



ADMISSIONS POLICY

TYNDALL COLLEGE

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 Tyndall College is responsible for the implementation of this Admission Policy.



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Mr. Gerry McGill

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Deputy Principals
Ms. Emer Morrissey, Ms. Maria Quinn

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Introduction to Tyndall College

Tyndall College was established in May 2017

Mission Statement

“Tyndall College provides excellent second level education in a student-centered, co-educational environment. It is our intention to lead students on their journey to reach their individual potential and to encourage them to make a positive contribution to society.”

School Motto

“ Everyone is Welcome Here ”

Geographical location

Tyndall College is located in Carlow Town.

About Tyndall College

Tyndall College is a post-primary school under the patronage of Kilkenny and Carlow Education and Training Board. We are a co-educational, multi denominational school.

School Size

There are currently 650 students enrolled in Tyndall College.

Curricular programmes

Leaving Certificate, Leaving Certificate Vocational Programme, Leaving Certificate Applied, Transition Year, Junior Cycle, Junior Cycle Schools Programme (JCSP), Autism Spectrum Disorder Class x 3, Moderate General Learning Difficulty Class x 1, Behaviour For Learning Programme.

Extra-Curricular Opportunities

Wide range of extra-curricular sports, green schools, Gaelbhreach, Amber Flag.



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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)*



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1 Glossary of Terms

‘**Applicant**’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Tyndall College.

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

‘**Sex**’ refers to the designation of a person, on that person’s birth certificate, or gender recognition certificate, as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones). This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘**Catchment Area**’ refers to the designated residential area for application to Tyndall College in respect of the person on whose behalf the application is being made. The catchment area for to Tyndall College is defined as: Carlow Town, Tinryland, Ballinabranna, Killeshin

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



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‘**Feeder Primary Schools**’ refers to the primary schools of preference for application to Tyndall College. The feeder primary schools for Tyndall College are:

- 1.1. Educate Together NS, Athy Road, Carlow;
- 1.2. St. Fiaccs NS, Graiguecullen, Carlow;
- 1.3. Askea BNS, Askea, Carlow;
- 1.4. Askea GNS, Askea, Carlow
- 1.5. Gaelscoil Cheatharlach, Ashgrove, Carlow
- 1.6. Bishop Foley NS, Station Road, Carlow
- 1.7. Scoil Mhuire Gan Smál, Green Lane, Carlow
- 1.8. Fr Cullen Memorial School, Tinryland, Carlow
- 1.9. Benekerry Ns, Benekerry, Carlow
- 1.10. Ballinabranna NS, Ballinabranna, Carlow
- 1.11. Killeshin NS, Killeshin, Co.Carlow
- 1.12. Carlow National School, Green Road, Carlow

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

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



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Admission Statement

Tyndall College is a state, co-educational, multi-denominational post-primary school underpinned by the core values of:

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

Definition of a 'Multidenominational School' in an ETB Context

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.



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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.

Tyndall College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Sex or gender of the Student or Applicant. However, where a school admits students of one sex only, it is not discriminatory to refuse to admit Students of any other sex;
- 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)]

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



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2 Legal Framework

KCETB 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 Tyndall College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admissions 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 5.4 in respect of applications made to the First-Year group and in section 6.4 in respect of applications made to all year other than the First-Year group.

The Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05 sets out rules to which post-primary schools must adhere in the provision of education. However, should such rules be amended or replaced in the future the interpretation of this Policy shall be construed accordingly.



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3 General Admission Provisions

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

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

If, prior to the Education (Admission to Schools) Act 2018 coming into effect, Tyndall College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for a particular school year up to and including the academic year 2021/2022, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Tyndall College **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, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's admission notice.



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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 admissions notice.

Tyndall College will consider the offer of a place to every Student seeking admission to the school, **unless one of the following applies:**

4.7 The student seeking admission will not have attained at least 12 years of age on the 1st day of January of the school year for which s/he is seeking to be enrolled or has not completed a full course of primary education or the equivalent, as are both required under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05;

4.8 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;

4.9 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.

Where Tyndall College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

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 class(es).



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PART B

Information for Specific Categories of Applicants

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



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SECTION 5

Application to the First-Year Group

4 Application to the First-Year Group

5.1 Admission Provisions (First-Year group)

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



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5.1 Admission Provisions (First Year Group)

Where Tyndall College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8 and 4.9.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admissions 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 for the school year in respect of which the applications are made. Where Tyndall College is in a position to offer further school places that become available for and during the school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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**

Tyndall College will apply the following criteria for admission to the first-year group:

- 5.1.2.1 If the Student resides in the catchment area;
- 5.1.2.2 If the Student has siblings currently enrolled in the school;
- 5.1.2.3 If the Student had siblings previously enrolled in the school;
- 5.1.2.4 If the Student's parent(s) or grandparent(s) are a current staff member;
- 5.1.2.5 Whether the Student attended feeder primary schools listed in Sections 1.1 to 1.12 of this policy;



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- **Selection process**

Tyndall College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the 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, Tyndall College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

- **Late applications**

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

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

Where Tyndall College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Tyndall College subject to sections 4.7, 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.



