

**Marino College Post Primary**

**Admission Policy**

**2023/24**

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**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 Marino 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 her/him has been accepted such that s/he is regarded as a Student of Marino College by virtue of application alone.

**‘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.

**‘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.

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

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

1. St. Vincent’s GNS, North William Street, Dublin 1
2. Central Model Senior School, Marlborough St. North City D1
3. Rutland National School, Sean Macdermott Street Lwr, Mountjoy, Dublin 1
4. St. Lawrence O’Toole National School, St. Laurence Place East, Seville Place, D. 1
5. St. Joseph’s National School, East Wall, D3
6. St. Mary’s National School, Windsor Ave, Fairview, D3

‘**Catchment Area’** refers to the designated residential area for application to Marino College in respect of the person on whose behalf the application is being made. The catchment area for Marino College is defined as: the neighbouring districts of Marino, North Strand and Ballybough, East Wall, North Wall, Drumcondra and the North East Inner City boundary (NEIC map].

**2 Admission Statement**

Marino College operates under the City of Dublin Education and Training Board. The college operates within the grants and resources provided by the Department of Education and Skills. The implementation of college policy will have due regard to resources and funding available at any particular point in time. Marino College is a co-educational, multi-denominational post-primary school situated in Dublin 3**.**

**2.1 Mission Statement**

Marino College seeks to encourage a caring and an open community through developing the whole person to her or his potential.

**2.2 Programmes Offered in Second Level**

* Junior Cycle
* Junior Certificate School Programme
* Transition Year
* Leaving Certificate Applied Programme
* Leaving Certificate

**2.3 School Ethos**

A close up of a logo

Description automatically generatedCDETB schools are state, co-educational, multi-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 ‘multi-denominational’ school in the following way:

In CDETB 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 CDETB 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.

Marino College’s Admissions Policy welcomes all students for whom the school can provide an appropriate education. The college aims to provide an integrated and inclusive education that contributes towards the development of all aspects of the individual - aesthetic, creative, cultural, emotional, intellectual, moral, physical, political, religious and social.

The college supports the principles of:

• Inclusiveness

• Equality of access and participation in the college

• Parental choice in relation to enrolments

• Respect for diversity of traditions, values, beliefs, languages and ways of life in society the highest standard of education suited to the needs of all our students. We welcome

Marino College welcomes applications for places from all students regardless of gender, race, academic ability or cultural background. We are a multi-belief college, which respects and values each individual person’s beliefs and this is embedded in our curriculum through an inclusive religious education program and faith celebration. We are committed to providing diversity and embrace the values, cultures and traditions of all our pupils to the benefit of all.

**3 Legal Framework**

CDETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETB’s, 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 Marino 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 (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 all years other than the First-Year Group.

Marino College offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual, values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the ‘multi-denominational’ aspect of our school’s ethos as it provides opportunities for students in engage with questions around their own religious or non-religious beliefs and those of their peers.

It is important to understand that our school does not provide ‘*religious instruction’* and therefore the need to opt-out does not arise in this school. It is also important to understand the distinction between *‘religious instruction’* and r*eligious 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 Instruction may be provided in a denominational school setting.
* *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’, Marino College supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide *religious instruction* in one particular religion or belief.

However, as per Section 30(2)(e) of the Education Act (1998), Marino College recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any subject contrary to their conscience, including *religious education.*

Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the Principal in the first instance. The submission should outline reasons why the opt-out is being requested. The Principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the best way possible in the school that does not create resourcing or financial implications for CDETB or the DES. Please note, 62(7)(n) of the Education Act 1998, the school day cannot be shortened for the student as a result of opting out of religious instruction. If the number of students is small, the students will remain in the Religious Education classes and complete a cross-curricular ethics programme while wearing earphones to prevent them hearing the lesson. If the number of students is large, the school will endeavour to provide cross-curricular ethics classes in so far as its resources allow.

Marino College will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Marino College will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

The College community is committed to the successful implementation of its legislative responsibilities in relation to the Education Act (1998), the Education (Welfare) Act 2000, the Equal Status Act (2000 to 2004), the Education for Persons with Special Educational Needs Act (2004) and the Education (Admission to Schools) Act 2018.

