

# ADMISSIONS POLICY

2027 28

*Cashel Community School*

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| **School Address** | Cashel Community School<br>Dualla Road,<br>Cashel,<br>Co Tipperary. |
| **Roll number** | 91497A |

*School Patron/s: The Provincial of the Presentation Sisters, the Provincial of the Irish Christian Brothers and the Chief Executive of the Tipperary Education and Training Board (formerly South Tipperary Vocational Education Committee).*

## Mission Statement

In valuing the rich traditions on which the School is founded, Cashel Community School caters for diversity, embraces change, promotes mutual respect, and partnership through a broad range of learning opportunities which nurture the development of responsible young adults.

## Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this Policy, the Board of Management (BOM) of the School has consulted with School Staff, the School Patron, and Parents of Children attending the School.

The Policy was approved by the School Patron on the 6th of September 2023. It is published on the School's website, and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Cashel Community School Admission process are set out in the School's Annual Admission Notice, which is published Annually on the School's Website at least one week before the commencement of the Admission process for the School Year concerned.

This Policy must be read in conjunction with the Annual Admission Notice for the School Year concerned.

The Application Form for Admission is published on the School's website, and will be made available in hardcopy, on request, to any person who requests it.

## Characteristic Spirit and General Objectives of the School

### Characteristic Spirit

Cashel Community School is a co-educational, multi-denominational Post-Primary School under the joint patronage of the Presentation Sisters, the Irish Christian Brothers, and Tipperary ETB.

Community Schools provide a comprehensive system of Post-Primary Education open to all the Children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical, and social well-being of Students within their community**.** Community Schools may also provide for life-long learning within their local community through the provision of Adult Education Programmes.

Our School was established under the Deed of Trust, and opened on the 1st of September 1994. Our School was established following the amalgamation in 1994 of Scoil Mhuire (Presentation Sisters), the Cashel Vocational School, and the Christian Brothers Secondary School. The values of Tipperary ETB as a multi-denominational State Body and the inherited traditions, Christian values, and founding intentions of the Presentation Sisters and the Irish Christian Brothers are enshrined in the characteristic spirit and in the life of our School and are respected and cherished.

The core values of Cashel Community School are care, respect, community, inclusion, equality, justice, and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each Student to reach his/her full potential in a calm, caring, and creative environment.

Our values are reflected in how we live as a School community. The unique and intrinsic value of each Member of the School community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability, or socio-economic status. All Students are given equal opportunity for enrolment, in line with the Education; Admissions to School Act 2018, construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Cashel Community School provides all our Students with equal opportunities to engage with the curriculum, School life, and the local community.

Cashel Community School 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, culture, and/or background. Our School promotes a fully inclusive Education which recognises the plurality of identities, beliefs, and values held by Students, Parents/Guardians, and Staff. We prepare open-minded and responsible citizens, with a strong sense of shared values with a view to contributing to a just and fairer society.

Our School is multi-denominational where 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.

In Cashel Community School, we celebrate the partnership, collaboration, and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others, and our environment.

## Equality and Respect

All Members of our School community are cherished equally, regardless of gender, marital status, family status, sexual orientation, age, disability, race, or religion.

Students are encouraged to have respect for themselves, to recognise and nurture their own strengths and gifts. Each Student is encouraged to acknowledge and accept their own individuality.

The School promotes respect for others in a spirit of mutual acceptance, care, and friendship, while recognising the rich diversity of the individuals who make up our School community.

The School develops local Policies that clarify, articulate, and communicate to all Members of the School community, how the School manages all aspects of activities within the School.

The School fosters positive relationships and good communication with the local community which will be mutually beneficial to all. Cashel Community School endeavours to create healthy respect and awareness among its Students for the School environment, that of the surrounding community, and the fragile universal environment.

## Comprehensive Curriculum

Subject to the allocation and provision of adequate resources, as provided for in the Education Act 1998, Cashel Community School will endeavour to promote excellence in teaching and learning.

The School aims to provide a comprehensive curriculum, available equally and equitably to all.

The School aims to develop the whole person, through the provision of a wide and varied curriculum.

The School aims to identify the individual needs of Students, including those who are gifted and those with Special Educational Needs. It will endeavour to tailor programmes and the curriculum to cater for identified individual needs.

The School promotes inclusivity through the curriculum for those assigned to Special Classes by integrating such Students into the mainstream in so far as is possible.

The School, through the provision of extra-curricular activities, aims to develop each individual's strengths and interests. The aim through this provision is to promote a sense of teamwork and co-operation.

