



Retreat Rd,  
Athlone,  
Co. Westmeath  
N37Y985  
0906472625

## **POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022**

### **Athlone Community 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 Athlone Community College is responsible for the implementation of this Admission policy.

## **Introduction to Athlone Community College:**

### Introduction to Athlone Community College

Athlone Community College is a large co-educational, non-denominational school operating under the aegis of Longford and Westmeath Education and Training Board (LWETB).

The school offers a very broad curriculum and a wide range of curricular programmes: Junior Certificate, Transition Year (TY), Leaving Certificate, Leaving Certificate Applied (LCA) and the Leaving Certificate Vocational Programme (LCVP).

The school is managed by a senior management team consisting of the Principal and three Deputy Principals and a middle management team.

It is situated in Retreat Road Athlone in a modern ,spacious, and fully equipped building. The present building was opened in 2014.

The school complies fully with the Department of Education class size requirements in that there are no more than 30 students in a general class, 24 students in a practical class and 20 students in a Home Economics class.

The school is very strong academically with outstanding results in all state exams.

According to the most recent MLL Report :

The management structures in the school are very good.

- The senior management team work well together to ensure the very efficient running of the school.
- The middle management structure is effective and the posts of responsibility are aligned appropriately to the school's needs and priorities.
- Participation in the voluntary programme of leadership development provides teachers with excellent opportunities to develop and demonstrate leadership skills.
- Dedication and commitment to excellence on the part of the board of management, the senior management and staff are evident in the school.
- Student support and care are very good.
- There is a very wide range of co-curricular activities on offer in the school.
- In junior cycle student class groups are formed on the basis of a variety of criteria as outlined in the body of this report.

- The quality of teaching and learning is very good in the school.

The school has an extensive extra Curricular programme including Sport, Debating, Music, Drama, and much more. The school has won All Ireland titles in Gaelic Football, Soccer, Debating (Irish and English) ,Archery, and much more. It is widely regarded as having one of the most extensive and successful extra curricular programmes nationally.

The motto of the school is 'Even while we teach, we learn.'

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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)***

**'Applicant'** means the parent / guardian(s) 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 Athlone Community 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 Athlone Community College 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'** refers to the designated residential area for application to Athlone Community College in respect of the person on whose behalf the application is being made. The catchment area for same is defined as: Primary Schools as per Appendix 1 being the residential area of students in the traditional feeder schools of Athlone Community College.

**'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.

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, **SIBLING** refers to full siblings, half-siblings, foster-siblings and step-siblings. For the purpose of the selection criterion relating to the student currently having a sibling who is attending the school, **SIBLING** refers to full siblings, half-siblings, foster-siblings and step-siblings and students who reside in the same household.

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

## 2. Admission Statement

### Characteristic Spirit Statement for Community National Schools and Non-Designated ETB Schools

ETB schools are state, co-educational, multidenominational 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.

Athlone Community 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.
- 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.

Athlone Community College 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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LWETB 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 Athlone Community 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 5.2 in respect of applications made to the First-Year group and in section 6.2 in respect of applications made to all years other than the First-Year group.

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

- Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.
- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational', Athlone Community College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

#### 4. General Admission Provisions

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

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

If, prior to the Education (Admission to Schools) Act 2018 coming into effect, Athlone Community 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 2020/2021, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Athlone Community 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 for the Academic year.

4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for 2020/2021.

**Athlone Community 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;

Where Athlone Community 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.

## **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***

# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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

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#### **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

#### **5.2 Appeals**

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

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

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Where Athlone Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

### **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 Athlone Community College is in a position to offer further school places that become available for and during the 2020/2021 school 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 he/she wishes to be considered for admission to the same 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.

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

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

Athlone Community 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 who were previously enrolled in the school
- 5.1.2.4 If the student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available)
- 5.1.2.5 If the student is the child of a staff member of Longford & Westmeath Educational Training Board .

### **5.1.3 Selection process**

Athlone Community 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, Athlone Community College will **apply a random lottery** to assign any available places in the school, or on the waiting list, to those applications.

