



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR

LIMERICK & CLARE
Education & Training Board

Limerick Community Special School
Admissions Policy
2026/2027

Policy Area	Admissions
Version	1.0
Date	Created: January 2023 Version 2: December 2024 Version 3: December 2025
Monitored	Every year
Responsibility	Principal
Approval	Director of Schools
This policy document is an uncontrolled copy. Each staff member should consult StaffCONNECT for the latest version of this document.	

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 Limerick Community Special School is responsible for the implementation of this Admissions Policy.

1. Introduction to Limerick Community Special School

Limerick Community Special School is a Community Special School which was established in 2023 by Limerick and Clare Education and Training Board. Limerick Community Special School is based in Dromdarrig, Mungret, Co Limerick. Limerick Community Special School provides an appropriate education for students, aged 4 to 18 years old, who have a diagnosis of moderate general learning disability, with a professional recommendation for a Special School.

Limerick Community Special School (LCSS) is a co-educational, multi-denominational special school which is underpinned by the core values of excellence in education, care, equality, community and respect. In Limerick Community Special School, we are dedicated to helping each student to achieve their individual potential.

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

The school operates within the regulations as outlined by the Rules for National Schools and relevant circulars and directives issued by the Primary/Special Education sections of the Department of Education. The school is funded by grants from the Department of Education. Staffing allocations are in line with those set out by the Department of Education. The Board of Management is made up of representatives of the Patron, parents, school staff and the community.

Limerick Community Special School delivers the curriculum as prescribed by the Department of Education and adapted to meet the educational needs of each student: Primary Curriculum, Junior Cycle Level 1 and Senior Cycle Level 1. A variety of methodologies and strategies are adopted to maximise the students' learning potential. Supported by the child's multidisciplinary team, the teachers and staff provide a caring and challenging learning environment which fosters personal, social and academic development. All students have an Student Support Plan (SSP) designed specifically for them.

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

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

Please note successful applicants may not have automatic access to additional supports such as special needs assistants (SNA's), bus escorts or clinical supports. If a school place is offered, the NCSE is the agency that processes applicants for SNA's and bus escorts. The NCSE requires that a student's need for access to such additional resources must be clearly outlined in the relevant professional reports. Decisions relating to clinical support will be made by the clinical team.

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 each of the Class Groups
6. Appeals
7. Preparation for Attendance and Continued Participation in the school.
8. Review of Policy

1. Glossary of Terms

‘Applicant’ means the parent / guardian of a Student who has made an application for admission to Limerick Community Special School.

‘Limerick and Clare Education & Training Board’ or **‘LCETB’** is the patron of the school and was established under the Education & Training Boards Act 2013.

‘Board of Management’ refers to the committee of Limerick and Clare ETB set up to perform the functions of a Board of Management under section 15 of the Education Act 1998, including preparing an Admissions Policy for the school, with the approval of the school’s patron. In the case of a new school, where a Board of Management has yet to be established, a Single Manager will carry out the duties of the Board of Management.

‘Student’ means the person in respect of whom the application is being made. All uses of the word ‘Student’ 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 Limerick Community Special School; a person is only regarded as a Student of Limerick Community Special School 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 (determined by the Board of Management of Limerick Community Special School in respect of the person on whose behalf the application is being made). The catchment areas for Limerick Community Special School in order of priority are:

1. Qualifying Sibling(s) of currently enrolled pupils in Limerick Community Special School ,
2. Qualifying applicants, whose home address is in the Counties of Limerick and Clare. Children with an Address in Limerick,
3. All other qualifying applicants with an address outside of Limerick or Clare.

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

‘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 educational needs arising from the primary diagnosis with a Moderate General Learning Disability and complex needs relating to the Student, and
- (c) makes a recommendation exclusively for a Special School, but not solely for a Special Class placement for the Student on the basis of his/her complex educational needs arising from said diagnosis.

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.

‘Group’ refers to the respective class group within the school.

‘Group 1’ refers to the class group that provides education to Students who are between 4 and less than 7 years of age by 1st September for the school year in which they are applying for at the time of enrolment to the school.

‘Group 2’ refers to the class group that provides education to Students who are between 7 years of age and less than 10 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

‘Group 3’ refers to the class group that provides education to Students who are between 10 years of age and less than 13 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

‘Group 4’ refers to the class group that provides education to Students who are between 13 years of age and less than 16 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

‘Group 5’ refers to the class group that provides education to Students who are between 16 years of age and less than 18 years of age by 1st September for the school year they are applying for at the time of enrolment to the school.

