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

[Note: the wider definition of sibling in the second of the two paragraphs immediately above isfor the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.]

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

Minister of Education and Skills.

Drumshanbo Vocational School has a Special Class, established to cater for special educationalneeds of Students with Autism/Autistic Spectrum Disorders.

'Relevant Report', as advised by the Department of Education and Skills and the National Councilfor Special Education (N.C.S.E.), 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 guidanceissued by the NCSE on this point.

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

2 ADMISSION STATEMENT

ETB schools are state, co-educational, multi-denominational schools 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 'multi-denominational' school in the following way:

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

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

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

Accordingly, Drumshanbo Vocational School shall not discriminate in its admission of a Student based on the following grounds:

2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;

2.2. Civil status of the Student or Applicant;

2.3. Family status of the Student or Applicant;

2.4. Sexual orientation of the Student or Applicant;

2.5. Religion of the Student or Applicant;

2.6. Disability of the Student or Applicant;

2.7. Race of the Student or Applicant;

2.8. The Student's or Applicant's membership of the Traveller community;

2.9. Special educational needs of the Student or Applicant. [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).]

Drumshanbo Vocational 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.

Drumshanbo Vocational 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.

2.10. Drumshanbo Vocational School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

MSLETB 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 educationand education and training facilities in each ETB's functional area.

The board of management of Drumshanbo Vocational School is a committee established undersection 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 dutyon 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 Groupand in section 6.3 in respect of applications made to all years other than the First-Year Group.

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

- Religious instruction is a term used in Ireland to indicate instruction in accordance with therites, practices and teachings of a particular religion or denomination for pupils of that religioustradition. Religious instruction may be provided in a denominational school setting.
- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational', Drumshanbo Vocational School supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide religious instruction of any particular religion or belief.

4 GENERAL ADMISSION PROVISIONS

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

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

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Drumshanbo Vocational School had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of schoolplaces for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Drumshanbo Vocational School **shall not consider**:

4.1. The payment of fees or contributions to the school;

4.2. A Student's academic ability, skills or aptitude; unless:

it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;

4.3. The occupation, financial status, academic ability, skills or aptitude of a Student's

Parent(s);

4.4. A requirement that a Student or his or her Parent(s), attend an open day or Induction Day as a condition of admission;

4.5. A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.

4.6. The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Drumshanbo Vocational School **will consider** the offer of a place to every Student seeking admission to the school, **<u>unless</u> either of the following applies**:

4.7. The Parent (or the Student applicant if over 18) 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 categoryof special educational needs specified by the Minister of Education and Skills in respect of that class and does not meet the criteria set down by the Minister of Education & Skills for admission to that Special Class.

Where Drumshanbo Vocational School considers an application, each Student will 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 admissionprovisions for the First-Year Group.

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

Section 7 of this Policy addresses the selection criteria and other matters related to the admissionprovisions for the Special Class.

PART B

Information for Specific Categories of Applicants

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

SECTION 5
APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

5.1.1. Oversubscription
5.1.2. Selection criteria in order of priority
5.1.3. Selection process
5.1.4. Late Applications
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5.2 Appeals

5.2.1. Appeal where refusal was due to oversubscription
5.2.2. Appeal where refusal was for a reason other than oversubscription
5.2.3. Basis for a review by the board of management

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Drumshanbo Vocational School is not oversubscribed, all Students will be offered a schoolplace, subject to sections 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. 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.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selectioncriteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shallremain valid only for the school year in respect of which the applications are made. Where Drumshanbo Vocational School is in a position to offer further school places that become availablefor 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 thedates specified by the school as being the period when it will accept applications to all year groups other than 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 school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

5.1.2 Selection criteria in order of priority

Drumshanbo Vocational School will apply the following criteria for admission to the First-Year Group:

5.1.2.1 If the Student resides in the Catchment Area;

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

5.1.2.3 If a parent/guardian of the Student is a member of the staff of the school

5.1.2.4 Whether the student, at the time of application, is attending one of the feeder Primary schools and has been enrolled there for at least one full academic year.