The Joint Trustees/Patrons wish all associated with Cashel Community School success in their respective roles within the School community.

## Admission Statement

Cashel Community School will not discriminate in its admission of a Student to the School on any of the following:

(a) The gender ground of the Student or the Applicant in respect of the Student concerned

(b) The civil status ground of the Student or the Applicant in respect of the Student concerned

(c) The family status ground of the Student or the Applicant in respect of the Student concerned

(d) The sexual orientation ground of the Student or the Applicant in respect of the Student concerned

(e) The religious/non-religious ground of the Student or the Applicant in respect of the Student concerned

(f) The disability ground of the Student or the Applicant in respect of the Student concerned

(g) The ground of race of the Student or the Applicant in respect of the Student concerned

(h) The Traveller community ground of the Student or the Applicant in respect of the Student concerned

(i) The ground that the Student or the Applicant in respect of the Student concerned has Special Educational Needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground', and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

## Admission of Students

This School shall admit each Student seeking admission except where –

a) The School is oversubscribed (please see section 6 below for further details)

b) A Parent/Guardian of a Student, when required by the Principal in accordance with section 23(4) of the Education; Welfare Act 2000, fails to confirm in writing that the Code of Behaviour of the School is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such Code by the Student.

## Statement of the Policy

This is a Statement of the Policy of Cashel Community School with regard to the Enrolment and Admission of Students to the School. This Policy has been drawn up in consultation with the BOM, Staff, Parents/Guardians, and Students of Cashel Community School. This Policy Statement is in line with the objectives set out in the School's Mission Statement, and in the Deed of Trust for Community Schools.

Cashel Community School was established in 1994 with the aim of providing a comprehensive system of Post-Primary Education open to all the Children of the community, combining instruction in academic and practical subjects, and ongoing Education for Persons living at or near Cashel in the County of Tipperary, and generally for the purpose of contributing towards the spiritual, moral, mental, and physical well-being and development of the community.

The trustees of Cashel Community School are the Presentation Sisters, the Christian Brothers, and Tipperary Education & Training Board.

Cashel Community School is funded by the Department of Education and is provided with a Staffing allocation in accordance with the Teacher allocation system of the Department of Education.

Cashel Community School operates in accordance with the regulations as set down from time to time by the Department of Education.

Cashel Community School provides the curricular programme set down by the Department of Education in accordance with Sections 9 and 30 of Education Act, 1998. The programmes available are, Junior Certificate, Leaving Certificate, Leaving Certificate Vocational Programme, and Transition Year (optional). The full range of curricular subjects, extra-curricular, and co-curricular activities are detailed in the School Prospectus which can be viewed through the School's website, or obtained from the School Office.

Enrolment to the School is limited by School capacity and by the requirements of the School curriculum and organisation as prescribed from time to time by the BOM and as determined by the Department of Education regulations and standards.

Cashel Community School is a co-educational Post-Primary School.

The religious ethos of Cashel Community School is multi-denominational, and the School will seek to provide religious Education in accordance with the rites, practice and teaching of the religious denomination to which the Student belongs. It should, however, be noted that in accordance with the Deed of Trust for Community School that Cashel Community School has a full-time Chaplain nominated by the Archbishop of Cashel & Emly. It should also be noted that the majority of Students enrolled in the School are Members of the Roman Catholic Church.

## Enrolment Procedures

Cashel Community School will prepare and provide for prospective Students and their Parents/Guardians, a Prospectus providing information about the School; such as School ethos, range of subjects, facilities, extracurricular activities, programmes, services, and enrolment procedure.

Cashel Community School will also disseminate relevant information to Parents/Guardians and prospective Students through an annual Open Night for prospective 1st Year Parents/Guardians, and Students.

The enrolment process for incoming 1st Year Students will normally commence during the first term of the School year, prior to the time for Students to commence Secondary School. Application forms for enrolment will be available at the beginning of the week during which the annual Open Night for Primary School Students and Parents/Guardians takes place. The Open Night takes place near the end of the first term. A standard Application form will be produced to ascertain the information required for the Application to be considered.

The closing date for receipt of completed Application forms will be early in the second term. Details are available from School's Admission's Notice.

Applications will be considered and a decision on the Application will be communicated to Parents/Guardians within 21 days of the annual closing date.

The Offer and Acceptance of a place in Cashel Community School implies a full acceptance of the rules of the School as laid down from time to time by the BOM.

