



POLICY FOR ADMISSION TO LUCAN COMMUNITY COLLEGE 2027 - 2028

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 Lucan Community College is responsible for the implementation of this Admission Policy.

INTRODUCTION TO LUCAN COMMUNITY COLLEGE

Lucan Community College is situated in Esker, an area just south of Lucan village in County Dublin. The college first opened its doors in 1987, but has a much longer history, as it was built to replace Lucan Vocational School on Esker Hill, which had served the surrounding area since the early 1950s.

Lucan Community College provides a co-educational, multi-denominational and comprehensive education for students at second level through the medium of English, espousing an ethos supportive of such an education and implementing programmes which actively support this ethos, under the patronage of Dublin and Dun Laoghaire Education and Training Board (DDLETB). The Ethos, Mission Statement and Aims (Appendix 1) of the College spell out fully the College community's adherence to these principles.

The Board of Management of the college has a clear remit to manage our school on behalf of DDLETB, in accordance with legislation; Department of Education and Youth (DEY) circulars, guidelines and procedures; and any policies or strategies that DDLETB may establish regarding the operation of its schools.

The motto of the college, ***Aontas***, meaning *Unity*, encapsulates the ethos of the college. Our fundamental belief is that school, and in particular the work and activities involved, should be as pleasant as well as an enriching experience. We therefore place total emphasis on the school as a community – of students, staff and parents/guardians – working in harmony.

The school community consists of approximately 950 students and approximately 100 staff including teachers, secretaries, special needs assistants, caretakers and housekeeping team. The Board set maximum numbers for enrolment each year in line with our admission procedures and available resources.

Our educational environment, curricular and extra-curricular programmes are outlined on our website. Curricular programmes on offer include: Junior Cycle, Level 2 Learning Programmes, Transition Year (compulsory in our context for most students), Leaving Certificate Applied, Leaving Certificate Vocational and Leaving Certificate (Established) programmes. Application for admission in the College and acceptance of an offer of a place in the College shall be taken as indicating acceptance of the College's existing curricular arrangements.

Our extra and co-curricular programme is a vital part of our school and members of the school community give voluntarily of their time, energy and commitment to ensure the programme is successful.

We value the opportunities created in our college for student leadership including the Student Council, Prefect Team, Gluais Leadership Programme and other groups and create opportunities for student voice to be expressed, heard and to exert influence on the educational provision in our college.

We value the work of our Parent Council as they support the provision for our students of facilities not normally provided by the DDLETB or the Department of Education and strive to foster more extended relationships between all those associated with the school.

We also value the strong community and business links built up and recognize the support provided for our students in the community through work experience, funding raising and other events.

The College fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality, and has, since its establishment, structured itself in accordance with meaningful democratic principles.

Lucan Community College is proud of its reputation in the community and strives to continue to offer an excellent education for all of its 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

Appendix 1 – Ethos, Mission and Aims

Appendix 2 – Catchment Area

Appendix 3 – Feeder Primary Schools

Appendix 4 – Definitions and Interpretations

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

‘DDLETB’ means Dublin and Dun Laoghaire Education and Training Board

‘College’ or **‘School’** means Lucan Community College.

‘Board’ means The Board of Management of Lucan Community College.

‘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 Lucan Community College.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that an application or acceptance of offer makes him/her a student of Lucan Community College; a person is only regarded as a student of Lucan Community College once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school 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 Lucan Community College in respect of the person on whose behalf the application is being made. The catchment area, referred to as the Lucan Defined Catchment Area, is defined in Appendix 2.

‘PPOD’ refers to the Post-Primary On-line Database IT system hosted by the Department of Education.

‘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 Lucan Community College. The feeder primary schools for Lucan Community College are listed in Appendix 3. The designation of a primary school as a feeder school does not and cannot at all times guarantee places in Lucan Community College to applicants from these schools.

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 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 the school.

‘First of family’ shall be taken to mean the eldest child of a family unit i.e. the first child in the family unit to reach second-level school going age. Special cases are outlined in Appendix 4.

‘Siblings applying for a place in the same academic year’ refers to Students who are twins/triplets/etc. or siblings similar in age and attending or applying for the same year of schooling.

