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**ST. FARNAN'S**  
POST PRIMARY SCHOOL  
**PROSPEROUS**  
COUNTY KILDARE

# **St. Farnan's Post-Primary School Prosperous**

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

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 St Farnan's Post Primary School is responsible for the implementation of this Admission Policy.



BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARA AGUS CHILL MHANTÁIN**  
**KILDARE AND WICKLOW**  
EDUCATION AND TRAINING BOARD

## INTRODUCTION TO ST FARNAN'S POST PRIMARY SCHOOL

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St Farnan's Post Primary School was established in 1941.

St. Farnan's Post Primary School is a co-educational post primary second level school in Prosperous, Co. Kildare and is a DEIS status school. The school opened in 1941 with three classrooms, student numbers have grown over the years and we now have 575 students attending the school. The **catchment area** for our school are the villages/areas of Prosperous, Timahoe, Donadea, Allen, Allenwood, Coill Dubh, Robertstown, Staplestown and Kilmeague.

The school has a Board of Management, which is a subcommittee of Co. Kildare and Wicklow Education Training Board (ETB). The Board of Management consists of representatives of the ETB. Community representatives, parent representatives, and teacher nominees. The School Principal is Secretary to the Board and the Deputy Principal is in attendance at the meetings.

The school runs several courses including Junior Certificate, Junior Certificate Schools Programme, Leaving Certificate, Leaving Certificate Applied, Leaving Cert Vocational Programme and Transition Year. There is also a double ASD Unit (Room 25) and a Moderate Learning Unit (Room 26) attached to the school. St Farnan's offers its students many extracurricular activities and both boys and girls are actively encouraged to take part in these activities. There are also courses offered to the parents of children attending the school under the umbrella of the Home School Community Liaison Programme. The school maintains strong links with the community through the Home School and Community Liaison Department and School Completion Programme Coordinator in association with Tusla.

## **St.Farnan's: A Brief History**

St. Farnan's is maintained by Kildare and Wicklow Education Training Board (ETB), has served the community since September 1941. The school is managed by the Board of Management and the internal senior leadership team.

The rapid educational developments of the sixties saw a growth in pupil numbers as well as the right of vocational school pupils to sit the Intermediate Certificate as well as the Group Certificate.

From 1969 to 1975 pupils in St. Farnan's were restricted to following these Junior Cycle programmes only. Those wishing to follow Senior Cycle courses were expected to transfer to Naas to do so. In practice only a small number of pupils did transfer. As a result of this most pupils who had completed Junior Cycle left the education system. The school leaving age was increased to 15 in 1972. In other words, the great majority of St. Farnan's pupils left school at or shortly after reaching the statutory age for compulsory education. After much agitation and protest the school was granted Senior Cycle status in 1975 and St. Farnan's pupils first sat the Leaving Cert Exam in their own school in June 1976.

In more recent times the school has attempted to remain abreast of educational developments by providing Transition Year, Leaving Cert. Vocational Programme (LCVP), and Leaving Cert Applied Programme (LCA), Junior Cert Schools Programme (JCSP) as well as the standard Junior Cycle and Leaving Cert Programmes.

The original school building opened in 1941. The flat roofed extension was opened in 1971. The next phase was completed in 1989. The most recent phase was completed in August 2007 and officially opened by Minister Mary Hanafin in October 2007.

A new 1,000 pupil Community College school will be built on the school pitches and should be ready to move into during the school year 2026-2027.

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# PART A

## *General Information for All Applicants*

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

### 1 GLOSSARY OF TERMS

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**‘Applicant’** means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to St. Farnan’s Post Primary School.

**‘Student’** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of St Farnan’s Post primary School by virtue of application alone.

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

**‘Catchment Area for all classes including the Special Classes** refers to the designated residential area for application to St Farnan’s Post Primary School in respect of the person on whose behalf the application is being made. The catchment area for the All Classes including Special Classes within is defined as above, i.e. Prosperous, Timahoe, Donadea, Allen, Allenwood, Coill Dubh, Staplestown, Robertstown and Kilmeague.