In view of the resource implications and the timetabling structure of the 1st Year programme [modules], enrolment to 1st Year is limited. The desirability of base class groups with a

maximum of 24 Students will result in a limit on the intake reflecting multiples of 24. The absolute limit in any event is 168 1st Year Students.

The date of the Assessment Test for incoming 1st Year Students together with other organisational arrangements will be communicated to the Parents/Guardians of those Students who have been accepted for enrolment. The Assessment Test will normally take place during February/March and the actual date will depend on the dates of the Easter Holidays. The assessment will take place on a Saturday, and will take place in Cashel Community School.

Cashel Community School will liaise with the Principals of the Primary School of each Student who is enrolled to request relevant information on each Student's Educational progress, and related matters.

Some students will be subject to psychometric testing at various stages of their journey in Cashel Community School.

At Senior Cycle Students have the option of pursuing the Leaving Certificate (Established) and the Leaving Certificate Vocational Programme. Students in Junior Cycle will have to apply for a position on their chosen course at Senior Cycle.

a) Information on Senior Cycle courses and subject options will be disseminated through an Information Night for Parents/Guardians, an information booklet for Students and Parents/Guardians, and information sessions organised by the Principal and/or Guidance Counsellors on the options open to the Students at Senior Cycle. This information will also be available on the school's website. (www.cashelcommunityschool.ie)

b) Application forms will be distributed to the relevant cohort of Students in the weeks immediately following the completion of the Pre-Junior Certificate examinations. The closing date for the return of completed Application forms will normally be during the final week, before the Easter Holidays.

c) Students applying for 5th Year will make a preliminary open subject choice application in accordance with (b) above. Students may also have to complete a second subject choice form during the third term which will reflect the subject option blocks for that particular year. The closing date for returning this form will be during the month of May and in any event will not be later than May 30th.

Cashel Community School is committed to the key characteristics of the Community School concept and also endeavours to serve the local community and to consider all applicants who have completed the curricular and other requirements of their previous/Primary School. Because enrolment to the School is limited by School capacity and by the requirements of the School curriculum and organisation, the following specific enrolment criteria will be utilised in assessing applications for enrolment. Priority in considering applications will be determined in accordance with the following criteria in the event of there being insufficient capacity.

a) Students who have attended and completed the curricular requirements of any one of the fourteen agreed feeder Primary Schools which constitute the recognised catchment area. Students from these Primary Schools and their Parents/Guardians receive a direct formal invitation to attend the annual Open Night. The fifteen Primary Schools which constitute the recognised catchment area are: St. John the Baptist Girls, Boys, and Deanery Schools Cashel, Ballytarsna, Ballinure, Boherlahan, Clonoulty, Dualla, Golden, Knockavilla, New Inn Boys and Girls, Rosegreen, Rossmore and Thomastown.

b) Students who have siblings attending, or who have attended Cashel Community School.

c) Students whose Parents/Guardians are a member of staff.

d) Students who reside in the catchment area referred to in (a) above but who attend School outside the area.

e) Students attending Schools, outside the catchment area referred to in (a) above, from which Students have enrolled in Cashel Community School in the past. These Schools are principally on the periphery of the recognised catchment area. The Schools in this category are Fethard, Moyglass, Ballyclerihan, Rathkeevin, Donaskeigh and Gaile.

f) Students from Schools not included in (a) to (e) will be considered if they are resident in areas from which Students have traditionally enrolled in Cashel Community School. In this instance priority will be given to Students who are the oldest of families and whose families regard Cashel Community School as their School of first choice. Applications from Students not included in (a) to (e) above will be considered

subject to availability, and such places are allocated on a first-come-first-served basis i.e. according to the date on which the completed enrolment form was received by the School.

The Board of Management will assess all applications in accordance with criteria contained in this Admissions Policy. In accordance with the terms of Section 29 of the Education Act this Policy provides for a right of appeal by the Parents/Guardians of a Student (or, in the case of a Student aged 18 years or more, the Student) against a decision by a board to permanently exclude, to suspend, or to refuse to enrol that Student. This right to appeal is to the BOM in the first instance and to the Secretary General of the Department of Education under Section 29 of the Education Act 1998.

## School with Special Education Class(es)

### Categories of Special Educational Needs Catered for in the School/Special Class

Cashel Community School is a School which has established classes, with the approval of the Minister for Education, which provide Education exclusively for Students with a category, or categories of Special Educational Needs specified by the Minister, and may refuse to admit to the class a Student who does not qualify under the category of needs specified.

Cashel Community School with the approval of the Minister for Education, has established classes to provide Education exclusively for Students with Autism Spectrum Disorder (ASD).

