



# An Cosán

## Community Special School

*Empowering learners,  
igniting possibilities,  
united in community.*

Roll number 20572K

info@ancosancss.cdetb.ie

**An Cosán Community Special School**  
**Admissions And Participation Policy 2025/2026**

Version	Date	Author
First Version	May 2023	Director of Schools
Second Version	December 2024	School Management

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. The Principal of An Cosán Community Special School is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO AN COSAN COMMUNITY SPECIAL SCHOOL**

In April 2023, the Department of Education (DE) granted Patronage of a new special school in Dublin City to City of Dublin Education and Training Board.

An Cosan Community Special School (Dublin 7 CSS) is a Community Special School that provides an appropriate education for students, aged 4 to 18 years old, who have a diagnosis of Autism and complex learning needs or moderate General Learning Disability and complex needs, and who have a professional recommendation for a special school. The school is located in Fitzwilliam Place North, Lower Grangegorman, D7. D07PY50.

The student must have reached 4 years on or before 31<sup>st</sup> August of the school academic year for which they seek enrolment into the primary end of the school and be at least 12 years on 1<sup>st</sup> January in the year they start in the post primary end of the school. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings and the individual needs of each child. As per DE regulations, students will leave school at the end of the school year in which they reach the age of 18 years old.

The school operates within the regulations as outlined by the Rules for National Schools and relevant circulars and directives issued by the Department of Education. The school is funded by grants from the Department of Education. Staffing allocations are in line with those set out by the Department of Education. Under the direction of the Patron, the school will be managed on an interim basis by a Single Manager pending the appointment of a Board of Management. The Board of Management is made up of representatives of the Patron, parents, school staff and the community.

An Cosan CSS delivers the curriculum as prescribed by the Department of Education and adapted to meet the educational needs of each student. A variety of methodologies and strategies are adopted to maximise the students' learning potential. Supported by the child's multidisciplinary team, the teachers and staff provide a caring and challenging learning environment which fosters personal, social and academic development. All students have an Individual Student Support Plan designed specifically for them.

Our school is a place where everyone feels a sense of belonging and ownership. The school is characterised by respectful and positive relationships which support the dignity of every individual. We are committed to ensuring a safe environment where our students can maximise their potential. Forging meaningful relationships with the students, their parent(s)/guardian(s) and all involved in their care and education, is essential to ensuring a quality educational experience for our learners.

This policy aims to have in place, appropriate procedures that enable the school to make decisions on all applications seeking admission to our school in an open and transparent manner consistent with legislative requirements. It also aims to make an accurate and appropriate assessment of the capacity of the school to meet the needs of applicants within the resources available to it.

## TABLE OF CONTENTS

---

1. Glossary of Terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions
5. Application to An Cosán Community Special School
6. Sharing of data with a patron or another Board
7. Preparation for Attendance and Continued Participation in the school.
8. Review

## 1. GLOSSARY OF TERMS

---

**'Applicant'** means the parent(s)/ guardian(s) of a Child who has made an application for admission to Dublin 7 CSS.

**'Child'** means the person in respect of whom the application is being made.

**'Student'** means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

**'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 Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demi gender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

**'Catchment Area'** refers to the designated residential area for application to Dublin 7 CSS 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.

**"NCSE"** means the National Council for Special Education.

**"Board"** means the Single Manager or the Board of Management, whichever is in place at the time.

**"ETB"** means Education and Training Board.



## 2. ADMISSION STATEMENT

---

### School Ethos and Characteristic Spirit

An Cosan Community Special School is a state, multid denominational, co-educational school underpinned by the core values of:



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

In An Cosán CSS, all students are given equal opportunity for enrolment in line with the Education (Admissions to School) Act 2018 and the criteria set out in this policy. Once enrolled, An Cosan CSS strives to provide all students with equal opportunities to engage with the curriculum and school life. All members of our school community 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 school provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. It strives to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents/guardians and staff.