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

**‘Feeder Primary Schools’** refers to the primary schools of preference for application to St Farnan’s Post Primary School.

**The feeder primary schools for St Farnan’s Post Primary School are;**

- Allen National School, Co. Kildare.
- Allenwood National School, Allenwood, Co. Kildare.
- Coill Dubh National School, Coill Dubh, Co. Kildare.
- Robertstown National School, Robertstown, Co. Kildare.
- Scoil an Linbh Iosa, Prosperous, Co. Kildare.
- Staplestown National School, Donadea, Co. Kildare.
- Timahoe National School, Co. Kildare.

**‘Special Class’** means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. St Farnan’s Post Primary School has a Special Class, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders and Moderate General Learning Disability.

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

## **2      ADMISSION STATEMENT**

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Accordingly, St Farnan's Post Primary School shall not discriminate in its admission of a Student based on the following grounds:

- 2.1.    Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2.    Civil status of the Student or Applicant;
- 2.3.    Family status of the Student or Applicant;
- 2.4.    Sexual orientation of the Student or Applicant;
- 2.5.    Religion of the Student or Applicant;
- 2.6.    Disability of the Student or Applicant;
- 2.7.    Race of the Student or Applicant;
- 2.8.    The Student's or Applicant's membership of the Traveller community;
- 2.9.    Special educational needs of the Student or Applicant. [However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).]

St.Farnan's Post Primary School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

### **3      LEGAL FRAMEWORK**

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KWETB 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 St. Farnan's Post Primary School is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

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

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, or student over 18 years of age, requests that the student opt-out of religious instruction.

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## CHARACTERISTIC SPIRIT STATEMENT FOR COMMUNITY NATIONAL SCHOOLS AND NON-DESIGNATED ETB SCHOOLS

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ETB schools are state, co-educational, multid denominational schools underpinned by the core values of:

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



As the state provider of education, the ETB sector defines a ‘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.

## 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, St. Farnan's Post Primary School 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 St Farnan's Post Primary School shall **not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
  - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school [, [unless the connection is a sibling of the Student concerned attending, or having attended, the school,]

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

**St Farnan's Post Primary School will consider** the offer of a place to every Student seeking admission to the school, **unless [one of] the following applies:**

- 4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;
- 4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class. Please note a *Special School* is different to a *Special Class* in this case of admission.

Where St Farnan's Post Primary School considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

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

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

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.



# **PART B**

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

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

# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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

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- 5.3.3. Basis for appeal

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

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Where St Farnan's Post Primary School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8

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

### **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 St Farnan's Post Primary School is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year, usually after the Easter school holiday period through to the school start up in late August. Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

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

St. Farnan's Post Primary School will apply the following criteria for admission to the First-Year Group:

- 5.1.1.1 If the Student has siblings currently enrolled in the school or if the Student previously had siblings enrolled in the school and is currently living in the Catchment Area;
- 5.1.1.2 If the Student resides in the Catchment Area **AND** attends a feeder primary school as outlined in Part A of this policy;
- 5.1.1.3 If the student is a Child of a current KWETB staff member working in St. Farnan's PPS;
- 5.1.1.4 If the student resides in the Catchment Area and does NOT attend a feeder primary school as outlined in Part A of this policy;
- 5.1.1.5 If the student attends a feeder primary school as outlined in Part A of this policy but does NOT reside in the Catchment Area;
- 5.1.1.6 If the student had parents previously enrolled in the school;
- 5.1.1.7 Applicants not meeting any of the above criteria.

