

lmetb

*Bord Oideachais agus
Oiliúna Lú agus na Mí*
Louth and Meath Education
and Training Board

POLICY FOR ADMISSION TO BUSH POST PRIMARY SCHOOL

Riverstown, Dundalk, Co. Louth A91 W320

2025 - 2026

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 Bush Post Primary School is responsible for the implementation of this Admissions Policy.

Introduction to Bush Post Primary School

Bush Post Primary is a co-educational multi-denominational school delivering educational excellence to the community of Cooley. It is part of Louth & Meath Education and Training Board (LMETB). Louth & Meath Education and Training Board is the largest provider in Louth and Meath, providing a broad range of education and training services to over 30,000 students and learners on an annual basis. LMETB has 20 post-primary schools and colleges, and a further 4 Community National Schools. LMETB are responsible for an extensive range of adult services including 3 Colleges of Further Education, 8 Youth Reach Centres, 3 VTOS Centres, Regional Skills and Training Centre Dundalk and the Advanced Manufacturing and Training Centre of Excellence in Dundalk. LMETB actively pursues the further development of education and training services in both Louth and Meath.

Bush Post Primary School is committed to a high-quality education and our mission statement is based on the needs of our students in our care and the surrounding community. There are currently 821 students enrolled in 2024-2025. There are 5 or 6 class groups per year in junior year groups and 4 in senior year groups. The school offers Junior Cycle, Junior Certificate Schools Programme (JCSP), Transition Year, Leaving Certificate, Leaving Certificate Vocational Programme and Leaving Certificate Applied Programme (LCA).

We are located in the heart of the beautiful Cooley Peninsula and pride ourselves in providing a broad curriculum, encompassing formal academic programmes, personal development programmes and a wide range of extracurricular activities.

We are very fortunate to have a truly dedicated dynamic teaching staff who work tirelessly to provide excellence in the education of our students and as a learning community, our students continue to enjoy tremendous successes, not only academically, but in areas such as art, debating, sport, science & technology. Our school facilities are the envy of many with our specialist learning rooms, our gymnasium and our fantastic running track.

Our aim is to create a stimulating learning environment where pupils can develop their full potential and learn to value and respect themselves and others.

Kevin Joyce
Principal

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
7. Application to Special Class (es)

Bush Post Primary School does not have a Special Class at this time

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 Bush Post Primary School.

‘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 an offer makes him/her a student of Bush Post Primary School; a person is only regarded as a student of Bush Post Primary School once s/he is enrolled on his/her first day of attendance. It does not include a person formerly enrolled in the school and who was permanently excluded or who left after being recommended for expulsion by the Board of Management.

‘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 all classes in Bush Post Primary School in respect of the person on whose behalf the application is being made. The catchment area for to Bush Post Primary School is defined by the DES Bus Transport Designated Catchment Area for school buses to Bush Post Primary School. (See boundary map in Section 5.1 below)

‘Catchment Area for the Special Class(es)’ refers to the designated residential area for the application to the Special Class(es) within Bush Post Primary School in respect of the person on whose behalf the application is being made. The catchment area for the Special Class(es) within Bush Post Primary School is defined by the DES Bus Transport Designated Catchment Area for school buses to Bush Post Primary School. (See boundary map in Section 5.1 below).

‘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 Bush Post Primary School. The feeder primary schools for Bush Post Primary School in alphabetical order are:

1.1 Ardaghy National School, Omeath Co. Louth.

1.2 Bellurgan National School, Bellurgan, Dundalk, Co. Louth.

- 1.3 Dulargy National School, Ravensdale, Dundalk, Co. Louth.
- 1.4 Faughart National School, Faughart, Co. Louth.
- 1.5 Monksland National School, Monksland, Dundalk, Co. Louth.
- 1.6 Muchgrange National School. Boher, Co. Louth.
- 1.7 Mullaghbuoy National School, Dundalk, Co. louth.
- 1.8 Rampark National School, Lordship, Dundalk, Co. louth.
- 1.9 Rathcor National School, Rathcor, Dundalk, Co. Louth.
- 1.10 Scoil Naomh Phádraig, Kilcurry, Co. Louth.
- 1.11 St. Laurence's National School, Omeath, Co. Louth.
- 1.12 St. Oliver's National School, Carlingford, Co. Louth.

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 and step-siblings and students who reside in the same household.

(**Note:** the wider definition of sibling in the paragraph immediately above is for the purpose of facilitating families who are required to do more than one drop off and/or collection to/from school.

'**Special Class**' means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. Bush Post Primary School has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

Note: Bush Post Primary School does not have a Special Class.

'**Relevant Report**', as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional, which:

- (a) Provides detailed evidence of the Student's needs
- (b) Confirms that those needs constitute complex/severe educational needs which arise from a named diagnoses relating to the Student, and
- (c) Makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnoses.

The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

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

2 ADMISSION STATEMENT

Bush Post Primary School is an ETB school which is a state, co-educational, multi-denominational post-primary school underpinned by the ETB core values of:



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

Core value: Care

In an ETB school, care is about welfare, wellbeing and safety of all members of the school community. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.