In An Cosán Community Special School, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, An Cosán CSS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant
- 2.2. Civil status of the Applicant
- 2.3. Family status of the Child or Applicant
- 2.4. Sexual orientation of the Child or Applicant

- 2.5. Religion of the Child or Applicant
- 2.6. Disability of the Child or Applicant
- 2.7. Race of the Child or Applicant
- 2.8. The Child's or Applicant's membership of the Traveller community
- 2.9. Special educational needs of the child or applicant.

An Cosán CSS is a special school which, with the approval of the Minister for Education, provides an education for students, who have a diagnosis of Autism and complex needs, with a professional recommendation for a special school, in addition to students who have a diagnosis of Moderate General Learning Disability and complex needs, with a professional recommendation for a special school. Thereby, it does not discriminate by refusing enrolment to a pupil/student who does not have Autism and complex needs or Moderate General Learning Disability and complex needs.

An Cosán CSS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

### **3. LEGAL FRAMEWORK**

---

City of Dublin Education and Training Board was established under the Education and Training Boards 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 (BOM) of An Cosan CSS is a Committee established under Section 44 of the Education and Training Boards Act 2013 and constitutes a Board of Management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education Act 1998 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 An Cosan CSS.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangement it has in place where a parent requests their child to opt- out of religious instruction. An Cosán CSS does not provide religious instruction within the school day, therefore the need to make alternative arrangements does not arise.

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. Community National Schools deliver a 'multi-belief and values education' curriculum

called 'Goodness Me! Goodness You'. (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

In line with Circular 75/2022, and the Commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022 and Commencement of remaining sections of the Education (Admission to Schools) Act 2018, An Cosán CSS will co-operate with the National Council for Special Education (NCSE) 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.

An Cosán CSS 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."

#### 4. GENERAL ADMISSION PROVISIONS

---

In the admission process, consideration will be given to ensuring that a healthy and safe environment for all students and staff prevails.

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

- the implementation of this Admissions Policy,
- the annual Admission Notice of the school,
- Information provided by the Applicant in the application for admission,
- DE provision regarding class size, staffing provisions and /or any other relevant requirements concerning accommodation, including space and the health, safety and welfare of students,
- Consultation with the Admissions Team.

The Admissions Team comprises of the Principal, the Deputy Principal and one teacher. Further guidance will be sought from the multi-disciplinary team should further consultation or guidance be necessary.

In processing an application An Cosan CSS **shall not consider**:

- 4.1 The payment of fees or contributions to the school.
- 4.2 A Child's academic ability, skills or aptitude; unless it is necessary to ascertain whether or not the Child has the category of Special Educational Needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of Special Educational Needs.
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s).
- 4.4 A Child's prior attendance at a pre-school or pre-school service.



- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting, as a condition of admission.
- 4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school apart from where the applicant has a sibling currently attending or who previously attended the school.
- 4.7 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 that academic year.

## **5. APPLICATION TO AN COSAN CSS**

---

### **5.1 Admission Provisions**

- 5.1.1 Oversubscription
- 5.1.2 What will not be considered or taken into account
- 5.1.3 Decisions on applications
- 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 Waiting list in the event of oversubscription
- 5.1.10 Procedures for admission of students to other years and during the school year
- 5.1.11 Declaration in relation to the non-charging of fees

### **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 Appeal



## 5. 1 Admission Provision

An Cosán CSS is established to provide for the special educational needs of children, aged 4 to 18 years old, who have a diagnosis of Autism and complex needs with a professional recommendation for a special school, or Moderate General Learning Disability and complex needs with a professional recommendation for a special school. Only applications received on time and in respect of children whose needs fall within the categories of special educational needs provided for by the school will be considered. In this respect, the school requires that such complex educational needs and the related diagnosis of the student be evidenced and verified in a relevant report.

An Cosán CSS shall admit each student seeking admission except where –

(a) The school is oversubscribed (see 5.1.1)

(b) The child does not have a report from a relevant professional or team of professionals stating that s/he has a diagnosis of Autism and complex needs, or Moderate Intellectual Disability with complex needs that requires the support of a special school setting and the reasons why this is the case.

(c) In accordance with section 23(4) of the Education (Welfare) Act 2000, the Parent(s)/Guardian(s) fails to confirm in writing that, s/he accepts the School's Code of Behaviour Policy and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a student in the school.