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

Where a Student is in receipt of an offer of a place within Tyndall College 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.

- **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.



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- **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 Tyndall College.
- 5.1.7.2. Details of the Student's ranking against the published selection criteria,
- 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.

An offer of admission may be withdrawn where:

- 5.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 5.1.7.6. 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 2021/2022 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.7.7. 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 s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

- **Appeals**

For information relating to an Applicant's right to appeal a decision of Tyndall College regarding admission to the First-Year group, see section 6.3.



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SECTION 6

Application to All Year Groups Other Than First-Year

Application to All Year Groups Other Than First- Year

6.1 Admission Provisions (other than First-Year)

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

6.2 Appeals



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6.1 Admission Provisions (Other Than First-Year)

Where Tyndall College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, 4.8 and 4.9.

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 Admissions 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 for the school year in respect of which the applications are made. Where Tyndall College is in a position to offer further school places that become available for and during the school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

6.1.2 Selection criteria in order of priority

Tyndall College will apply the following criteria for admission:

- 6.1.2.1 If the Student resides in the catchment area;
- 6.1.2.2 If the Student has siblings currently enrolled in the school;
- 6.1.2.3 If the Student had siblings previously enrolled in the school;
- 6.1.2.4 If the Student's parent(s) or grandparent(s) are a current staff member;
- 6.1.2.5 Whether the Student attended feeder primary schools listed in Sections 1.1 to 1.12 of this policy;

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



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6.2.3 Selection process

Tyndall College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the 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, Tyndall College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.2.4 Late applications:

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

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

Where Tyndall College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Tyndall College subject to sections 4.7, 4.8 and 4.9. and the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.



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6.2.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Tyndall College 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.

6.2.6 Acceptance of a place:

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

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

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

6.2.7 Refusal:

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

- 6.2.7.1. The reasons that the Student was not offered a place in Tyndall College.
- 6.2.7.2. Details of the Student's ranking against the published selection criteria.
- 6.2.7.3. Details of the Student's place on the waiting list, if applicable
- 6.2.7.4. Details of the Applicant's right to appeal the decision



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An offer of admission may be withdrawn where:

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

6.2.7.6 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, or in the case of a late application, or second/third-round offer, within 2 weeks, or

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

6.2.8 Appeals:

For information relating to an Applicant's right to appeal a decision of Tyndall College regarding admission to other year groups see section 6.3.



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6.3 Appeals

Appealing Refusal to Admit due to Over Subscription

Section 29 (1)(c)(i) of the 1998 Act provides that a parent, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of a board of management or a person acting on behalf of a board of management to refuse to admit a student to a school, where the decision to refuse admission is due to the school being oversubscribed. In accordance with section 26 of the Education (Welfare) Act, 2000, the Child and Family Agency may appoint a person, independent of that Agency, to appeal a decision under section 29 (1)(c)(i) of the 1998 Act.

Prior to making an appeal under section 29(1)(c)(i) the applicant **must request a review** by the board of management of the decision to refuse admission.

The request for a review by the board of management must be made within **21 calendar** days of the date of the decision to refuse admission and must:

- (a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice and
- (b) set out the grounds of the request.

Applicant may get the Tyndall College Board of Management Review-For Refused Admission Form, from the Tyndall College Office.

Following the review and no later than **42 calendar days** from the date of the decision to refuse admission, the board of management must issue the applicant with:

- (i) a statement confirming that there was no failure or error in making the decision to refuse admission, or
- (ii) a statement confirming that a failure or error occurred in making the decision to refuse admission, and whether or not such failure or error had a material effect on the outcome of the application.

In accordance with sections 29 to 29F of the Education Act, 1998 an appeal may be made in respect of a decision by a board of management or by a person acting on behalf of the board of management to refuse to admit a student to a school where the decision to refuse admission is due to the school being oversubscribed.