2 ADMISSION STATEMENT

Definition of a 'Multidenominational School' in an ETB Context

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, Lucan Community College 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.

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

Lucan Community College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

DDLETB 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 Lucan Community College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (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 5.2 in respect of applications made to the First-Year Group and in section 6.2 in respect of applications made to all years other than the First-Year Group.

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

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

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

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

4 GENERAL ADMISSION PROVISIONS

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

- 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, Lucan Community 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, Lucan Community College **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude;
- 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.
- 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.

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

- 4.7 The Parent/Guardian 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 Lucan Community College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

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

PART B

Information for Specific Categories of Applicants

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

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

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
-

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Lucan Community College is not oversubscribed, all Students will be offered a school place, subject to section 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 Lucan Community 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 (ie. Transfer Application).

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

Lucan Community College will apply the following criteria for admission to the First-Year Group in the following order of priority:

Band A:

If all the Student's older siblings are currently or have previously attended the College and the Student is attending one of the Feeder Primary Schools (Appendix 3) and the Student resides in the Lucan Defined Catchment Area (Appendix 2) and the Student will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after

having completed sixth class in primary school (or equivalent);

Or

If a parent/guardian of the Student is a member of staff in the College at the time of application and the Student will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent);

Band B:

Where the Student, at the time of application, is first of family and the Student is attending one of the Feeder Primary Schools (Appendix 3) and the Student resides in the Lucan Defined Catchment Area (Appendix 2) and the Student will have attained 12 years of age by the 31st January of the academic year to which they are applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent);

Band C:

Where the Student is not first of family, is attending one of the Feeder Primary Schools (Appendix 3) and the Student resides in the Lucan Defined Catchment Area (Appendix 2) and the Student will have attained 12 years of age by the 31st January of the academic year to which they are applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent).

Band D:

All other applicants and the Student will have attained 12 years of age by the 31st January of the academic year to which they are applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent).

5.1.3 Selection process

Lucan Community College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion, subject to there being available places in the year

group. Subsequently, where the relevant year group 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 relevant year group. 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, Lucan Community College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Lucan Community 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 the relevant year group 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, 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 the school, subject to section 4.7. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Lucan Community College 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 the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Online Acceptance Form will be issued to the Applicant for completion and submission by the date stated for same in the letter offering the place.

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within the relevant year group 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 relevant year group 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 Online Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Online Acceptance Form by the date set out in the School's Admission Notice, or by the date stated for same in the letter offering the place 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 Online Acceptance Form to the school by the date set out in the School's Admission Notice, or by the date stated for same in the letter offering the place 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.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education) if it comes to Lucan Community College's attention that the Student is enrolled in more than one school, it will be necessary for Lucan Community College to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Lucan Community College will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending Lucan Community College, no further action is required by Lucan Community College.

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 Lucan Community College;

- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, 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, by the date stated for same in the letter offering the place, 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).
- 5.1.8.4. It is confirmed that the Student will be attending the conflicting school following it coming to Lucan Community College's attention on PPOD that the Student is enrolled in more than one school.

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose their 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 Lucan Community 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 and on the school's website <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Lucan Community 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 admin@lucancc.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', available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. 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, whichever is earlier, and an appeal 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 Lucan Community 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 and at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Lucan Community 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 admin@lucancc.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', available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. 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

Transfer Applications

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)

In the event that Lucan Community College is not oversubscribed, all Students will be offered a school place, subject to section 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 Lucan Community 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 and/or Leaving Certificate Applied Programme in Lucan Community College are/is oversubscribed, a Student applying for admission to such programmes 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 these programmes.

As Transition Year is compulsory in Lucan Community College other than for students progressing from 3rd year directly to the Leaving Certificate Applied Programme, applicants to 5th year Leaving

Certificate (Established or LCVP) who have completed Transition Year will be prioritized over applicants to 5th year who have not completed Transition Year.

As the Leaving Certificate Applied programme is a practical course, numbers enrolled in the LCA class will be restricted by the Board to ensure appropriate support is available for that class group.

6.1.2 Selection criteria in order of priority

Lucan Community College will apply the following criteria for admission to a year-group other than First-Year:

Band A:

Applicants who meet either of the following criteria:

- If all the Student's older siblings are currently or have previously attended the College; or
- A parent/guardian of the Student is currently a member of staff of the College.