The Board of Management shall ensure that applicants meet the criteria listed below:

- A primary diagnosis of Autism & complex learning needs or a Moderate General Learning Disability with complex needs.
- A clear recommendation stating that the student requires a special school setting.
- Be age appropriate for the Intake group as specified in the Admissions notice.

Any applicant who does not fulfil these criteria shall be removed from the selection process.

Twins or triplets will be treated as separate applicants and allocation of a place to one does not guarantee allocation of a place to another.

An Application Form for admission is only considered valid and complete when all required documentation, outlined below, is received by the school.

- Fully completed Admission Application Form signed by Parent(s) / Guardian(s)
- Original birth certificate for the student (a copy is not suffice)
- Two proofs of address for the student eg utility bill, household bill etc
- Report from a relevant professional confirming the primary diagnosis of Autism/Autism Spectrum Disorders or a Moderate General Learning Disability and a clear recommendation which states that the student requires a special school setting and the reasons why this is the case, and where appropriate the need for additional support of a special needs assistant and bus escort, stating clearly the grounds for each.

Other relevant professional reports, if available, may be submitted. These may include some of the following:

- Up to date records from Child's present/previous school/pre-school with details of the learning and social development of the child and any other matters of relevance
- Behavioural Support Plans indicating programme and ongoing support needed for the child
- Individual Education Plan/Student Support Plan
- Multi-Disciplinary Team Reports
- Speech and Language Report
- Physiotherapy Report
- Occupational Therapy Reports
- Psychiatric or Psychological Assessment Report

Completion of an Application Form for Admission does not confer an automatic right to a place in the school.

All enquiries, referrals and applications for admission to An Cosan CSS are considered in a fair and equitable manner. A copy of this Admissions Policy will be made available on the City of Dublin ETB website, [www.cdetb.ie](http://www.cdetb.ie) or on request from [applications@ancosancss.cdetb.ie](mailto:applications@ancosancss.cdetb.ie)

The relevant dates and timelines for An Cosán CSS admission process for the intake year group are set out in the school's annual admission notice which will be published annually on the City of Dublin ETB website and the school website at least one week before the commencement of the admission process for the year concerned. This policy should be read in conjunction with the annual admission notice for the school year concerned. The application form for admission is published on the school's website and will be available in hardcopy on request to any person who requests it.

Should your child be placed on a waiting list, their personal data may be shared with the National Council for Special Education (NCSE) for the purpose of planning for the provision of special educational placements.

In order to ensure that the NCSE has access to information on all students who may require a special school placement, parents/guardians should notify the NCSE/SENO prior to making an application to a special school placement by 1<sup>st</sup> February.

#### **5.1.1 Oversubscription**

In the event that the school is oversubscribed or exceeds the number of vacancies in an age-appropriate class within the school, the school will, when deciding on applications for

admissions, apply the following selection criteria to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice.

Applications will be ranked on the following criteria:

1. Siblings of children who are already currently enrolled within the school
2. Living in the catchment area of Dublin 7
3. Living in the catchment area of Dublin 9
4. All other applications

If there are two or more students having the same ranking (tied), the following arrangements will apply:

Applications will be placed in a lottery with an independent party present and will be offered a place or waitlisted depending on the order they are chosen at random.

Taking each subsequent criteria in sequence, a lottery draw will be used to determine the placing of applicants on the waiting list.

An Cosán CSS will have regard for the relevant conditions prescribed by the DE concerning class size, staffing provisions, (including possible 1:1 assistance), accommodation, physical space, health and welfare of children and eligibility for admission.

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

#### **5.1.2 What will not be considered or taken into account:**

- The payment of fees or contributions to the school.
- A Child's academic ability, skills or aptitude; unless it is necessary to ascertain whether or not the Child has the category of Special Educational Needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of Special Educational Needs.
- The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s).
- A Child's prior attendance at a pre-school or pre-school service.
- A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting, as a condition of admission.
- A Child's connection to the school due to a member of his or her family who had previously attended the school.
- 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 that academic year.

#### **5.1.3 Decisions on applications**

All decisions on applications for admission into An Cosán CSS will be based on the following:

- Our school's admission policy



- The school's Annual notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

#### **5.1.4 Late Applications**

An application received by An Cosan CSS 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 Admissions Policy.

