



St. Mogue's College
Bawnboy
Co. Cavan

POLICY FOR ADMISSION TO SCHOOL YEAR

2023/2024

St. Mogue's College Post-Primary School

Patron's Approval

Approved by the Chief Executive on behalf of Cavan and Monaghan Education and Training Board on the 28th day of September 2021.

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of St. Mogue's College is responsible for the implementation of this Admission Policy.

INTRODUCTION

In keeping with the ethos of the Education Act 1998, St. Mogue's College is committed to the intellectual, physical, social, personal, spiritual, moral and aesthetic development of all its students. Life within the school community reflects its mission statement *'to achieve a safe, respectful learning and working environment so that all participants can achieve their full potential.'*

Bawnboy Vocational school was initially established in 1932. The first premises used for the limited number of classes on offer was the former workhouse in Bawnboy. In 1966 a new school was built to cater for additional classes and increased enrolment. In 1992, following consultation with stakeholders, the name of the school was changed to St. Mogue's College. Today St. Mogue's College is a co-educational, multi-denominational post-primary school under the patronage of Cavan and Monaghan Education and Training Board (CMETB). The College provides for the educational needs of second level students aged 12 to 18 years.

Since the foundation of the College, there has been one constant - the quality of teaching and learning. St. Mogue's College is justifiably proud of its reputation for excellence in education. Today, staff and students continue this proud tradition to ensure that future generations will continue to make their mark, while at the same time realising their personal ambitions.

CMETB's Second Level schools form an essential part of the communities in which they are located. They are multi-denominational and co-educational and deliver an all-round inclusive education for young people, enabling them to reach their full potential in society. They empower students, teachers and parents to achieve educational progress in a positive and encouraging atmosphere.

St. Mogue's College is a small community-based college of approximately 275 students. Class sizes are small with on average 20 students in core classes with reduced numbers in option subjects. This offers a student-centred approach to teaching and learning. The College offers a wide and balanced curriculum that caters for the needs of individual

students. Courses on offer include: Junior Certificate, Leaving Certificate, Leaving Certificate Vocational Programme, Transition Year.

St. Mogue's College is a leading digital school within CMETB. All students use digital devices which develop skills essential to the modern workforce and enhance students learning and understanding. The school was awarded Overall National Digital School of the Year in 2014.

Co-Curricular Activities play a central role in extending and developing the curriculum. The emphasis is on creating focus, broadening the knowledge base, exploring different teaching methodologies and ultimately increasing confidence in the learner. We actively encourage the student to take responsibility for his/her own learning through continuous assessment and constructive feedback in preparation for third level studies.

Extra-curricular activities are central to the holistic development of the student and contribute to the overall life of St. Mogue's College. The college holds an Ulster School Title 2020 and 2021 in senior boys Gaelic Football.

St. Mogue's College has an active Parent's Association which acts as a link with parents, students and teachers.

The Board of Management consists of 12 members representative of the ETB, staff, parents and community members.

Links with the wider community are very strong with local community groups, associations, businesses and employers playing a vital role in the development of educational opportunities for our students.

TABLE OF CONTENTS

PART A – *General Information for All Applicants*

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

PART B - *Information for Specific Categories of Applicants*

5. Application to the First-Year Group
6. Application to All Year Groups Other Than First-Year

PART A

General Information for All Applicants

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

1 GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to St. Mogue’s 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 an application or acceptance of offer makes him/her a student of St Mogue’s College; a person is only regarded as a student of St Mogue’s College once s/he is enrolled on his/her first day of attendance.

‘Enrolled’ means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

‘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 St. Mogue’s College in respect of the person on whose behalf the application is being made.

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

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

- 1.1. St. Patrick’s NS, Corlough
- 1.2. St. Aidan’s NS, Bawnboy
- 1.3. Central School, Ballyconnell
- 1.4. St. Mogue’s NS, Currin
- 1.5. Scoil Naomh Brid, Ballyconnell

1.6. Curravagh NS, Glangevlin

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 having a sibling currently enrolled in the school, **‘Sibling’** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

[Note: the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.]