Cashel Community 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.

Cashel Community 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.

All Applicants must have an assessed primary diagnosis of Autism/Autistic Spectrum Disorder. The assessment must be in line with the established DE criteria of DSM-IV or DSM-V or ICD-10/11. All Applications must be accompanied by an assessment, carried out

by an Educational/Clinical Psychologist approved by the DE, recommending the Applicant as suitable.

A prospective Student for the ASD Class must have a professional report with recommendation, from a NEPS Psychologist, Clinical Psychologist, Educational Psychologist, Psychiatrist, or from a multidisciplinary team (Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, and/or Physiotherapist), for placement in an autism specific class in an ASD Class. The professional report must outline all of the following:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report)
- A demonstration of the understanding of the complexity of the child's overall level of need/s evidenced in the professional reports
- Given the severity or complexity of the child's support needs, a professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism. (Please note that it is the parent(s)/guardian(s) responsibility to ensure that the applicant is known to the NCSE and that the NCSE have provided a letter confirming the applicant's eligibility for placement in the special class for autism)

All Applications on a Child should be provided to the School for assessment by the Admissions Team/BOM. The withholding of such reports from the BOM may invalidate an enrolment Application at any time.

## Autism Spectrum Disorder Unit (ASD) Admissions Policy

This Policy is set out in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, the Education for Persons with Special Needs Act 2004, and the Equal Status Act 2000.

This Policy must be read in conjunction with and is part of the overall Student Admissions Policy for Cashel Community School.

The ASD Class is funded and resourced by the Department of Education (DE). The BOM of the School has the responsibility for the ongoing management of the ASD Class, having regard to the funding, resources, services, and space available.

The aim of Cashel Community School is to offer a positive meaningful Educational experience to the Student that allows her/him to develop to their full learning potential, in an environment that offers clarity, predictability, and calmness. After a period of time observing, assessing and interacting with the Student, an Individual Education Plan will be developed following consultation with Parents/Guardians and with other relevant professional Staff (e.g. NEPS Psychologist, Teacher(s) of Special Educational Needs, Occupational Therapist, School Principal/Deputy Principal, etc.) as deemed appropriate.

The aim of the ASD Class is to offer a specific learning environment within a mainstream Post-Primary School. This setting facilitates optimum inclusion as part of the School community with access to mainstream Educational activities that are available and that are deemed appropriate to the ongoing Education of the Student.

Parents/Guardians should note that the allocation of a place in the ASD Class does not guarantee a place in the mainstream Post-Primary classes for any siblings.

All Applications for enrolment in the ASD Class will be considered within the context of the School's Admission Policy.

Should your child or young person be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

## Application Process to ASD Class

The process begins with a referral from a recognised, relevant external agency or a telephone call or a visit in person to Cashel Community School by a Parent/Guardian.

An enrolment Application form, a copy of which is available from the School, should be fully completed and submitted by the Parent/Guardian on behalf of the Applicant. The closing date for receipt of such completed Applications by the School is the same as Cashel Community School Admissions Policy.

This Enrolment Application Form should be accompanied by an original Birth Certificate of the Applicant and accompanied by all the up to date and pertinent Educational psychological assessment(s) and diagnostic report(s). The Enrolment Application form must also be accompanied by School Reports and relevant documented information from all previous Schools that the Applicant attended. The NCSE eligibility letter must also be included.

Fully completed Enrolment Application Forms are then recorded in the School Applications file. Entry on to Cashel Community School Applications file secures a place on the list of Applicants only. Only Applications that then meet the criteria for enrolment, subject to available space and maximum Student numbers, will be considered.

One of the following original documents, as proof of address within the catchment area must accompany the application for enrolment - ESB (or alternative provider) bill, Gas bill, Landline telephone bill, or Television supplier bill.

The advice, support, and recommendation of the Special Educational Needs Organiser (SENO) for the area/region, based on the needs of the Applicants, will be considered in the decision-making process associated with enrolment of Applicants in the ASD Class at Cashel Community School.

It is important that Parents/Guardians note that Cashel Community School may in certain clarified circumstances and following an assessment and investigation, be unable to meet the special Educational or physical needs of the Applicant on the grounds that admission of the Applicant will make impossible, or have a serious detrimental effect on, the Education provision by Cashel Community School as an Educational establishment of its services to other.

All recommendations will then be considered by the BOM of Cashel Community School who make the final School decisions on all Applications to enrol.