Where An Cosan CSS 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 on or before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admissions Policy.

#### **5.1.5 Second /Third Round Offers of a Place**

Where an Applicant is in receipt of an offer of a place within An Cosan CSS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this policy, the place will be offered to the next Applicant on the waiting list, for a place in the particular class group. This process will continue throughout the third and fourth round offer of places etc until all places within the school have been filled.

#### **5.1.6 Acceptance of a Place**

If the Applicant in respect of whom the application is made, is offered a place, the Applicant will be issued with a Letter of Offer and Acceptance Form by the school. Other forms such as the School Code of Behaviour, NCSE Notification of Enrolment in Special School and NCSE School Transport Forms will also be issued, in due course.

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 s/he has applied for and is awaiting confirmation of an offer of admission from another school. The Acceptance Form must be accompanied by an original birth certificate.

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



### **5.1.7 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 Applicant was not offered a place in An Cosan CSS.

**5.1.7.2** Details of the Applicant's ranking against the published selection criteria if the class to which the Applicant is applying is oversubscribed.

**5.1.7.3** Details of the Applicants 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, 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.

Applicants will be informed of the right to seek a review/right of appeal of the schools decision (see section 5.2 Appeals)

### **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 form 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).

Or

**5.1.8.4** The documents required by section 5.1 above have not all been included in the application

If an offer of a place is withdrawn by the school, the Child 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 Child shall be treated as a late application in line with section 5.1.4 above.

An offer of a school place cannot be deferred from one year to another and must be taken up within the relevant school year for which the offer was made.

#### **5.1.9 Waiting list in the event of oversubscription:**

In the event of there being more applications to the school year concerned than places available, waiting lists of students whose applications for admission to An Cosán CSS was unsuccessful due to the school being oversubscribed will be compiled using the selection criteria and lottery method and will remain valid only for the school year in which admission is being sought.

Placement on the waiting list of An Cosán CSS is in the order of priority assigned to the student's application after the school has applied the selection criteria in accordance with this admission policy.

If an Applicant does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission the following academic year, a new application must be made on behalf of that Applicant during the dates specified by the school as being the period when it will accept applications. If an Applicant is entered on a waiting list for a particular academic year, this will not give him/her any priority for entry in the academic year commencing the following September.

#### **5.1.10 Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows: Where An Cosán CSS 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 and will be filled by qualifying age appropriate candidates based on their greatest level of need, as determined by the Principal in consultation with the Admissions Team in the school having considered the relevant report in respect of the student, for that particular class in accordance with the order of priority in which children have been placed on the waiting list subject to there being a place in a class.

#### **5.1.11 Declaration**

The Board of An Cosán CSS or any persons acting on it's behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- An application for admission of a student to the school, or
- The admission or continued enrolment of a student in the school.

## **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 school's Board of Management. The request for this review must be made in writing to the school's Board of Management within 21 calendar days from the date of the decision to refuse admission to the school using a *BOMR 1 form*, available from the school office and on the City of Dublin ETB website. The date of decision is the date shown on the correspondence from the school containing the decision to refuse admission. 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 BOMR 1 forms should be submitted to the school office or online by emailing [info@ancosancss.cdetb.ie](mailto:info@ancosancss.cdetb.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 29(A) of the Education Act 1998. Appeals must be made in writing on a *section 29 Appeals form* and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education (DE). 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 DE. As per the DE'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 An Cosan CSS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first request a review by the school's Board of Management via a "BOMR 1 form", available from the school office and on the City of Dublin ETB website for it to be reviewed by the BOM of An Cosán CSS. Such a review must be sought by the applicant within 21 calendar days of the date 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 BOMR 1 forms should be submitted to the school office or online by emailing [info@ancosancss.cdetb.ie](mailto:info@ancosancss.cdetb.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 BOM in writing to that effect).

Alternatively an applicant may chose to apply to bring an appeal to an appeals Committee established by the Minister for Education under Section 29(A) 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 Departments website or maybe obtained directly from the section 29 appeal administration unit in the Department of Education.