2. Admission Statement

ETB schools are state, multid denominational, co-educational 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.

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, Limerick Community Special 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 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).

Limerick Community Special School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3. Legal Framework

Limerick and Clare Education and Training Board 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 (BOM) of Limerick Community Special 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 (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 also provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 6 of this policy in respect of applications.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their Student to opt-out of religious instruction. Where Community Special Schools do not provide religious instruction within the school day, the need for alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Community Special Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMEY), for primary aged Students, and Identity, Multi-Belief and Values Education (IMBVE) for post-primary-aged Students (where appropriate). These curricula are designed to cater for Students of all religions and beliefs attending the school.

Limerick Community Special School will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to Students with special educational needs. It will comply with any direction served on the patron or the board 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.

In processing an application Limerick Community Special 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 Student's prior attendance at a pre-school or pre-school service, other than in relation to a Student's prior attendance at an early intervention class or an early start pre-school, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.6 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the student concerned attending, or having attended, the school.
- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Limerick Community Special School **will consider** the offer of a place to every Student seeking admission to the school, **unless one of the following applies**:

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such by the student if the Student becomes a Student in the school;
- 4.9 The Student seeking admission to the school does not have the category of special educational needs specified by the Minister of Education in respect of the school.

Where Limerick Community Special 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 each class group.

SECTION 5

Admission Provisions

- 5 Admission Provisions
 - 5.1. Oversubscription
 - 5.2. Selection criteria in order of priority
 - 5.2.1. Selection criteria in order of priority for Group 1
 - 5.2.2. Selection criteria in order of priority for Group 2
 - 5.2.3. Selection criteria in order of priority for Group 3
 - 5.2.4. Selection criteria in order of priority for Group 4
 - 5.2.5. Selection criteria in order of priority for Group 5
 - 5.3 Selection process
 - 5.4 Late Applications
 - 5.5 Second/third-round offers of a place
 - 5.6 Acceptance of a place
 - 5.7 Refusal
 - 5.8 Withdrawal of an offer
 - 5.9 Procedures for Admission of Students during the school year
 - 5.10 Declaration in relation to the Non- Charging of Fees
 - 5.11 Sharing of data with other schools

5. Admission Provisions

Limerick Community Special School is established to provide education to Students with complex educational needs arising from a Moderate General Learning Disability and complex needs.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the respective Group in the Special School will be considered. In this respect, the school requires that such complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section. The school also requires documentation (eligibility letter) from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a special school for Moderate General Learning disability and complex needs, in addition to a Relevant Report.

Applications for a school place require Parents/ Guardians to submit the following into the School:

- Fully completed Admission Application Form signed by Parent(s)/Guardian(s)
- An Original long Birth certificate for the student. **(A copy will not suffice).**
- Two recent proofs of address- two distinct registered bills dated within the last three months and in the name of the parent(s)/guardian(s) eg utility bill, household bill, bank statement.
- Relevant Report(s), the mandatory elements of which are set out in the Glossary of Terms section, confirming that the student has the required diagnosis and recommendation for a special school place
- An eligibility letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special school for Moderate General Learning Disability and complex needs.

All enquiries, referrals and applications for admission to Limerick Community Special School are considered in a fair and equitable manner. The application form, the admission notice and a copy of this Admission Policy is published on the school's website and made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Limerick Community Special School admission process are set out in the school's annual Admission Notice which is published annually

on the school website at least one week before the commencement of the admissions process for the school year concerned.

This policy should be read in conjunction with the annual Admission Notice for the school year concerned.

Applications for Admissions to Limerick Community Special School for the academic year 2026/2027 school year opens on 06/02/2026. Application window closes at 27/02/2026 at Midday.

Applications must be handed into the office or via registered post to the school.

Limerick Community Special School, Dromdarrig, Mungret, Limerick, V94ND77.

NO EMAIL APPLICATIONS WILL BE ACCEPTED.

In the event that Limerick Community Special School is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the respective Group in the Special School and who submit the requisite Relevant Report together with documentation from the NCSE (eligibility letter), will be offered a place in the appropriate Group in the school, subject to section 4.8 of this policy.

An application is only deemed to be complete when all documentation relevant to the application, as required by the school in accordance with this policy, has been received, subject to section 5 of this policy.