Where the number of Applicants on the applications file exceeds the number of places available, the following ranked criteria will then apply to all applications received:

a) Students already attending Cashel Community School who met the admissions criteria at the time of enrolment but chose not to avail of a place in the ASD Class or who were not offered a place in the ASD Class, and instead attended mainstream classes, or

b) Students already attending Cashel Community School who received an ASD diagnosis subsequent to their enrolment.

In both instances, a letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism is required. (Please note that it is the parent(s)/guardian(s) responsibility to ensure that the applicant is known to the NCSE and that the NCSE have provided a letter confirming the applicant's eligibility for placement in the special class for autism)

In both instances, the allocations of places will be reviewed by the SENO/NCSE.

a) Applicants attending the recognised feeder Schools
b) Applicants with siblings already enrolled in Cashel Community School
c) Applicants not attending the feeder Schools but for whom this ASD Class would be the nearest facility to their home residence.

Parents/Guardians should note that where the number of Applicants at any stage of the criteria numbered above exceeds the number of spaces available within that criterion, then the date of birth of the Applicant will be considered with priority being given to the oldest applicant within that criteria level, and continuing thus forth until all places are filled. If two or more Applicants share the same date of birth, then places will be allocated on the basis of the date that fully completed Student Application Forms were recorded (date wise) in the Applications file.

## Parents/Guardians Should Note

The Parents/Guardians of a Child being offered a place in the ASD Class will be invited to visit the School to meet with a Member of the Special Education Team and the Principal/Deputy Principal of the School, to discuss the placement/enrolment of their Child. Any information requested by the Parent/Guardian will be provided at this meeting.

The Parents/Guardians may be requested to consent to a visit by a Member of the Special Educational Needs Professional Staff at Cashel Community School, to visit the existing School placement of the Student concerned in order to observe the Student in a classroom situation. Staff will also meet with the Principal and any relevant Personnel involved in the Student's Education to that point.

The Parents/Guardians will be invited to accompany their Child to visit Cashel Community School ASD Class and meet Staff.

The Parents/Guardians are also invited, after the acceptance and placement of their Child in the ASD Class, to be consulted about the Education Plan for their Child.

The NEPS psychologist and SENO will be appraised of the Education Plan.

A Child may be phased gradually into the Special Class in the ASD Class through a mutually agreed process between Parents/Guardians and the Management of the School.

Where it is deemed appropriate, a Student in the ASD Class will be assigned, by School management to an age-appropriate mainstream class for integration purposes.

Students currently enrolled in an ASD Class in another Post-Primary School will not be considered for transfer enrolment at Cashel Community School ASD Class during the course of the School academic year.

Students enrolled in an ASD Class in another Post-Primary School will not be considered for transfer enrolment at Cashel Community School ASD Class at the end of a School academic year, unless the family has moved residence into the catchment area of Cashel Community School.

The placement of every Student within an ASD Class will be subject to regular review by the school Staff and where appropriate the professional services external to the School, following which decisions will (i) continue within the ASD Class at Cashel Community School, (ii) integrate fully into the mainstream Post-Primary, or (iii) seek an alternative and more appropriate Educational placement for the Student as Cashel Community School is unable to meet the Educational needs of the Student. In such an instance the support and assistance of the Staff at Cashel Community School will be available to assist the Family in securing a more suitable learning environment in another Educational Institution, for the Student concerned.

Children with Special Educational Needs may display difficult, defiant, or oppositional behaviours. All efforts will be made by Staff at the School to manage such behaviour using various strategies and through the implementation of the Student's Individual Educational Plan. All Students including those with Special Educational Needs are subject to the School's Code of Behaviour/Discipline, and the terms of the Health and Safety Statement

adopted by the BOM at the School. The BOM at Cashel Community School reserves the right of admission and to refuse to enrol a Student, within the terms of this Policy. Parents/Guardians of Applicants who are refused admission to Cashel Community School will be advised of their right to appeal the matter to the Secretary General, DE under Section 29 of the Education Act 1998.

This Policy is subject to periodic review by the BOM of Cashel Community School.

The School will apply to the National Council for Special Education (N.C.S.E) and for resources for Students with Special Needs in accordance with agreed procedures and deadlines.

Parents/Guardians should note that under the official DE guidelines, the number of Student places available in the ASD Class at Cashel Community School is a maximum of 12 students. It should be noted that fulfilling the enrolment criteria does not necessarily guarantee the Student a place in the ASD Class.

The BOM requires that Parents/Guardians must accept that the enrolment process only proceeds where the Educational and physical needs of the Applicants as identified can be met within the ASD Class.