### **5.1.4 Late applications**

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

Where Athlone Community College 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 Athlone Community 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 Athlone Community College, subject to section 4.7

Where Athlone Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Athlone Community College, subject to sections 4.7 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.

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

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

### **5.1.6 Acceptance of a place**

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

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

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

### **5.1.7 Refusal**

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

- 5.1.7.1. The reasons that the Student was not offered a place in Athlone Community College.
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed.
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable, and

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

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

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

### **5.1.8 Withdrawal of an offer:**

An offer of admission may be withdrawn where:

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

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 he/she 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

- (1) Whether or not he/she has applied for and is awaiting confirmation of an offer from another school(s) and if so the details of the school(s) and
- (2) Whether or not he/she 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.

### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Athlone Community College regarding admission to the First-Year group, see section 5.2.

## **5.2. APPEALS**

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### 5.2. APPEALS

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

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must 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 Athlone Community College at Retreat Rd, Athlone, Co. Westmeath. (0906472625)

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

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

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

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

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

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

#### 5.2.3. Basis for appeal:

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

#### 5.2.4.

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

# 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

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

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

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Where Athlone Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

### **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 Athlone Community College is in a position to offer further school places that become available for and during the 2020/2021 school 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.

Where the Transition Year Programme and Leaving Certificate Applied Programme in Athlone Community School are oversubscribed, a Student applying for admission to such programm(es) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/ese programm(es).

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

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 who were previously enrolled in the school

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

6.1.2.5 If the student is the child of a staff member of Longford & Westmeath Educational Training Board .

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

### **Selection Process**

Athlone Community 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, Athlone Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **6.1.4 Late applications:**

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

Where Athlone Community 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 Athlone Community 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 Athlone Community College subject to section 4.7.

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

Where Athlone Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Athlone Community College, subject to sections 4.7 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.

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

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

#### **6.1.6 Acceptance of a place:**

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

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

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

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

#### **6.1.7 Refusal:**

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

- 6.1.7.1. The reasons that the Student was not offered a place in Athlone Community College
- 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
- 6.1.7.4. Details of the Applicant's right to appeal the decision

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

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

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

An offer of admission may be withdrawn where:

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

6.1.8.2 The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school for the 2021/2022 academic year, 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.

#### **6.1.9 Appeals:**

For information relating to an Applicant's right to appeal a decision of [XX School] regarding admission to a year-group other than First-Year, see section 6.2.

### **6.2 APPEALS**

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must 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 Athlone Community College at Retreat RD, Athlone, Co. Westmeath 0906472625 ([info.acc@lwetb.ie](mailto:info.acc@lwetb.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 Athlone Community College 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 Athlone Community College. 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.

**Where LCA is within a year-group and someone may only wish to apply for the LCA but not the traditional LC course, it will be added as an option for applicants to apply for on the template application form where they will indicate whether they wish to be considered for both or just one.**

#### 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.

## Appendix 1

List of schools providing students to Athlone Community College in traditional catchment area:

- Ardkeen NS
- Ardnagrath NS
- Athlone Mixed NS
- Ballinahown NS
- St.Colmcille's NS Ballinahown.
- Ballintsleva NS
- Ballybay NS
- Ballymurray NS
- Baylin NS
- Brideswell NS
- Camcloon NS
- Castlesampson NS
- Clonbonny NS
- Cloonakilla NS
- Coosan NS
- Cornafulla NS
- Creagh NS
- Curraghboy NS
- Dean Kelly NS
- Gaelscoil uí Cheithearnaigh
- Glanduff NS
- Kilcleagh NS
- Knockcroghery NS
- Lismoyle NS
- Scoil Na gCeithre Maistrí
- St.Ciarán's NS, Moore
- Lecarrow Community National School (formerly St.John's National School, Lecarrow.
- St.Mary's NS
- St.Peter's NS
- St.Ronan's NS, Taughmaconnell
- Summerhill NS
- Tang NS
- Tisara NS
- Tubberclair NS