All persons seeking to apply for a place in Limerick CSS must follow the admission policy and complete all forms within the admissions period. This also applies for persons seeking to transfer from another school. Any applications received after the applications period will be deemed late applications (See 5. 4)

Incomplete applications received by the school will not be processed under this policy. If the school receives an application that is incomplete, it shall notify the Applicant that it is incomplete within three weeks of the application period having closed, or, in the case of a late application, within three weeks of the school receiving the incomplete application.

5.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2 below will apply and a waiting list(s) for that group(s) shall be compiled which shall remain valid only for the school year in respect of which the applications are made.

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 in the applicable Admission Notice as being the period when it will accept applications for the relevant group to which the subsequent application is being made.

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.

5.2 Selection criteria in order of priority

Application to Limerick Community Special School will only be considered if the Student's needs fall within the specified category of special educational needs provided for by the school. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the various Groups as set out below will apply:

1. Qualifying Sibling(s) of currently enrolled pupils in Limerick Community Special School,
2. Qualifying applicants, whose home address is in the Counties of Limerick and Clare. Children with an Address in Limerick,
3. All other qualifying applicants with an address outside of Limerick or Clare.

5.2.1. Qualifying Sibling(s) of currently enrolled pupils who:

5.2.1.1 Students for Group 1 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and

- Have a sibling(s) enrolled in the school at the time of application, and
- Will be at least 4 years of age for the 1st September that group 1 begins enrolling and will be less than 7 years of age for 1st September for the school year during which they would be enrolled in group 1.

5.2.1.2: Students for Group 2 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be at least 7 years of age for the 1st September that Group 2 begins enrolling, and will be less than 10 years of age for 1st September for the school year during which they would be enrolled in Group 2.

5.2.1.3 : Students for Group 3 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be at least 10 years of age for the 1st September that Group 3 begins enrolling, and will be less than 13 years of age for 1st September for the school year during which they would be enrolled in Group 3.

5.2.1.4 : Students for Group 4 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be at least 13 years of age for the 1st September that Group 4 begins enrolling, and will be less than 16 years of age for 1st September for the school year during which they would be enrolled in Group 4.

5.2.1.5 : Students for Group 5 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be at least 16 years of age for the 1st September that Group 5 begins enrolling, and will be less than 18 years of age for 1st September for the school year during which they would be enrolled in Group 5.

5.2.2. Qualifying Students residing in the catchment area of Limerick or Clare who

5.2.2.1. Students for group 1 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area of Limerick or Clare, and
- Will be at least 4 years of age for the 1st September that Group 1 begins enrolling, and will be less than 7 years of age for the 1st September for the school year during which they would be enrolled in Group 1.

5.2.2.2. Students for Group 2 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area of Limerick or Clare, and
- Will be 7 years of age for the 1st September that Group 2 begins enrolling, and will be less than 10 years of age for 1st September for the school year during which they would be enrolled in Group 2.

5.2.2.3. Students for Group 3 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and

- Reside in the Catchment Area of Limerick or Clare, and
- Will be 10 years of age for the 1st September in the school year that Group 3 begins enrolling, and will be less than 13 years of age for 1st September for the school year during which they would be enrolled in Group 3.

5.2.2.4. Students for Group 4 who:

- Have a recommendation in their Relevant Report for a placement in a special school and
- Reside in the Catchment Area of Limerick or Clare, and
- Will be 13 years of age for 1st September in the school year that Group 4 begins enrolling, and will be less than 16 years of age for 1st September for the school year during which they would be enrolled in Group 4.

5.2.2.5. Students for Group 5 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Reside in the Catchment Area of Limerick or Clare and
- Will be 16 years of age for 1st September that Group 5 begins enrolling, and will be less than 18 years of age for 1st September for the school year during which they would be enrolled in Group 5.

5.2.3. Qualifying Students residing outside of Limerick or Clare who:

5.2.4.1. Students for Group 1 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Reside in all other addresses, and
- Will be at least 4 years of age for the 1st September that Group 1 begins enrolling, and will be less than 7 years of age for the 1st September for the school year during which they would be enrolled in Group 1.

5.2.4.2. Students for Group 2 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and

- Reside in all other addresses and
- Will be at least 7 years of age for the 1st September that Group 2 begins enrolling, and will be less than 10 years of age for the 1st September for the school year during which they would be enrolled in Group 2

5.2.4.3. Students for Group 3 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Reside in all other addresses, and
- Will be at least 10 years of age for the 1st September that Group 3 begins enrolling, and will be less than 13 years of age for the 1st September for the school year during which they would be enrolled in Group 3.