**4 Admission Provisions**

In addition to the legal framework this policy also takes cognisance of the responsibility of the College to ensure a learning environment where all of its students can be educated in a happy, safe, successful and respectful environment. While recognising the desire of parents/guardians to enrol their daughter/son in the school of their choice, Marino College is responsible for the protection of the existing school community and in particular, the students already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all students.

Enrolment is limited by the capacity of the College and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by Department of Education and skills regulations and standards. Parents and students are expected to accept and abide by the school’s Code of Behaviour and other school policies. These policies are printed in the Student Diary.

The Board of Management reserves the right to determine the maximum number of students it shall admit in any one academic year on the basis of:

* The number of anticipated teaching staff available
* The size and availability of learning and circulation space within the College
* The DES directives regarding the maximum class size per subject.
* General class sizes are 18, however in other cases student numbers are appropriate to facilities and needs.

**4.1 Criteria for Enrolment**

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

* the implementation of this Admission Policy and in accordance with the Admission Provisions (see 4 above)
* the annual Admission Notice of the school, and the
* information provided by the Applicant in the application for admission.

All applicants to the school must be eligible for a place in a Post Primary school. Applicants must have:

* Reached twelve years of age by January 1st of their first year in Marino College.
* Completed a primary school programme including 6th Class, or equivalent in another jurisdiction, before taking up a place in the school.

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

In processing an application Marino College shall not consider:

* + 1. The payment of fees or contributions to the school;
    2. A Student’s academic ability, skills or aptitude, unless:
    3. 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. The occupation, financial status, academic ability, skills or aptitude of a Student’s Parent(s)/Guardian(s).
    5. 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.

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

* + 1. The Parent fails to confirm in writing that she/he accepts the Student Code of Behaviour and she/he shall make all reasonable efforts to ensure compliance with such code by the Student.

Where Marino 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.

**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. Students with Special Needs/Disabilities**

**SECTION 5**

**Application to the First-Year Group**

1. **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 Withdrawal of an offer**

**5.1.9 Appeals**

**5.1 Admission Provision (First Year Group)**

Where Marino College is not oversubscribed, All Students will be offered a school place subject to section 4.1 and fulfilling all provisions in the Policy.

**5.1.1 Oversubscription**

When the number of applicants is greater than the number of places available the published selection criteria will apply and a waiting list shall be complied, which shall remain valid only for the school year in respect of which the applications are made. Where Marino College 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.

* In other words where 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.

**5.1.2 Selection Criteria**

* Siblings of existing students
* Students attending local feeder schools – defined in the glossary of terms above.
* Students who live in the neighbouring districts of Marino, North Strand and Ballybough, East Wall, North Wall, Drumcondra and the North East Inner City boundary (NEIC map).
* Others.

The above criteria are dependent on the following condition being met:

* The availability of a suitable space

**5.1.3 Selection Process**

An applicant will be offered a place in Marino College based on the above selection criteria being met in full.

Where two or more applications have met the same number of selection criteria and are tied for a place, and if only one place is available, Marino 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 Marino College after the closing date published by Marino College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Marino 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 the school before the closing date of application. 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 Marino College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Marino College, subject to the selection criteria being met and then the same process as applies to Applicants whose applications were received before the closing date will be applied.

**5.1.5 Second/Third-Round offers of a place**

Where a Student is in receipt of an offer of a place within Marino 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’s Admission Notice, or within 2 weeks of issuing by the school if it is a late application of 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 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 withdrawal of an 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:

* The reasons that the student was not offered a place in Marino College;
* Details of the Student’s ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
* Details of the Student’s place on the waiting list, if applicable;
* Details of the Applicant’s right to appeal the decision.

An offer of a place may not be made in cases where 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:

* The information contained in the application is false or misleading in a material respect,
* 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 or 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,
* The Applicant has not indicated:

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

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 her/his 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 (see above).

**5.1.9 Appeals**

**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 her/his appeal in writing, vis a Section 29 Appeal Application Form, for it to be reviewed by the Board of Management of Marino College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of to school’s decision to refuse to admit. However if a different time period for the brining 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 said Board 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.

**Appeal where refusal was for a reason other than oversubscription**

An Applicant who was refused admission to Marino College for a reason other than the school being oversubscribed and who wished to appeal this decision may choose to put her/his appeal in writing, via a Section 29 Appeal Application Form, for it to be reviewed by the Board of Management of Marino College. Such an appeal must be brought within fourteen calendar days of receipt of 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 of 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.