Contact details for the Unit are available on the Departments 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 Review of decisions by the Board of Management**

The parent of the student or in the case of a student who has reached the age of 18 years, the student may request the Board to review a decision to refuse admission. Such requests must be made in accordance with section 29C of the Education Act 1998.

The timeline within such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under 29B of the Education Act 1998 which are published on the website for the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being over subscribed the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** in writing of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Please refer to DES Circular 0069/2020, *New arrangements and procedures for appeals under section 29 of the Education Act 1998 effective from 12<sup>th</sup> Nov 2020 onwards* for DES procedures and timeframe on section 29 appeals.

### **Right of appeal**

Under section 29 of the Education Act 1998, the parent of the student or in the case of a student who has reached the age of 18 years, the student may appeal a decision of this school to refuse admission.

An appeal may be made under section 29 (1)(c)(i), of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under section 29, (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due to a reason other than the school being oversubscribed.

Appeals under section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.



## 6 Sharing of Data with other schools

---

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools, in order to facilitate the efficient admission of students. Section 66(6) allows a board to provide a patron or another board with a list of the students in relation to whom—

- (i) an application for admission to the school has been received.
- (ii) an offer of admission to the school has been made.

or

- (iii) an offer of admission to the school has been accepted.

The list provided by the board may include all or any of the following:

- (i) the date on which an application for admission was received by the school.
- (ii) the date on which an offer of admission was made by the school.
- (iii) the date on which an offer of admission was accepted by an applicant.
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **7.Preparation for Attendance and continued Participation in this school.**

### **7.1 Preparation for attendance on a full time basis:**

New students are invited to visit the school before they begin to familiarise themselves with their new environment.

The school operates a process of phased attendance for new students. This will allow for the various aspects for planning and preparation for fulltime attendance.

This may initially be a short day, over two/three weeks gradually increasing to a full day or week, depending on the particular needs of the child, recommendations from professionals working with the child and the dynamics of the child's class.

Parents will be fully informed of the plan for attendance of their child and may be asked to collect their children from school for a specified period of time.

Following review, this will be increased to full days/ weeks over a suitable period of time. Some families may wish to bring their child to school during the initial introduction period. The parent and the principal will agree arrangements for this.

The school will attempt to facilitate any such reasonable arrangements. For students who are working towards full day participation in school, parental consultation and agreement is sought with the principal who will provide parents with a clear plan of review, working at all times with the aim for their child to participate on a full school day.

### **7.2 Progression at the school and continued participation in the school.**

While it is envisaged that, once admitted, most students will remain in An Cosán CSS until they complete their education at 18 years of age, a child's ongoing participation is contingent upon the child's continued adherence to the code of behaviour. Additionally, some student's needs' may change over time and exceed what the school can cater for. If at any point during the student's time in the school, a psychiatrist or psychologist assesses the child and confirms in writing that allowing the child to remain may result in adverse educational outcomes for the child or other children, or if the Board of Management deems the child to be a health and safety risk to themselves, other children or staff, a review meeting with the class teacher, principal and clinical team will be held to consider the child's progression and continued participation in this school. Parents can seek one alternative review of psychiatrist or psychologist written assessment which will be considered.

The policy of the school is to admit students whose parents confirm that the code of behaviour, as well as other policies on curriculum, organisation, and management is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code by their child. Students are expected to participate in all aspects of school curriculum (where possible).

The Board of Management places parents as responsible for ensuring that their child co operates with these policies in a reasonable manner.

Where the Board of Management deems that further resources are required to meet the child's needs, an application is submitted to the special education needs organsiser (SENO), supported by relevant professional report(s). These resources may include access to or the provision of any or combination of the following: special needs assistant, behavioural support specialist, specialized equipment or furniture, transport services or other.

Parents will need to complete relevant NCSE documentation to enable the school to apply for such resources.

#### **8. Basis for a review by the Board of Management.**

As required by section 29 C (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 contents of the school's admission notice and to also clearly state the grounds of the request to review the decision.

This policy will be reviewed annually or more frequently, depending on the developing nature of the school.

This policy was ratified by the Board of Management on this date 5/2/25.

Signed by

Chairperson

Principal An Cosán CSS