Band B:

- All other applicants.

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

Lucan Community College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the relevant year group 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 relevant year group. 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, Lucan Community College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

6.1.4 Late applications:

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

Where the relevant year group 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, 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 the school, subject to section 4.7. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Lucan Community College 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 relevant year group, 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 Online Acceptance Form will be issued to the Applicant for completion and submitted to the school by the date stated for same in the letter offering the place.

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within the relevant year group 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 relevant year group 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 Online Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and submitting the Online Acceptance Form by the date set out in the School Admission Notice, or by the date stated for same in the letter offering the place 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 submit the Online Acceptance Form to the school by the date set out in the School Admission Notice, or by the date stated for same in the letter offering the place 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.

When inputting the Student's data on PPOD (Post-Primary Online Database hosted by the Department of Education) if it comes to Lucan Community College's attention that the Student is enrolled in more than one school, it will be necessary for Lucan Community College to contact the conflicting school to resolve the conflict. If it is confirmed that the Student will be attending the conflicting school, Lucan Community College will need to delete the Student's record from its PPOD and withdraw the offer of admission. If the Student is to be attending [XX School], no further action is required by Lucan Community College.

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 Lucan Community College,
- 6.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,
- 6.1.7.3 Details of the Student's place on the waiting list, if applicable, 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, by the date stated for same in the letter offering the place, 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).
- 6.1.8.4. It is confirmed that the Student will be attending the conflicting school following it coming to Lucan Community College's attention on PPOD that the Student is enrolled in more than one school.

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 6.1.4 above.

6.1.9 Appeals:

For information relating to an Applicant's right to appeal a decision of Lucan Community 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 and at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Lucan Community 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 admin@lucancc.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', available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. 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, whichever is earlier, and the appeal 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 Lucan Community 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 and at

<https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Lucan Community 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 admin@lucancc.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', available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. 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 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/appeal the decision.

Appendix 1: Ethos, Mission and Aims

Ethos Statement

The distinguishing features of Lucan Community College are:

- It is multi-denominational, catering for students from all beliefs
- It is co-educational, catering for all students equally
- It is comprehensive, offering a broad educational experience.

The motto of the college, Aontas, meaning Unity, encapsulates the ethos of the college. Our fundamental belief is that school, and in particular the work and the activities involved, should be as pleasant as well as an enriching experience. We therefore lay total emphasis on the school as a community — of students, staff and parents — working in harmony. We consider that everyone has an absolute right to work and develop in a happy atmosphere free from unnecessary stress and tension.

To this end, we have guidelines and a code of behaviour to help everyone achieve and maintain this kind of working environment.

Mission Statement

We, the educational partners (students, staff, parents/guardians) of Lucan Community College are committed to being an active learning community with sound educational principles, where each person is valued and respected for who they are.

Within a supportive, inclusive, safe and friendly environment, we foster collaboration and promote equality and tolerance as preparation for life, involvement in society and the creation of a more just and sustainable world.

As a community, we provide an innovative, fair and balanced education through broad, engaging and diverse curricular extra-curricular and co-curricular activities endeavouring to meet the needs of all. We encourage commitment through participation, coupled with the promotion of honesty, integrity, self-discipline and self-worth in everything we do, so that the full potential of all is developed.

Mission Statement Aims

The Educational Partners:

A strong sense of community is created by the engagement of everyone in the process of education and the development of relationships based on mutual respect. All partners are encouraged to deal with each other at all times in a positive manner; teachers are encouraged to work in a collegial manner and to engage in professional development; families are encouraged to be actively and positively involved in the education of their members; students are encouraged to be active agents in their own education; the Board of Management and the ETB facilitate this involvement and engagement for all.

Active Learning:

In Lucan Community College this happens through teaching and learning. It happens formally through teaching the curriculum, through experiences in the extra- and co-curricular activities offered by the school. It happens through the development of each person as a human being, equipped to deal with responsibilities to themselves, their families and society.

The School Environment:

All members of the school community should be treated positively and with respect. Issues that may cause a person to suffer in an educational context will be addressed in a respectful and compassionate manner. There is no tolerance of activities that would cause any member of the school community to feel marginalised or unsafe in any way.