The Parents/Guardians of the Applicant must accept and agree to Cashel Community School Code of Behaviour/Discipline and the terms of this Policy.

The ASD Class at Cashel Community School will only cater for Children that are 12 years or more, and less than 18 years of age, on the 1st of September of the School year in question.

The Parents/Guardians of a Child being offered a place in the ASD Class will be invited to visit the School to meet with a Member of the Special Education Team and the Principal/Deputy Principal of the School, to discuss the placement/enrolment of their Child. Any information requested by the Parent/Guardian will be provided at this meeting.

The Parents/Guardians may be requested to consent to a visit by a Member of the Special Educational Needs Professional Staff at Cashel Community School, to visit the existing School placement of the Student concerned to observe the Student in a classroom situation. Staff will also meet with the Principal and any relevant Personnel involved in the Student's Education to that point.

The Parents/Guardians will be invited to accompany their Child to visit Cashel Community School ASD Class and meet Staff.

The Parents/Guardians are also invited, after the acceptance and placement of their Child in the ASD Class, to be consulted about the Education Plan for their Child.

The NEPS Psychologist and SENO will be appraised of the Education Plan.

A Child may be phased gradually into the Special Class in the ASD Class through a mutually agreed process between Parents/Guardians and the Management of the School.

Where it is deemed appropriate, a Student in the ASD Class will be assigned to an age-appropriate mainstream class for integration purpose by School management.

Parents/Guardians must note Cashel Community School respects the right of the existing School community and the Students already enrolled therein, and this consideration is paramount when assessing entry to the ASD Class.

The placement of every Student within the ASD Class will be subject to regular review by the School Staff and where appropriate the professional services external to the School. Arising from this review decisions will be made as to whether a Student should,

a) continue within the ASD Class at Cashel Community School

b) integrate fully into the mainstream Post-Primary, or

c) seek an alternative and more appropriate Educational placement for the Student as Cashel Community School is unable to meet the Educational needs of the Student. In such an instance the support and assistance of the Staff at Cashel Community School will be available to assist the Family in securing a more suitable learning environment in another Educational Institution, for the Student concerned.

Children with Special Educational Needs may display difficult, defiant, or oppositional behaviours. All efforts will be made by staff at the School to manage such behaviour using various strategies and through the implementation of the Student's Individual Educational Plan. All Students including those with Special Educational Needs are subject to the School's Code of Behaviour/Discipline and the terms of the Health and Safety Statement adopted by the BOM at the School.

The BOM at Cashel Community School reserves the right of admission and to refuse to enrol a Student, within the terms of this Policy. Parents/Guardians of Applicants who are refused admission to Cashel Community School will be advised of their right to appeal the matter to the Secretary General, DE under Section 29 of the Education Act 1998.

## Oversubscription

In the event that the School is oversubscribed, the School will, when deciding on Applications for admission, apply the following selection criteria in the order listed below to those Applications that are received within the timeline for receipt of applications as set out in the School's Annual Admission Notice:

a) Cashel Community School is committed to the key characteristics of the Community School concept and endeavours to serve the local community and to consider all Applicants who have completed the curricular and other requirements of their previous/Primary School. Because enrolment to the School is limited by School capacity and by the requirements of the School curriculum and organisation, the following specific enrolment criteria will be utilised in assessing Applications for enrolment. Priority in considering Applications will be determined in accordance with the following criteria in the event of there being insufficient capacity.

b) Students who have attended and completed the curricular requirements of any one of the 14 agreed feeder Primary Schools which constitute the recognised catchment area. Students from these Primary Schools and their Parents/Guardians receive a direct formal invitation to attend the annual Open Night. The 15 Primary Schools which constitute the recognised catchment area are, St. John the Baptist Girls, Boys and Deanery Schools Cashel, Ballytarsna, Ballinure, Boherlahan, Clonoulty, Dualla, Golden, Knockavilla, New Inn Boys and Girls, Rosegreen, Rossmore and Thomastown.

c) Students who have siblings attending or who have attended Cashel Community School.

d) Students whose Parents/Guardians are on the Staff of Cashel Community School.

e) Students who reside in the catchment area referred to in (a) above but who attend School outside the area.

f) Students attending Schools, outside the catchment area referred to in (a) above, from which Students have enrolled in Cashel Community School in the past. These Schools are principally on the periphery of the recognised catchment area. The Schools in this category are Fethard, Moyglass, Ballyclerihan, Rathkeevin, Donaskeigh and Gaile.

g) Students from Schools not included (a) to (e) will be considered if they are resident in areas from which Students have traditionally enrolled in Cashel Community School. In this instance priority will be given to Students who are the oldest of families and whose families regard Cashel Community School as their School of first choice. Applications from Students not included in (a) to (e) above will be considered subject to availability and such places are allocated on a first-come-first-served basis i.e., according to the date on which the completed enrolment form was received by the School.