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An appeal must be made no later than **63 calendar days** from the date of the decision to refuse admission. **Please note this refers to the date of the decision to refuse admission and not to the date of any notification or statement arising from the mandatory request for review by the board of management.**

Appeals must be made in writing on the **Section 29 Appeal Form** and must be submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education and Skills to provide administrative support to enable appeals committees to perform their functions. The **Section 29 Appeal Form** may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website. <https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>



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Refusal to Admit Other than Oversubscription

Section 29(1)(c)(ii) of the 1998 Act provides that a parent, or in the case of a student who has reached the age of 18 years, the student may appeal a decision of a board of management or a person acting on behalf of a board of management to refuse to admit a student to a school, where the decision to refuse admission is for a reason other than the school being oversubscribed. In accordance with section 26 of the Education (Welfare) Act, 2000, the Child and Family Agency may appoint a person, independent of that Agency, to appeal a decision under section 29 (1)(c)(ii) of the 1998 Act.

Prior to making an appeal under section 29(1)(c)(ii) the applicant **may, but is not required to**, request a review by the board of management of the decision to refuse admission

The request for a review by the board of management must be made within **21 calendar days** of the date of the decision to refuse admission and must:

- (a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice and
- (b) set out the grounds of the request

Applicant may get the Tyndall College Board of Management Review-For Refused Admission Form, from the Tyndall College Office.

Following the review and no later than **42 calendar days** from the date of the decision to refuse admission the board of management must issue the applicant with:

- (i) a statement confirming that there was no failure or error in making the decision to refuse admission, or
- (ii) a statement confirming that a failure or error occurred in making the decision to refuse admission, and whether or not such failure or error had a material effect on the outcome of the application.

In accordance with sections 29 to 29F of the Education Act, 1998 and with these procedures, an appeal may be made in respect of a decision by a board of management or by a person acting on behalf of the board of management to refuse to admit a student to a school where the decision to refuse admission is for a reason other than the school being oversubscribed.



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SECTION 7

Application to the Special Class(es)

7 Application to the Special Class(es)

7.1 Admission Provisions for the Special Class(es)

- 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. Appeals



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7.1 Admission Provisions for the Special Class(es)

Tyndall College has Special Classes, 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 Tyndall College 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, 4.8, and 4.9.

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 for the school year in respect of which the applications are made. Where Tyndall College is in a position to offer further school places that become available for and during the school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

- 7.1.2.1 If the Student resides in the catchment area;
- 7.1.2.2 If the Student has siblings currently enrolled in the school;
- 7.1.2.3 If the Student previously had any siblings enrolled in the school;
- 7.1.2.4 If the Student's parent(s) or grandparent(s) are currently a staff member;
- 7.1.2.5 If the Student is attending any of the feeder primary schools listed in Sections 1.1 to 1.12 of this policy;



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7.1.3 Selection process:

Tyndall College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the 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, Tyndall College 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 Tyndall College after the closing date published by Tyndall College and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

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

Where Tyndall College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Tyndall College, subject to sections 4.7, 4.8, and 4.9, and the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.



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7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Tyndall College 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 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.



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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 Tyndall College.
- 7.1.7.2 Details of the Student's ranking against the published selection criteria,
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

An offer of admission may be withdrawn where:

- 7.1.7.5 The information contained in the application is false or misleading in a material respect, or
- 7.1.7.6 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 2020/2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.7.7 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);
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7.1.8 Appeals:

Appealing Refusal to Admit due to Over Subscription

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Prior to making an appeal under section 29(1)(c)(i) the applicant **must request a review** by the board of management of the decision to refuse admission.

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Applicant may get the Tyndall College Board of Management Review-For Refused Admission Form, from the Tyndall College Office.

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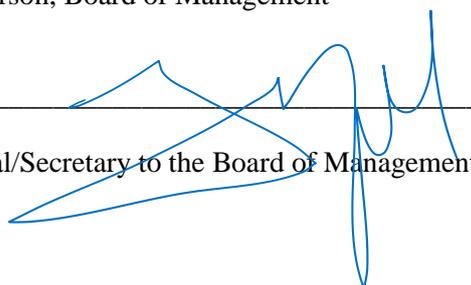
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This policy was adopted by the Board of Management on 30th September 2021.

Signed  Date 30-09-2021

Chairperson, Board of Management

Signed  Date 30-09-2021

Principal/Secretary to the Board of Management



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Appendix A

Review by Tyndall College Board of Management Request Form – Refused Admission

PLEASE ENSURE THAT YOU KEEP A COPY OF THIS COMPLETED FORM

The completed form must be submitted to the board of management **within 21 calendar days** from the date of the decision to refuse admission to the school.

PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM

1. School name: _____

2. School address: _____

3. Name of the applicant (parent(s)/guardian(s) or student if student is over 18):

4. Address of the applicant: _____
_____ Eircode: _____

5. Contact phone number: _____

6. Name of student: _____

7. Address of student (if different from address given above):

8. Date of birth of student: _____

9. Class/Year to which admission has been sought (eg. Junior infants, 1st Year, name of special class):



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