The School Community:

All members are equally valued, respected, and treated fairly regardless of social background, sexual orientation, religion, gender, ethnicity, family circumstances, age, educational achievement, physical characteristics or intellectual ability. The differences of all in the community are cherished in an atmosphere of tolerance. "Aontas" (Unity) is our motto. All members are encouraged to experience a sense of belonging and of being cared for in a school which values their holistic, intellectual, social, moral, emotional, physical and academic development.

Curricular, Extra-Curricular and Co-Curricular Activities:

All members of the community are encouraged to take part in these activities to the best of their ability, as a commitment to themselves and to the society of which they are a part. This is achieved

through identifying, expressing and realising personal skills, talents, interests and values as well as encouraging students to achieve the highest possible results in public and other examinations.

Self-Development:

Personal growth is encouraged in all members of the school community, through the development of self-awareness, self-esteem, self-confidence and self-discipline enabling everyone to value their own and others' worth as people and helping them to achieve their potential to be the best that they can be.

Our Mission Statement and Aims are underpinned by current legislation

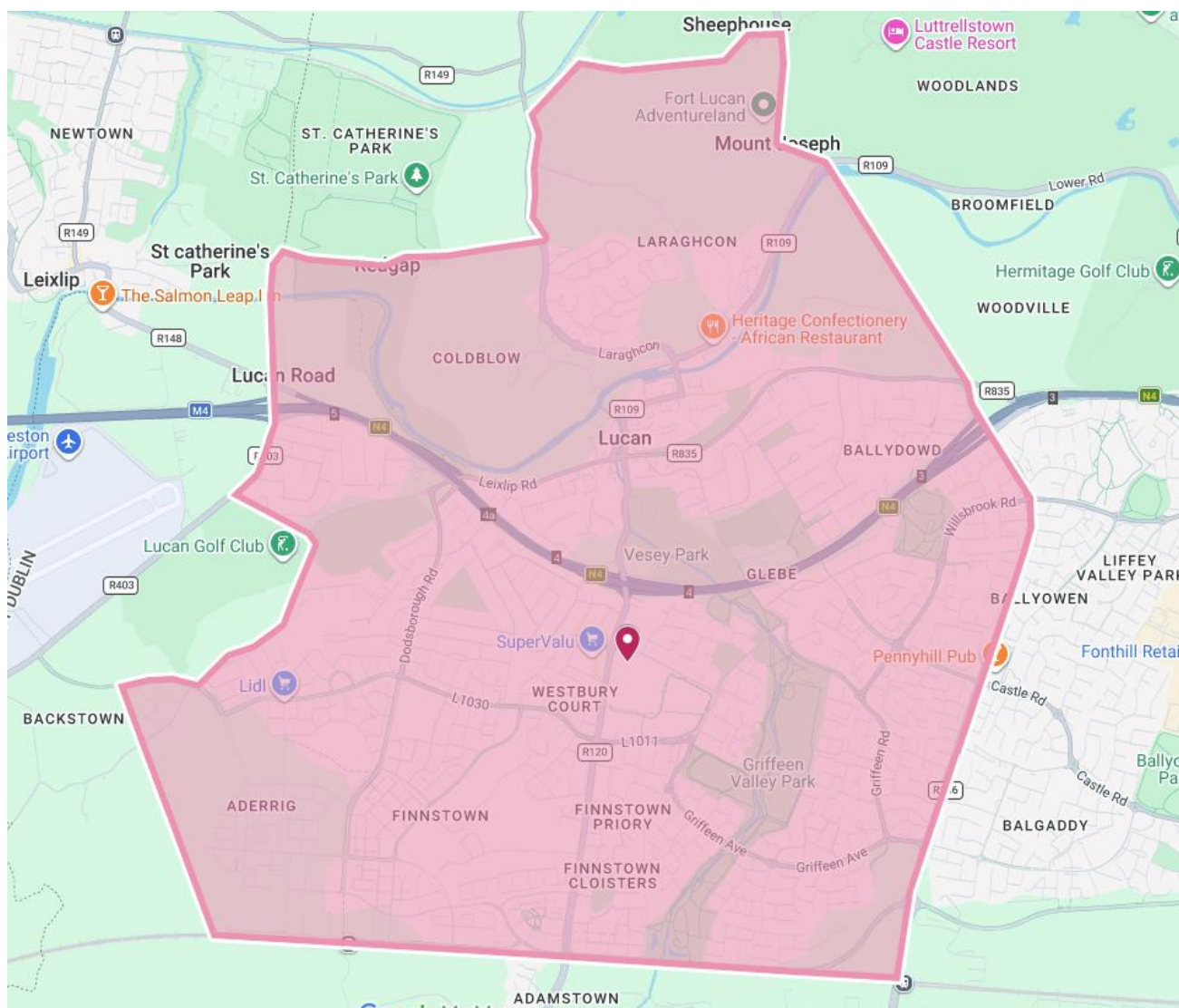
Appendix 2: Lucan Defined Catchment Area for Applications to 1st Year