Core Value: Community

In an ETB school, community encompasses students, staff parents and guardians, and the local community. It is about having a shared vision, values and purpose, a sense of belonging, and a voice that is listened to. It is exemplified in a productive collaboration, positive contributions, and effective communication across all members of the community.

Core Value: Equality

In an ETB school, equality is about treating all members of the school community equally and recognising and celebrating the diversity of these members. It is exemplified in targeting resources on those who have need and prioritising a culture of inclusion.

Core Value: Excellence in Education

The ETB school ethos establishes that excellence in education is underpinned by the core values of care, respect, community, and equality.

Core Value: Multi-denominational

In an ETB school, multi-denominational is about welcoming and celebrating the full range of religions and beliefs in the school community. It is concerned with developing relationships that are respectful and appreciative of such difference, and the interactions that embrace, celebrate and explore such differences.

Core Value: Respect

In an ETB school, respect is about upholding the dignity, rights, and recognition of the identity and background of each member of the school community. It is exemplified in relationships between all members of the school community, and decision making that impacts on the rights, feelings and aspirations of the diversity of people within the school community.

Accordingly, Bush Post Primary School shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant.
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special Educational Needs of the student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).

Bush Post Primary School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

LMETB 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 Bush Post Primary School is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admissions to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.4 in respect of applications made to the First-Year group and in section 6.4 in respect of applications made to all year other than the First-Year group.

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. It is also important to understand the 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', Bush Post Primary School supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs.

Bush Post Primary School 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 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.

Bush Post Primary School 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

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, Bush Post Primary School 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 Bush Post Primary School **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
 - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meetings as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family unless the connection is a sibling of the Student concerned attending 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 Admissions Notice for that academic year;

Bush Post Primary School **will consider** the offer of a place to every Student seeking admission to the school, **unless the following applies**:

- 4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour (Behaviour for learning Code) and he/she shall make all reasonable efforts to ensure compliance with such code by the student;
- 4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class.

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

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the first-year group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than first-year.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the special class(es).

PART B

Information for Specific Categories of Applicants

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

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. 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

5.2 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. ADMISSION PROVISIONS (FIRST- YEAR GROUP)

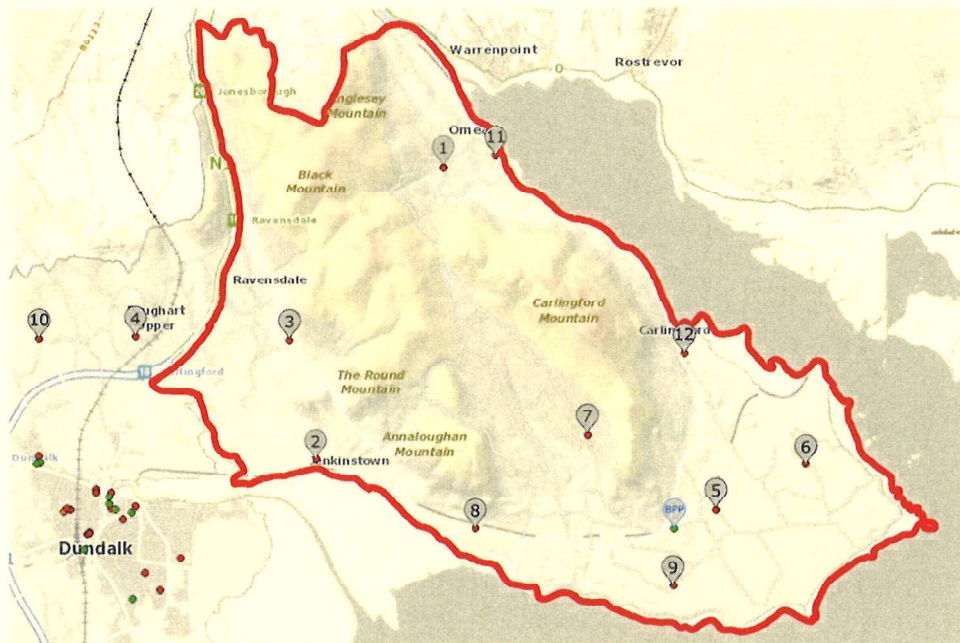
5.1 ADMISSION PROVISIONS (FIRST- YEAR GROUP)

Where Bush Post Primary School is not oversubscribed, all students will be offered a school place, subject to sections 4.7. or 4.8.

A Student applying for the First-Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

Bush Post Primary School's Catchment Area:

This is defined as being the entire Cooley Peninsula up to the Ballymascanlon Roundabout, to the east of the Motorway/N1, to the end of North Co. Louth. Bush Post Primary School catchment area is outlined in red in the map below.