**SECTION 6**

**Application to All Year Groups Other Than First-Year**

**6 Application to All Year Groups Other Than First Year**

**6.1 Admission Provisions (Other Than First Year) and Mid-Year or Mid-Cycle Admissions**

A mid-year admission will only be considered in exceptional circumstances. The Principal will consider any vacancy that may occur during the academic year. Applications received from prospective student’s mid-year will be considered by the Principal.

Marino College reserves the right to refuse admission where an enrolment would have a seriously detrimental effect (Equal Status Act 2000) on the provision of services to others or might unreasonably impede good order and discipline in the school or which might place the safety or security of students and/or staff at risk (cf. Education (Welfare) Act 2000, Section 24, Subsection 5). All applications from students currently attending / recently attending other schools will be considered according to the following conditions:

* The availability of a suitable space.

Where a student is considered for a place, providing such a place exists, the decision will be taken by Marino College in consultation with the student’s parent(s)/guardian(s), the education welfare officer (if applicable), whether such a place be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

Note: Where there is any doubt or question in relation to any of the information provided by Parent(s)/Guardian(s) in support of an enrolment application to this College, Marino College reserves the right to refuse to enrol the student or withdraw an offer previously made for a place that was previously made.

**6.1.1 Oversubscription**

When the number of applicants is greater than the number of places available a waiting list shall be complied, which shall remain valid only for the school year in respect of which the applications are made. Where Marino College 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.

In other words where 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**

* The availability of a suitable space,
* Siblings of existing students,
* Living in the catchment area defined in the glossary of terms above,
* All others.

**6.1.3 Selection Process (other than First Year)**

An applicant will be offered a place in Marino College based on the above selection criteria being met in full.

Where two or more applications have met the same number of selection criteria and are tied for a place, and if only one place is available, Marino 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 Marino College after the closing date published by Marino College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Marino 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 the school before the closing date of application. 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 Marino College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Marino College, subject to the selection criteria being met and then the same process as applies to Applicants whose applications were received before the closing date will be applied.

**6.1.5 Second/third-round offers**

Where a Student is in receipt of an offer of a place within Marino 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’s Admission Notice, or within 2 weeks of issuing by the school if it is a late application of 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 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 withdrawal of an 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:

* The reasons that the student was not offered a place in Marino College;
* Details of the Student’s ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
* Details of the Student’s place on the waiting list, if applicable;
* Details of the Applicant’s right to appeal the decision.

An offer of a place may not be made in cases where 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:

* The information contained in the application is false or misleading in a material respect,
* 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 or the academic year for which s/he is applying, or in the case of a late application, or second or third round offer, within 2 weeks,
* The Applicant has not indicated:

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

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 her/his 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 (see above).

**6.1.9 Appeals**

**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 her/his appeal in writing, via a Section 29 Appeal Application Form, for it to be reviewed by the Board of Management of Marino 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.

If an Applicant is not satisfied with the decision of the Board of Management, or the said Board 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.

**6.1.10 Appeal where refusal was for a reason other than oversubscription**

An Applicant who was refused admission to Marino College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put her/his appeal in writing, via a Section 29 Appeal Application Form, for it to be reviewed by the Board of Management of Marino College. Such an appeal must be brought within fourteen calendar days of receipt of 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 of 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.

**6.1.11 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.

**7. Students with Special Needs/Disabilities**

The college welcomes applications from students with special educational needs/disabilities. An applicant with a special educational need/disability must inform the college about her/his situation at the time of application. To assist the college in establishing the educational and training needs relevant to her/his disability or special needs and to profile the support services required, the college will:

* Access the student’s records from her/his previous school/education centre with parents / guardians permission
* Request copies of student’s medical/education/psychological report from the parent
* Request an assessment if deemed necessary by the college

The college will meet with the parents/guardians of the student concerned and other agencies involved with applicant’s welfare as deemed appropriate, after enrolment, to discuss the applicant’s needs and the college’s capacity to meet these needs. If having assessed the matter the college is of the view that further resources (additional teaching hours, special needs assistant, specialised equipment, etc.) are required, the Department of Education and Skills will be requested to provide these resources.

**7.1 Basis for a review by the Board of Management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission 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 review the decision.