The Lucan Defined Catchment Area is shown on an online map by a solid line.

An interactive version of the map can be seen at the link below and you can zoom in and out to see if your home address is within the catchment area:

https://www.google.com/maps/d/edit?hl=en&mid=1jFG_ib8o2YUrCdNE0713uVgAFNRsdn8&ll=53.354689891004654%2C-6.462588733031633&z=14

A smaller image of the catchment area is shown below – Lucan Community College is denoted with this symbol on the map-> 



Appendix 3: Feeder Primary Schools

The Board of Management has included the following Primary schools in their prioritised list for the purposes of the admission policy. The schools are listed in alphabetical order:

Schools within our Lucan defined catchment area:

- 1.1. Esker Educate Together, Esker Lane, Lucan
 - 1.2. Gaelscoil Eiscir Riada, Griffeen Road, Lucan
 - 1.3. Gaelscoil Naomh Padraig, Castleroad, Lucan
 - 1.4. Lucan Educate Together N.S., Mount Bellew Way, Lucan
 - 1.5. Scoil Aine Naofa, Esker, Lucan
 - 1.6. Scoil Mhuire (St. Mary's) Girls National School, Lucan
 - 1.7. Scoil Mhuire, Woodview/Airlie Heights, Lucan
 - 1.8. St. Andrew's National School, Lucan, Church of Ireland
 - 1.9. St. Mary's Boys National School, Lucan
-

Appendix 4: Definitions and interpretations

The following definitions and interpretations apply in respect of the implementation of the criteria in section 5.1.2:

A Student who is first of family is the eldest child in the family unit subject to the definitions and interpretations outlined here and decided on by the board of management. ***Proof of eligibility for the relevant criteria or for one of the interpretations below must be outlined in the application form where requested and evidence will be requested with the Online Acceptance Form.***

1. Where a family has moved to the catchment area, the existence of an older sibling enrolled in another second-level school prior to the family's arrival to the catchment area, shall not be invoked so as to disadvantage an applicant to 1st year not otherwise excluded from an offer of a place.
2. Where a family has moved to the catchment area after the admission application closing date for our college has passed for an older sibling, the enrolment of that older sibling in another second-level school in Lucan or elsewhere shall not be invoked so as to disadvantage an applicant to 1st year not otherwise excluded from an offer of a place, if it can be proven to the satisfaction of the Board that every reasonable effort was made to enrol the older sibling(s) in the College as the first choice of parents/guardians.
3. Where an older sibling of an applicant for admission has not been admitted to the College as a result of placement in a special school for the purpose of ensuring his/ her certified special needs are appropriately catered for, the next eldest child shall be deemed as first of family for the purposes of the Admission to 1st year criteria.
4. Where elder siblings attended an Irish medium primary school and continued to an Irish medium second level school, a younger sibling who is in receipt of an educational assessment with a recommendation to attend an English medium second level school due to additional needs shall be treated as the eldest of that family for the purposes of the Admission to 1st year criteria.
5. Where all elder siblings applied on time and satisfied the criteria for Category B as outlined in the current policy but were not offered a place prior to the start of school term in 1st year due to over-subscription, the next eldest child shall be deemed as first of family for the purposes of the Admission to 1st year criteria.

In the case of families such as those specified in 1 and 2 above, the Student will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent); after the family has become part of the Lucan community shall be treated as the eldest child of that family for the purposes of this Policy.