BPP - Bush Post Primary School Feeder Schools

- 1 - Ardaghy National School
- 2 - Bellurgan National School
- 3 - Dulargy National School
- 4 - Faughart National School
- 5 - Monksland National School
- 6 - Muchgrange National School
- 7 - Mullaghbuoy National School
- 8 - Rampark National School
- 9 - Rathcor National School
- 10 - Scoil Naomh Phadraig, Kilcurry
- 11 - St. Laurence's National School, Omeath
- 12 - St. Oliver's National School, Carlingford

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where Bush Post Primary School 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, subject to the provisions of section 7.1 regarding the Special Class.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

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

Bush Post Primary School will apply the following criteria for admission to the first-year group:

- 5.1.2.1 Whether the student is living in the catchment area, is currently attending one of the Feeder Primary Schools listed above and has been enrolled there for at least one academic year, and has a sibling currently attending Bush Post Primary School;
- 5.1.2.2 If the student is living in the catchment area, is currently attending one of the Feeder Primary Schools listed above and has been enrolled there for at least one academic year;
- 5.1.2.3. If the student is currently attending one of the Feeder Primary Schools listed above, has been enrolled there for at least one academic year and has a sibling in the school;
- 5.1.2.4. If the student is living in the catchment area and has a sibling in the school;
- 5.1.2.5. If the student has attended one of the Feeder Primary Schools listed above and has been enrolled there for at least one academic year and lives outside the catchment area;
- 5.1.2.6. If the student is living in the catchment area;
- 5.1.2.7. If a parent/guardian of the Student is a member of staff of the school;
- 5.1.2.8. If the student has a sibling in the school but is living outside the catchment area;
- 5.1.2.9. All other applicants.

5.1.3 Selection process

Bush Post Primary School will apply the selection process as follows:

Applications are considered against all the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Bush Post Primary School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

5.1.4 Late applications

An application received by Bush Post Primary School after the closing date published by Bush Post Primary School, and set out in the Admissions Notice, is considered a late application for the purposes of this Admissions Policy.

Where Bush Post Primary School is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Bush Post Primary School before the closing date for applications, irrespective of any selection criteria which may be applied to applications received 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 Bush Post Primary School, subject to section 4.7. or 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Bush Post Primary School is not oversubscribed i.e., there is no waiting list, 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 4.8 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 two weeks of issue. 1

1 This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated."

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Bush Post Primary School 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 the third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for 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 Student was not offered a place in Bush Post Primary School;
- 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 over subscribed;
- 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 in 4.7. & 4.8, 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 he/she is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
 - (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 for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and 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 Bush Post Primary School 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 and on the school's website, for it to be reviewed by the board of management of Bush Post Primary School. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing bushpp@lmetb.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 Bush Post Primary School 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 and on the school's website, for it to be reviewed by the board of management of Bush Post Primary School. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing bushpp@lmetb.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 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 content of the school's Admission Notice and also set out the grounds of the request to review the decision. 2

2 This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated."

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 Bush Post Primary School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for admission to a year group other than First-Year but seeking admission to the Special Class should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream year group other than First-Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where Bush Post Primary School 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, subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all years other than the First-Year group.

“Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

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.

In a case where the Transition Year Programme and/or Leaving Certificate Applied Programme in Bush Post Primary is/are oversubscribed, a Student applying for admission to such programme(s) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/these programme(s).

6.1.2 Selection criteria in order of priority:

Bush Post Primary School will apply the following criteria for admission to transfer into Bush Post Primary School:

6.1.2.1 The Student has siblings currently enrolled in the school

6.1.2.2 If a parent/guardian of the Student is a member of staff of the school

6.1.2.3 If the Student resides in the catchment area

6.1.2.4 If the Student currently resides outside the catchment area

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

Bush Post Primary School will apply the selection process as follows:

Applications are considered against all the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Bush Post Primary School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced (3)

6.1.4 Late Applications

An application received by Bush Post Primary School after the closing date published by Bush Post Primary School, and set out in the Admission Notice, is considered a late application for the purposes of this Admissions Policy.

Where Bush Post Primary School is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Bush Post Primary School before the closing date for applications, irrespective of any selection criteria which may have been applied to applications received 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 Bush Post Primary School, subject to sections 4.7 & 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Bush Post Primary School is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within Bush Post Primary School, subject to sections 4.7 & 4.8, 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.³

3 This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated."

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Bush Post Primary School 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 refusal 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 Bush Post Primary School.
- 6.1.7.2. Details of the Student's ranking against the published selection criteria, and
- 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 & 4.8, 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 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 for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and 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 Bush Post Primary School regarding admission to a year group other than First-Year, see section 6.2.

6.2. APPEALS

6.2.1 APPEAL WHERE REFUSAL WAS DUE TO OVERSUBSCRIPTION:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Bush Post Primary School. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing bushpp@lmetb.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 Bush Post Primary School 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 and on the school's website, for it to be reviewed by the board of management of Bush Post Primary School. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing bushpp@lmetb.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.

6.2.3 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 against all selection criteria, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

4 This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated."

SECTION 7

**Bush Post Primary School
does not have a Special Class**
