



**etbi**  
Education & Training  
Boards Ireland  
*Boird Oideachais &  
Oiliúna Éireann*

**Broadmeadow Community**

**National School,**

**Rathbeale Road,**

**Swords,**

**Co. Dublin**

<https://broadmeadowcns.ie>

[broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie)

**Roll Number:**

## **POLICY FOR ADMISSION**

### **BROADMEADOW COMMUNITY NATIONAL SCHOOL**



**2020/2021**

**Principal: Miss J. Robinson**

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 Miss Jennifer Robinson is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO BROADMEADOW CNS**

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Broadmeadow CNS established in September 2020 and is a multidenominational, publicly-accountable school, which strives to provide high quality education for every child. We aim to provide equal opportunities to all children within the community of Swords, County Dublin.

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the ethos, the mission statement of the school and legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available within the school at the time of application.
- To embed a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school.

### **General School Information**

Broadmeadow Community National School operates within the regulations laid down by the Department of Education & Skills and follows the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The on-going internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

The school is staffed in accordance with the standard pupil-teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes, etc. The school operates within the regulations laid down by the Department from time to time.

Our school is a co-educational, multi-denominational primary school which operates under the patronage of Dublin and Dun Laoghaire Education and Training Board. The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual.

At Broadmeadow CNS we strive to ensure that children engage in a high standard of education in order for his/her personal potential to be achieved. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

The mission of our school is to respect, celebrate and recognise diversity in all areas of life. Children attending Broadmeadow CNS will be taught and encouraged to view

diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live.

Broadmeadow CNS will open in September 2020 with one Junior Infant class and an open catchment area to begin with. The school is located in temporary accommodation in Swords Community College, however it is based on the same site that will become the permanent location for the school in the future. Over time Broadmeadow Community National School will cater for the full range of Primary classes, from Junior Infants to Sixth Class.

Under DDLETB patronage, an interim Board of Management is in operation, under the management of a single school manager, Director of Schools for DDLETB.

Management of the school is committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The school fully subscribes to the core values of the school underpinning the characteristic spirit of the school: Excellence in Education, Care, Equality, Community and Respect.

**This admissions policy will be subject to regular review and possible change.**

Any parent who enrolls their child at Broadmeadow CNS is subject to the policies of the school. Parents are asked to read all policies, which are available on the school website. If you have any questions relating to these before agreeing, then please do ensure that you make contact with us. We will be asking through admission for full commitment to abide by policies set in place as they are created to support the school, home, community and child.

We will be committed to teaching all children the importance of being a green school from September 2020, as we are hoping to work towards this green flag. Therefore, it is the policy of Broadmeadow CNS to communicate with parents via email/text message as much as we see fit. It is your responsibility to ensure your contact details are up to date on a regular basis and to ensure all of these channels are checked on a daily basis to ensure information is received and read to support the needs and education of your child.

**Information will also be published onto our school website for further downloading and engagement. Please ensure that you regularly access all of our online platforms for updates.**

# **TABLE OF CONTENTS**

## ***PART A – General Information for All Applicants***

1. Glossary of terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

## ***PART B - Information for Specific Categories of Applicants***

5. Application to Junior Infants
6. Application to All Classes Other Than Junior Infants
7. Application to the Special Class

# **PART A**

## ***General Information for All Applicants***

- 1. Glossary of terms***
- 2. Admission Statement***
- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

## 1. GLOSSARY OF TERMS

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**'Applicant'** means the parent / guardian of a Child who has made an application for admission to Broadmeadow CNS

**'Child'** means the person in respect of whom the application is being made.

**'Student'** means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

**'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 Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

**'Catchment Area'** Broadmeadow CNS will open in September 2020 with one Junior Infant class and an open catchment area to begin with. The school is located in temporary accommodation in Swords Community College, however it is based on the same site that will become the permanent location for the school in the future. Over time Broadmeadow Community National School will cater for the full range of Primary classes, from Junior Infants to Sixth Class.

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

**'Junior Infants'** means the intake group of Students for the most junior class in a school, but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

**Relevant Report'**, as advised by the Department of Education and Skills and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special

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

## 2. ADMISSION STATEMENT

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

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

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

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

Accordingly, Broadmeadow CNS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;
- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Child or Applicant.

Broadmeadow CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

### **3. LEGAL FRAMEWORK**

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

The board of management of Broadmeadow CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998. The first Board of Management for Broadmeadow CNS will be established October 2020. There is an interim school manager appointed by DDLETB in the interim period.

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

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

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

Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

#### 4. GENERAL ADMISSION PROVISIONS

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

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

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

In processing an application Broadmeadow CNS] **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills or aptitude; unless:
  - it is necessary to ascertain whether or not the Child 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 Child's Parent(s);
- 4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

- 4.6 A Child'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 Child concerned attending, or having attended, the school.
- 4.7 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 admissions notice for that academic year.