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

2 ADMISSION STATEMENT

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.

Accordingly, St. Mogue's College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;

St. Mogue's College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

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

The board of management of St. Mogue's 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 admit a Student. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

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', St Mogue's 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 commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, St. Mogue's 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 St. Mogue's 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
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school.
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

St. Mogue's 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 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 St. Mogue's 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

5 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. Acceptance of a place
- 5.1.6. Refusal
- 5.1.7. Withdrawal of an offer
- 5.1.8. Appeals

5.2 Appeals

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for a review by the board of management

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where St. Mogue's 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 only for the school year in respect of which the applications are made. Where St. Mogue's 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.

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 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

St. Mogue's College will apply the following criteria for admission to the First-Year Group:

5.1.2.1 If the student attended one of the feeder primary schools:

- St. Patrick's NS, Corlough
- St. Aidan's NS, Bawnboy
- Central School, Ballyconnell
- St. Mogue's NS, Currin
- Scoil Naomh Brid, Ballyconnell
- Curravagh NS, Glangevlin

- 5.1.2.2 If the student resides in the Catchment Area;
- 5.1.2.3 If the student has siblings currently enrolled in the school;
- 5.1.2.4 If the student has siblings who were previously enrolled in the school;
- 5.1.2.5 If the student is the child of a current member of staff of the school

5.1.3 Selection process

St. Mogue's College will apply the selection process as follows:

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

Where two or more applications have met the same number of selection criteria and are tied for a place, St. Mogue's 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 St. Mogue's College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Mogue's 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 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 section 4.7.

Where St. Mogue's College is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within the school, subject to section 4.7 and the same process as applies to applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a student is in receipt of an offer of a place within St. Mogue's 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 or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

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

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Appeals

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

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 first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office, for it to be reviewed by the board of management of St Mogue's College. Such a review must be sought by the Applicant within twenty-one calendar days 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@stmoguescollege.ie.

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 under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. 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 in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to St Mogue's College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office, for it to be reviewed by the board of management of St Mogue's College. Such a review must be sought by the Applicant within twenty-one calendar days 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 after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@stmoguescollege.ie . (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. 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 in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3 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.

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)

- 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 a review by the board of management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where St. Mogue's 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 only for the school year in respect of which the applications are made. Where St. Mogue's 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.

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 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 in St. Mogue's College is oversubscribed, a student applying for admission to this programme 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 programme.

6.1.2 Selection criteria in order of priority

St. Mogue's College will apply the following criteria for admission to a year-group other than First-Year:

- 6.1.2.1 If the student attended one of the feeder primary schools:
- St. Patrick's NS, Corlough
 - St. Aidan's NS, Bawnboy
 - Central School, Ballyconnell
 - St. Mogue's NS, Currin
 - Scoil Naomh Brid, Ballyconnell
 - Curravagh NS, Glangevlin
- 6.1.2.2 If the Student resides in the catchment area;
- 6.1.2.3 If the Student has siblings currently enrolled in the school;
- 6.1.2.4 If the Student has siblings who were previously enrolled in the school;
- 6.1.2.5 If the Student is the child of a current member of staff of the school

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

6.1.3 Selection process

St. Mogue's College will apply the selection process as follows:

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

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

Where St. Mogue's 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 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 section 4.7.

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

6.1.5 Second/third-round offers of a place

Where a student is in receipt of an offer of a place within St. Mogue's 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 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:

- 6.1.7.1. The reasons that the student was not offered a place in St. Mogue's 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, and
- 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 academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.8.3. An Applicant has not indicated:

- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
- (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the 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 St. Mogue's College 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 first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office, for it to be reviewed by the board of management of St Mogue's College. Such a review must be sought by the Applicant within twenty-one calendar days 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@stmoguescollege.ie.

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 under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. 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 in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to St Mogue's College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office, for it to be reviewed by the board of management of St Mogue's College. Such a review must be sought by the Applicant within twenty-one calendar days 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 after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing info@stmoguescollege.ie . (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. 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 in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.4 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.