If there are two or more Students tied for a place or places in any of the selection criteria categories above (the number of Applicants exceeds the number of remaining places), the following arrangements will apply:

A lottery system will apply. Student names will be placed in a hat and drawn from it under the supervision of an independent adjudicator and the Parents/Guardians of the Students concerned (or nominated representative if they cannot be in attendance) at an agreed time and date. The lottery will take place in Cashel Community School.

What will not be considered or considered in accordance with section 62(7)(e) of the Education Act, the School will not consider or consider any of the following in deciding on Applications for admission or when placing a Student on a waiting list for admission to the School:

a) A Student's prior attendance at a Pre-School or Pre-School service;

b) The payment of fees or contributions (howsoever described) to the School;

c) A Student's academic ability, skills, or aptitude;

d) Other than in relation to admission to the ASD Special Class insofar as it is necessary in order to ascertain whether or not the Student has the category of Special Educational Needs concerned.

e) The occupation, financial status, academic ability, skills, or aptitude of a Student's Parents/Guardians;

f) A requirement that a Student, or his/her Parents/Guardians, attend an interview, open day, or other meeting as a condition of admission;

g) A Student's connection to the School by virtue of a Member of his/her family attending, or having previously attended the School; other than;

h) Students who have siblings attending or who have attended Cashel Community School;

i) Students whose Parents/Guardians are on the Staff of Cashel Community School;

j) The date and time on which an Application for admission was received by the School;

k) This is subject to the Application being received at any time during the period specified for receiving Applications set out in the Annual Admission Notice of the School for the School year concerned.

l) This is also subject to the School making Offers based on existing waiting lists (up until 31st January 2025 only).

## Decisions on Applications

All decisions on Applications for admission to Cashel Community School will be based on the following:

a) Our School's Admission Policy

b) The School's Annual Admission Notice

c) The information provided by the Applicant in the School's Official Application form received during the period specified in our Annual Admission Notice for receiving Applications

## Notifying Applicants of Decisions

Applicants will be informed in writing as to the decision of the School, within the timeline outlined in the Annual Admissions Notice.

If a Student is not offered a place in our School, the reasons why they were not offered a place will be communicated in writing to the Applicant, including, where applicable, details of the Student's ranking against the selection criteria and details of the Student's place on the waiting list for the School year concerned. Please note that this waiting list is only used to fill vacancies arising during the school year in question only.

Applicants will be informed of the right to seek a review/right of appeal of the School's decision (see section 18 below for further details).

## Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Cashel Community School, you must indicate—

a) Whether or not you have accepted an offer of admission for another School or Schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned.

b) Whether or not you have applied for and awaiting confirmation of an offer of admission from another School or Schools, and if so, you must provide details of the other School or Schools concerned.

## Circumstances in Which Offers May Not be Made, or May be Withdrawn

An offer of admission may not be made or may be withdrawn by Cashel Community School where-

a) It is established that information contained in the Application is false, or misleading.

b) An 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.

c) The Parent/Guardian of a Student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing

that the Code of Behaviour of the School is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such Code by the Student; or

d) An Applicant has failed to comply with the requirements of 'Acceptance of an Offer' as set out in Section 10 above.

## Sharing of Data with Other Schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between Schools in order to facilitate the efficient admission of Students.

## Waiting List in the Event of Oversubscription

In the event of there being more Applications to the School year concerned than places available, a waiting list of Students whose Applications for admission to Cashel Community School were unsuccessful due to the School being oversubscribed will be compiled and will remain valid for the School year in which admission is being sought.

Placement on the waiting list of Cashel Community School is in the order of priority assigned to the Students' Applications after the School has applied the selection criteria in accordance with this Admission Policy.

Offers of any subsequent places that become available for and during the School year in relation to which admission is being sought will be made to those Students on the waiting list, in accordance with the order of priority in relation to which the Students have been placed on the list.

## Late Applications

All Applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our School's Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

If late applications are received for the special class, these applicants will be added to the bottom of the waiting list. Late applicants, even if they are already enrolled in the mainstream classes of the school or are local children and young people, cannot be prioritised over those on the existing waiting for the special class.