5.2.4.4. Students for Group 4 who:

- Have a recommendation in their Relevant Report for a placement in a special school , and
- Reside in all other addresses, and
- Will be at least 13 years of age for the 1st September that Group 4 begins enrolling, and will be less than 16 years of age for the 1st September for the school year during which they would be enrolled in Group 4.

5.2.4.5. Students for Group 5 who:

- Have a recommendation in their Relevant Report for a placement in a special school, and
- Reside in all other addresses, and
- Will be at least 16 years of age for the 1st September that Group 5 begins enrolling, and will be less than 18 years of age for the 1st September for the school year during which they would be enrolled in Group 5.

5.3 Selection process

Limerick Community Special School will apply the selection process as follows:

Having met the criteria for admission to Limerick Community Special School, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion (Qualified Siblings). Subsequently, where the relevant Group still has places available, the remaining Applicants are considered in light of the second criterion (Address in Limerick or Clare) and those Applicants who meet this criterion will be offered a place within the relevant 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, the school will apply a random lottery to assign any available places in the relevant Group, or on the waiting list, to those applications. The lottery will be overseen by the Chair of the Board of Management along with another member of the Board of Management.

5.4 Late applications

An application received by Limerick Community Special School 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 Group is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list for the relevant Group beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may 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 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant Group 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 Group, subject to section 4.8 and the same process applies to Applicants whose applications were received before the closing date will be applied, *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of

issue.

5.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within the relevant 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 Group have been filled.

5.6 Acceptance of a place

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

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

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

5.7 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:

- 5.7.1 The reasons that the Student was not offered a place in Limerick Community Special School;
- 5.7.2 Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 5.7.3 Details of the Student's place on the waiting list, if applicable; and
- 5.7.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.8 an offer of admission may not be made where:

- 5.7.5 The information contained in the application is false or misleading in a material respect.

5.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.8.1 The information contained in the application is false or misleading in a material respect, or
- 5.8.2 The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.8.3 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 5.4 above.

5.9 Procedure for Admission of students after the commencement of the school year to all class groups

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- 5.9.1. All persons seeking to apply for a place in Limerick CSS during the academic year must follow the admission policy and complete all forms. This also applies for persons seeking to transfer from another school. Any applications received after the applications period will be deemed late applications (See 5. 4)
- 5.9.2. Should a place become vacant during the school year, an offer will be made in accordance with the availability of a place in that age group. Offers will be made to those on the wait list in accordance in which they appear on the wait list for that particular age group.
- 5.9.2 If there is no longer a waiting list for that particular age group, any further places in the school will be filled through the movement of currently enrolled students(s) within the school, creating a vacancy in another age group, the school will move to that particular age group waitlist to offer this place as set out in 5.2.
- 5.9.3 Where a new class(es) are opened after the admission notice has been posted or during the academic year, the new class(es) will comprise of Group 1, students aged 4 to 7 years. If there is no longer a waiting list for Group 1, the new class(es) will comprise of Group 4 students aged 13-16 years, following by Group 2/3 and 5 until class(es) are formed.

5.10 Declaration in Relation to the Non- Charging of fees

The Board of Management of Limerick Community Special School or any person acting on it's behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of –

- (a) An application for admission of a student into the school, or
- (b) The admission or continued enrolment of a student in the school

5.11 Sharing of Data with other Schools

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

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

or

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

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

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

SECTION 6

Appeals

6 Appeals

6.1. **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 A Cosán Community Special School. 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 by post to Limerick Community Special School, Dromdarrig, Mungret, Limerick.

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/>. 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, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

6.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to LimerickCommunity Special 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 at <https://www.gov.ie/en/publication/31D4f-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 LimerickCommunity Special School. 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 by post to Limerick Community Special School, Dromdarrig, Mungret, Limerick. (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/31D4f-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 must be 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.

6.3. 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.

6.3.1 Review of Decisions by the Board of Management

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

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

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

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

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

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

6.3.2 Right of appeal

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

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

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

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

7. Review of Policy

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

This policy was ratified by the Board of Management on this date 28/1/26.

Signed by: _____

Chairperson, Board of Management

_____

Principal