### **5.1.2 Selection process**

St Farnan's Post Primary School will apply the selection process as follows:

Where two or more applications have met the same number of selection criteria and are tied for a place, St Farnan's Post Primary School 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**

Please note, an application entered after the closing time and date as set out in the Annual Admission Notice is considered as a LATE application. For the sake of clarity, there is no LATE category as set out in this Admission to School Policy above, so any application entered after this deadline will be managed and prioritized by the time and date of entry of the LATE application only and not by the above selection criteria as outlined in 5.1.1. It is therefore of utmost importance that applications be on time and be

fully completed.

Where St Farnan's Post Primary School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy. Where St Farnan's Post Primary School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Letter/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 (if a place is/becomes available)**

Where a Student is in receipt of an offer of a place within St Farnan's Post Primary School 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 Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

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

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out

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

#### **5.1.6 Refusal**

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

- 5.1.7.1. The reasons that the Student was not offered a place in St Farnan's Post Primary School;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

#### **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 s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the

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

#### **5.1.8 Appeals**

For information relating to an Applicant's right to appeal a decision of St Farnan's Post Primary School regarding admission to the First-Year Group, see section 5.3.



## **5.2. APPEALS**

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### **5.3.1. 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, for it to be reviewed by the Board of Management of St Farnan's Post Primary School, you can also email [info@stfarnans.ie](mailto:info@stfarnans.ie). After such a review, you may appeal to the Section 29 Appeals Committee in the Department of Education. 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.

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

An Applicant who was refused admission to St Farnan's Post Primary School 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 St Farnan's Post Primary School. 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.

**5.3.3. 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.

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.

**5.3.3. Basis for appeal:**

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

# **SECTION 6**

## **APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR**

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### **6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR**

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

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer
- 6.1.9. Appeals

#### **6.2 Appeals**

- 6.3.1. Appeal where refusal was due to oversubscription
- 6.3.2. Appeal where refusal was for a reason other than oversubscription
- 6.3.3. Basis for appeal

### **6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)**

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Where St Farnan's Post Primary School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

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

### **6.1.1 Oversubscription**

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

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

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

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

St Farnan's Post Primary School will apply the following criteria for admission to a year- group other than First-Year:

- 6.1.8.1 If the Student has siblings currently enrolled in the school or if the Student previously had siblings enrolled in the school and is currently living in the Catchment Area;
- 6.1.8.2 If the Student resides in the Catchment Area **AND** previously attended a feeder primary school as outlined in Part A of this policy;
- 6.1.8.3 If the student is a Child of a current KWETB staff member working in St. Farnan's PPS;
- 6.1.8.4 If the student resides in the Catchment Area and did NOT attend a feeder primary school as outlined in Part A of this policy;
- 6.1.8.5 If the student attended a feeder primary school as outlined in Part A of this policy but does NOT reside in the Catchment Area;
- 6.1.8.6 Applicants not meeting any of the above criteria.

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

#### **6.1.9    Selection process**

St Farnan's Post Primary School will apply the selection process as follows:

An Applicant will be offered a place in St Farnan's Post Primary School 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, St Farnan's Post Primary School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **6.1.10   Late applications:**

An application received by St Farnan's Post Primary School after the closing date published by St Farnan's Post Primary School, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

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



**6.1.11 Second/third-round offers of a place (if a place is/becomes available)**

Where a Student is in receipt of an offer of a place within St Farnan's Post Primary School 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 Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

**6.1.12 Acceptance of a place:**

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

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

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

**6.1.13 Refusal:**

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

- 6.1.7.1. The reasons that the Student was not offered a place in St Farnan's Post Primary School.
- 6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 6.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.



#### **6.1.14 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 6.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 6.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.8.3. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

#### **6.1.15 Appeals:**

For information relating to an Applicant's right to appeal a decision of St Farnan's Post Primary School, please see section 6.2 Appeals.

## 6.2 APPEALS

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### **6.3.1. 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 St Farnan's Post Primary School at Prosperous Co. Kildare FAX 045 861014 or info@stfarnans.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

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

An Applicant who was refused admission to St Farnan's Post Primary School 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 St Farnan's Post Primary School. 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.