5.1.2.5 If the Student has siblings who were previously enrolled and attending the school.

5.1.2.6 If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

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

5.1.3 Selection process

Drumshanbo Vocational School will apply the selection process as follows:

An Applicant will be offered a place in Drumshanbo Vocational School based on the number of thepublished 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, Drumshanbo Vocational School will apply a random lottery to assign any available places in the school, 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.

5.1.4 Late applications

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

Where Drumshanbo Vocational School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 and 4.8.

Where Drumshanbo Vocational School is not oversubscribed and it receives a late application, theStudent 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 Drumshanbo Vocational School but does not accept the offer, or the school withdraws the offer in line with the

relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers.This process will continue throughout third and fourth rounds *etc.* until all places within the schoolhave 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 issuingby the school if it is a late application or if it is a second/third-round offer. This includes indicatingwhether 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 theSchool's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or ifit 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 a offered a place in Drumshanbo Vocational School;

5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;

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

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

In addition to the conditions for consideration of an application as set out at 4.7, and 4.8 an offerof admission may not be made where:

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

5.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);and

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application wasmade 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 asa 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 Drumshanbo Vocational School regarding admission to the First-Year Group, see section 5.2.

5.2 APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management, in writing, via a "BOMR1 Form", available from the school office and on the school's website, for it to be reviewed by the board of management of Drumshanbo Vocational School. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@dvs.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' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education'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 and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Drumshanbo Vocational School for a reason otherthan the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a BOMR1 Form, available from the school office and on the school's website, for it to be reviewed by the board of management of DrumshanboVocational School. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@dvs.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' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education'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.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management that 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.

5.2.3. **Basis for 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 school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice andalso set out the grounds of the request to review the decision.

SECTION 6
APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

6.1.1. Oversubscription

6.1.2. Selection criteria in order of priority

6.1.3. Selection process

6.1.4. Late Applications

6.1.5. Second/third-round offers of a place

6.1.6. Acceptance of a place

6.1.7. Refusal

6.1.8. Withdrawal of an offer

6.1.9. Appeals

6.2. Appeals

6.2.1. Appeal where refusal was due to oversubscription

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

6.2.3. Basis for review by the board of management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Drumshanbo Vocational School is not oversubscribed, all Students will be offered a schoolplace, 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. If the student is also applying for aplace 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.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selectioncriteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shallremain valid only for the school year in respect of which the applications are made. Where Drumshanbo Vocational School is in a position to offer further school places that become availablefor 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 thanthe 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 sameposition 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 school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

Where the Transition Year Programme in Drumshanbo Vocational School is oversubscribed, a Student applying for admission to such programme in the relevant year group, will subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, whichwill contain the names of students enrolled in the school who have been placed on an internal waiting list for this programme.

6.1.2 Selection criteria in order of priority

Drumshanbo Vocational School will apply the following criteria for admission to a year-group otherthan First-Year:

6.1.2.1 If the Student resides in the catchment area;

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

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

6.1.2.4 If the Student had a parent or grandparent who previously attended the school

6.1.2.5 If the student has a parent or grandparent that is a member of the school staff

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

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

6.1.3 Selection process

Drumshanbo Vocational School will apply the selection process as follows:

An Applicant will be offered a place in Drumshanbo Vocational School based on the number of thepublished 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, Drumshanbo Vocational School will apply a random lottery to assign any available places in the school, 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 selectionprocess 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.

6.1.4 Late applications:

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

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

accordance with the date and time they were received by the school subject to sections 4.7 and 4.8.

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

6.1.5 Second/third-round offers of a place

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

6.1.6 Acceptance of a place:

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

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

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

6.1.7 Refusal:

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

6.1.7.1. The reasons that the Student was not a offered a place in Drumshanbo Vocational School,

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

6.1.7.3. Details of the Student's place on the waiting list, if applicable, and

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

In addition to the conditions for consideration of an application as set out at 4.7, 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 wasmade 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 asa 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 Drumshanbo Vocational School regarding admission to a year-group other than First-Year, see section 6.3.