## Procedures for Admission of Students to Other Years and During the School Year

The procedures of the School in relation to the admission of Students who are not already admitted to the School to classes or years other than the School's intake group are as follows:

An Application for a transfer from another School will be considered in accordance with the following procedure.

a) Applications to transfer will only be considered if the class group for which the Application is being made is not oversubscribed.

b) Students who wish to transfer will be interviewed, with their Parents/Guardians, by the Principal prior to a decision on the Application being made.

c) Students who wish to transfer will have to provide copies of recent School reports and other relevant documentation from the School they are currently enrolled in.

d) Students who wish to transfer will have to complete the standard Application form.

e) All applications to transfer will be considered in view of available resources, timetabling/class size restrictions and of the School's capacity to provide for the Educational needs of the Student.

f) Students whose families transfer into the area during the School year will be subject to each of the above conditions which are relevant to the Application.

g) A decision on an Application to transfer will be made within 21 days of the receipt of the completed Application form.

The procedures of the School in relation to the admission of Students who are not already admitted to the School, after the commencement of the School year in which admission is sought, are as follows:

An Application for a transfer from another School will be considered in accordance with the following procedure.

a) Students who wish to transfer will be interviewed, with their Parents/Guardians, by the Principal prior to a decision on the Application being made.

b) Students who wish to transfer will have to provide copies of recent School reports and other relevant documentation from the School they are currently enrolled in.

c) Students who wish to transfer will have to complete the standard Application form.

d) Applications to transfer will normally only be considered from Students who are commencing 2nd, TY, and 5th Year.

e) Applications to transfer may be considered once the School year has commenced.

f) All Applications to transfer will be considered in view of available resources, timetabling/class size restrictions and of the School's capacity to provide for the Educational needs of the Student.

g) Students whose families transfer into the area during the School year will be subject to each of the above conditions which are relevant to the Application.

h) A decision on an Application to transfer will be made within 21 days of the receipt of the completed Application form.

## Declaration in Relation to the Non-Charging of Fees

This rule applies to all Schools.

The board of Cashel Community School or any Persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

(a) An Application for admission of a Student to the School, or

(b) The admission or continued enrolment of a Student in the School.

**Note:** Exceptions apply only in relation to fee charging Post-Primary Schools, the boarding element in Boarding Schools and admission to post Leaving Cert or Further Education courses run by Post-Primary Schools.

## Arrangements Regarding Students Not Attending Religious Instruction

Cashel Community School offers religious Education in all year groups as it promotes the holistic development of Students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values, and moral development of Students and encourages respect for all Members of our School communities. In addition, religious Education supports the 'multi-denominational' aspect of our School's ethos as it provides opportunities for Students to engage with questions around their own religious or non-religious beliefs and those of their Peers.

In this context it is important to understand the distinction between 'Religious Education' and 'Religious Instruction':

a) 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.

b) Religious Instruction is instruction in accordance with the rites, practices, and teachings of a particular religion or denomination for Pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our School at all Levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

## Reviews/Appeals

### Review of Decisions by the Board of Management

The Parent/Guardian of the Student, or in the case of a Student who has reached the age of 18 years, the Student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under

Section 29B of the Education Act 1998 which are published on the website of the Department of Education.

The BOM will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an Applicant has been refused admission due to the School being oversubscribed, the Applicant **must request a review** of that decision by the BOM prior to making an appeal under section 29 of the Education Act 1998.

Where an Applicant has been refused admission due to a reason other than the School being oversubscribed, the Applicant **may request a review** of that decision by the BOM prior to making an appeal under section 29 of the Education Act 1998.

## Right of Appeal

Under Section 29 of the Education Act 1998, the Parent/Guardian of the Student, or in the case of a Student who has reached the age of 18 years, the Student, may appeal a decision of this School to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the School being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the School being oversubscribed.

Where an Applicant has been refused admission due to the School being oversubscribed, the Applicant **must request a review** of that decision by the BOM **prior to making an appeal** under section 29 of the Education Act 1998 (see Review of decisions by the BOM).

Where an Applicant has been refused admission due to a reason other than the School being oversubscribed, the Applicant **may request a review** of that decision by the BOM prior to making an appeal under Section 29 of the Education Act 1998 (see Review of decisions by the BOM).

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under Section 29B of the Education Act 1998 which are published on the website of the Department of Education.

**Signed:** Margaret Skehan **Date:** 17 / 06 / 2026

Ms Margaret Skehan, Chairperson

**Signed:** Brian Moran **Date:** 17 / 06 / 2026

Mr Brian Moran, Principal