**6.3.3. Basis for appeal:**

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

# **SECTION 7**

## **APPLICATION TO THE SPECIAL CLASSES**

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### **7 APPLICATION TO THE SPECIAL CLASSES**

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#### **7.1 Admission Provisions for the Special Classes**

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

#### **7.2 Appeals**

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

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

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St Farnan's Post Primary School has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders, and Moderate General Learning Disability,

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. Where the Special Class in St Farnan's Post Primary School is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 4.7 and 4.8

In line with section 4.8, where the Special Class in St Farnan's Post Primary School is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.7.

### **7.1.1 Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St Farnan's Post Primary School is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

**7.1.2 Selection criteria in order of priority:**

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

- 7.1.2.1 Student has a diagnosis of needs suitable to be enrolled in the specific class. This diagnosis will be stated in a Psychological report or a multidisciplinary report. Multidisciplinary reports such as those from an Occupational Therapist, Speech and Language Therapist are acceptable. These reports should be written within a two year time frame from time of application.
- 7.1.2.2 The report must state that placement in a special class, either an ASD class or a Moderate Learning Unit class, (*not a special school*) within a mainstream school is the professional recommendation of the report.
- 7.1.2.3 Applicants with siblings currently or previously enrolled in St Farnan's Post Primary School, who currently attend a special class in a feeder primary school as outlined in Part A of this policy;
- 7.1.2.4 Applicants with siblings currently or previously enrolled St Farnan's Post Primary School who attend a feeder primary school as outlined in in Part A of this policy but have a diagnosis as of 7.1.2.1 above but no special class exists in their prioritized primary school;
- 7.1.2.5 Applicants with siblings currently or previously enrolled in St Farnan's Post Primary School who attend a special class but are NOT enrolled in a feeder primary school as outlined in Part A of this policy.
- 7.1.2.6 If the Student resides in the catchment area and attends a special class in a primary school outside of our catchment area.
- 7.1.2.7 If the Student attends a special class in a feeder primary school as outlined in Part A of this policy but resides outside the catchment area.
- 7.1.2.8 Applicants from special units in other primary schools/second level schools and reside outside the catchment area.

### **7.1.3     Selection process:**

St Farnan's post Primary School will apply the selection process as follows:

Having met the criteria for admission to the Special Class, an Applicant will be offered a place in St Farnan's Post Primary School 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, St Farnan's Post Primary School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **7.1.4     Late applications:**

An application received by St Farnan's Post Primary School after the closing date published by St Farnan's Post Primary School, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

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

### **7.1.5     Second/third-round offers of a place (if a place is/becomes available)**

Where a Student is in receipt of an offer of a place within St Farnan's Post Primary School



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 Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

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

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

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

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

#### **7.1.7     Refusal:**

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

- 7.1.7.1     The reasons that the Student was not offered a place in St Farnan's Post Primary School Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- 7.1.7.2     Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.3     Details of the Applicant's right to appeal the decision

#### **7.1.8     Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 7.1.8.1.     The information contained in the application is false or misleading in

- a material respect, or
- 7.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.8.3. An Applicant has not indicated:
- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 7.1.4 above.

## **7.2 APPEALS**

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

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of St Farnan's Post Primary School at Prosperous, Co. Kildare, 045 861014, [info@stfarnans.ie](mailto:info@stfarnans.ie). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

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

An Applicant who was refused admission to St Farnan's Post Primary School 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 St Farnan's Post Primary School. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

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

**7.2.3. Basis for appeal:**

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

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This policy was adopted by the Board of Management on 14<sup>th</sup> September 2023.

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Chief Executive of KWETB for sanction and to Department of Education, if requested.

This Admission's policy and its implementation is reviewed by the school's Board of Management each.

Signed: Brennan Weld  
(Chairperson of Board of Management)

Signed: A. Furell  
(Principal)

Date: 14/9/23

Date: 14/9/23

Date of next review: 1<sup>st</sup> BOM meeting of School Year 2024-2025