6.2 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a "BOMR1 Form", available from the school office and on the school's website, for it to be reviewed by the board of management of Drumshanbo Vocational School. Such an appeal must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@dvs.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' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education'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 and may not be brought later than 63 calendar days after the initial decision to refuse admission.

6.2.2. Appeal where refusal was for a reason other than oversubscription: An Applicant who was refused admission to Drumshanbo Vocational School for a reason otherthan the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a BOMR1 Form, available from the school officeand on the school's website, for it to be reviewed by the board of management of DrumshanboVocational School. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period forthe bringing of such an appeal is specified by the Minister for Education after thepublication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@Drumshanbo Vocational School.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' and must be submitted to the Section 29 Appeals Administration Unit in the Department of

Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education'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.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management that 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.

6.2.3. Basis for 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 school to refuse admission 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 review the decision.

SECTION 7
APPLICATION TO THE SPECIAL CLASS

7 APPLICATION TO THE SPECIAL CLASS

7.1 Admission Provisions for the Special Class

7.1.1. Oversubscription

7.1.2. Selection criteria in order of priority

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7.2 Appeals

7.2.1. Appeal where refusal was due to oversubscription

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7.2.3. Basis for a review by the board of management

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS

Drumshanbo Vocational School has three Special Classes, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section, which has been prepared within 24 months immediately preceding the Student's application to the Special Class.

Where the Special Class in Drumshanbo Vocational School is not oversubscribed, all students whose needs fall within this 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 and 4.8.

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 Drumshanbo Vocational School is able 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 s not a place available in the relevant mainstream 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, ie: if another place subsequently became available for 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, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the Students on that list have first refusal at the place in the year group irrespective of any matters relating to the Special Class.

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 the Special Class 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 for the Special Class.

If a transfer Student is offered a place in the Special Class from the waiting list, the offer is subjectto there being a place available in the relevant year group for that Student. 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 the 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 therelevant year group for that Student.

For clarity, even if a place becomes available in a given mainstream year group, if there is a waitinglist for that year group, the Students on that list have first refusal of the place in the year group irrespective of any matters relating to the Special Class.

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

7.1.2 Selection criteria in order of priority

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

7.1.2.1 If the Student resides in the catchment area;

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

7.1.2.3 If the student has a parent or grandparent who is a member of the school staff;

7.1.2.4 Whether the Student attended any of the feeder primary schools;

7.1.2.5 Where a sibling previously enrolled or attended the school

7.1.2.6 The greatest level of educational need, as determined by the Principal in consultation with the SEN Team in the school, having considered the Relevant Report in respect of the Child.

7.1.2.7 If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);

7.1.3 Selection process:

Drumshanbo Vocational School will apply the selection process as follows:

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

Where two or more applications have met the same number of selection criteria and are tied for a place, Drumshanbo Vocational School 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 selectionprocess 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.

7.1.4 Late applications:

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

Where Drumshanbo Vocational School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 and 4.8.

Where Drumshanbo Vocational School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Drumshanbo Vocational School, subject to sections 4.7, and 4.8, and the same process as applies to Applicants whose applicationswere received before the closing date will be applied *i.e.* an Acceptance Form will be issued to theApplicant 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 Drumshanbo Vocational School but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers.This process will continue throughout third and fourth rounds *etc.* until all places within the SpecialClass 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 issuingby 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 theschool's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or ifit 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 schoolplace, the Applicant will be provided in writing with:

7.1.7.1 The reasons that the Student was not a offered a place in Drumshanbo Vocational School;

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, and 4.8, an offerof 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 wasmade 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 asa late application in line with section 7.1.4 above.

7.2 APPEALS

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a "BOMR1 Form", available from the school office and on the school's website, for it to be reviewed by the board of management of Drumshanbo Vocational School. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@dvs.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' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education'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 and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Drumshanbo Vocational School for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Drumshanbo Vocational School. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@Drumshanbo Vocational School.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 establishedby the Minister for Education under section 29A of the Education Act 1998. 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. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education'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.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management that 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.

7.2.3 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 school to refuse admission 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 review the decision.