**Broadmeadow CNS will consider** the offer of a place to every Child seeking admission to the school, **unless one of the following applies:**

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;

Where Broadmeadow CNS] considers an application, each Child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Class. Broadmeadow CNS currently does not have a Special Class.

# **PART B**

## ***Information for Specific Categories of Applicants***

- 5. Application to the Junior Infant Group***
- 6. Application to All Classes Other Than Junior Infants***
- 7. Application to the Special Class***

# **SECTION 5**

## **APPLICATION TO THE JUNIOR INFANT GROUP**

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### **5. APPLICATION TO THE JUNIOR INFANT GROUP**

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#### **5.1 Admission Provisions (Junior Infant Group)**

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

#### **5.2 Appeals**

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

## **5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)**

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Where Broadmeadow CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8

### **5.1.1 Oversubscription**

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

For the avoidance of doubt, if a Child 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 class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

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

**Selection criteria in order of priority** Broadmeadow CNS will apply the following criteria for admission to the Junior Infant Group:

5.1.2.1 Siblings ( including step-siblings, resident at the same address) ;

If the child belongs to a staff member.

5.1.2.2

5.1.2.3 If the child resides within the catchment area;

5.1.2.4 All other applications

### 5.1.2 Selection process

Broadmeadow CNS will apply the selection process as follows: **I**

In the case where the number of children who meet the criteria for category 1 exceeds the number of places available, all category 1 children will be ordered according to chronological age and priority will be given to the eldest. Remaining children will be placed on a waiting list.

As places are based in order of criteria, all children will be allocated a place based upon chronological age and priority will be given to the eldest child who meets the criteria set.

The following criteria applies to all other school admissions for our school;

1.	Brothers and sisters (including step-siblings, resident at the same address) of children currently in the school. Children of staff.
2.	All other children.

Priority is given to category 1.

In the case where the number of children who meet the criteria for category 1 exceeds the amount of places available, all category 1 children will be ordered according to date and time of submission and priority will be given to the first. In the event that there are still places available in the school after all children in category 1 have been allocated a place, children in category 2 will be ordered by date and time of submission and priority will be given to the first.

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

An Applicant will be offered a place in Broadmeadow CNS based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Broadmeadow CNS will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **5.1.3 Late applications**

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

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

Where Broadmeadow CNS ] is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section(s) 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.

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

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

### **5.1.5 Acceptance of a place**

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round

offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

#### **5.1.6 Refusal**

Where a Child 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 Child was not offered a place in Broadmeadow CNS];
- 5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

#### **5.1.7 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 Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 5.1.4 above.

## 5.2 APPEALS

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

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS] at [broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie) Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

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

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

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

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

**5.2.3. Basis for appeal:**

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

# **SECTION 6**

## **APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

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### **6 APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

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#### **6.1 Admission Provisions (other than Junior Infants)**

- 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

#### **6.2 Appeals**

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal

## **6.1 ADMISSION PROVISIONS (OTHER THAN JUNIOR INFANTS)**

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Where Broadmeadow CNS ] is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8

Boradmeadow CNS currently only enrolls Junir Infants. Broadmeadow CNS will enrol junior and senior infants for 2021.

### **6.1.1 Oversubscription**

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

For the avoidance of doubt, if a Child 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 class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

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

### **6.1.2 Selection criteria in order of priority**

Boradmeadow CNS will apply the following criteria for admission to all classes other than Junior Infants:

- 6.1.2.1 Siblings ( including step-siblings, resident at the same address) ;
- 6.1.2.2 If the child belongs to a staff member
- 6.1.2.3 If the child resides within the catchment area;

#### 6.1.2.4 All other applications

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**

Broadmeadow CNS will apply the selection process as follows:

Broadmeadow CNS will apply the selection process as follows: [

In the case where the number of children who meet the criteria for category 1 exceeds the number of places available, all category 1 children will be ordered according to chronological age and priority will be given to the eldest. Remaining children will be placed on a waiting list.

As places are based in order of criteria, all children will be allocated a place based upon chronological age and priority will be given to the eldest child who meets the criteria set.

The following criteria applies to all other school admissions for our school;

1.	Brothers and sisters (including step-siblings, resident at the same address) of children currently in the school. Children of staff.
2.	All other children.

Priority is given to category 1.

In the case where the number of children who meet the criteria for category 1 exceeds the amount of places available, all category 1 children will be ordered according to date and time of submission and priority will be given to the first. In the event that there are still places available in the school after all children in category 1 have been allocated a place, children in category 2 will be ordered by date and time of submission and priority will be given to the first.

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

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

#### **6.1.4 Late applications:**

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

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

Where Broadmeadow CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section(s) 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 Child is in receipt of an offer of a place within Broadmeadow CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child 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 Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

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

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

#### **6.1.7 Refusal:**

Where a Child 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 Child was not offered a place in Broadmeadow CNS;
- 6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 6.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

#### **6.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. 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
- 6.1.7.7. 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 Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 6.1.4 above.

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

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Broadmeadow CNS at [broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie) Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Admission Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

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

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

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

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

**6.2.3. Basis for appeal:**

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