Brannoxtown Community National School
Brannockstown,
Co. Kildare
W91 NY67
www.brannoxtowncns.ie
brannoxtowncns@kwetb.ie

POLICY FOR ADMISSION TO

Brannoxtown Community National School

SCHOOL YEAR 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 Brannoxtown Community National School is responsible for the implementation of this Admission Policy.

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INTRODUCTION TO BRANNOXTOWN CNS

Brannoxtown Community National School is a primary school under Patronage of the Kildare and Wicklow Education and Training Board (KWETB). Community National Schools (CNS) were established in 1998 as a new model of multi-denominational education under patronage of the Education and Training Board of Ireland (ETBI). Brannoxtown CNS was established in September 2018 as a co-educational, vertical primary school. Brannoxtown CNS operates within the regulations and requirements laid down by the Department of Education and Youth and implements the Primary School Curriculum in accordance with national curriculum policy and the Education Act 1998 (Sections 9 and 30). The school is currently engaged in the phased enactment of the redeveloped Primary School Curriculum, comprising the Primary Curriculum Framework (2023) and the curriculum specifications for Arts Education, Language, Social and Environmental Education, STEM Education and Wellbeing. This process builds on existing curriculum provision and will be progressively enacted in accordance with national guidance and implementation timelines. The Board of Management, Principal and staff fully subscribe to the principles of partnership, accountability, inclusion, respect for diversity, parental choice and equality in the development and implementation of all school policies.

History

Brannoxtown CNS traces its roots to 1885, when John La Touche of Harristown Estate founded a Baptist School using stone from nearby Portlester Castle. After closing in 1904 and later reopening as a Catholic School in 1929, it served the community until 2017. Today, it enters its third phase—as a Community National School (CNS).

Location and Buildings

Located in the scenic village of Brannockstown, 10km from Naas and 5km from Kilcullen, the school comprises the original 1885 schoolhouse and a modern 2013 building with four spacious, well-equipped classrooms.

School and Classroom Organisation

A small two-building school, Brannoxtown CNS reorganised classes in January 2023 to align with the four Stages of the Primary Curriculum:

- **Stage 1:** Junior & Senior Infants
- **Stage 2:** 1st & 2nd Class
- **Stage 3:** 3rd & 4th Class
- **Stage 4:** 5th & 6th Class

The Board of Management's 2022 Class Size and Progression Policy ensures class sizes reflect the school's small, community ethos and works in line with the national pupil-

teacher ratio of 23:1. Optimal enrolment at Brannoxtown CNS is 86 pupils across four classrooms—20 at Stage 1 and 22 at each other stage. Class size decisions prioritise balanced, high-quality learning environments. Ultimately, the policy provides a framework for management and families to guide enrolment at Brannoxtown CNS and ultimately, to avoid any classroom becoming 'supersized' for the students and teacher, therein.

School Values

At Brannoxtown CNS, we believe that children's wellbeing is key to their learning. We value learning experiences which are engaging and joyful, through which children achieve planned learning outcomes. Each child at our school is both challenged and supported to become their *best self,* at all times. Children themselves created our school crest and have chosen our four school values: Respect, Effort, Teamwork and Ambition. These four values underpin our school ethos and all we do at Brannoxtown CNS. Our goal is always to support children to grow as competent, confident, caring individuals who develop strong relationships with their peers and teachers and who, ultimately, enjoy coming to school.

School Ethos and Community

Brannoxtown CNS celebrates diversity and welcomes children of all faiths and beliefs. Its Faith Calendar recognises major religious festivals, while Catholic Sacramental Preparation occurs outside school hours. The school's community-based patronage reflects strong local involvement—parents and community members actively support school development, events, and policy formation. The school also provides Breakfast Club and Afterschool Club, offering additional support to families and extending opportunities for children to socialise, play and connect beyond the formal school day.

Teaching and Learning

Teaching and learning at Brannoxtown CNS is child-centred, inclusive and responsive to the needs of individual learners. We place particular emphasis on playful, active and collaborative learning, providing children with opportunities to explore, create, problem-solve, communicate and learn with and from one another. Pupil voice, wellbeing and positive relationships are central to our approach, while our multi-grade setting provides valuable opportunities for collaboration and shared learning across age groups.

Wider Learning Opportunities

Children's learning is enriched through a range of sporting, musical, cultural and community-based experiences. The school engages with programmes and organisations including Music Generation, Playball, GAA coaching, Leinster Cricket and the Credit Union Quiz, alongside school initiatives such as our Culture and Diversity Day. These experiences provide opportunities for children to discover and develop their interests and talents, encourage participation and teamwork, and strengthen connections between learning in school and the wider community.

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PART A

General Information for All Applicants

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

1. GLOSSARY OF TERMS

'**Applicant'** means the parent / guardian of a Child who has made an application for admission to Brannoxtown CNS

'**Child'/ '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 Brannoxtown CNS; a person is only regarded as a student of Brannoxtown CNS 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 Child 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 Brannoxtown Community National School in respect of the person on whose behalf the application is being made. The Catchment Area comprises 22 townlands, listed later in this Policy."

'**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.

'Early Start Pre-Schools' refer to the 40 classes established in some designated disadvantaged schools through the form of a one-year intervention scheme for children between the ages of 3 years and 5 years, who are at risk of not reaching their full potential

within the school system. The early start classes are offered in the September prior to the Child starting Junior Infants and are designated in a list published by the Minister for Education. Participation in the 'Free Pre-School' year through the ECCE scheme or an independent pre-school/creche does not qualify as participation in an Early Start Pre-School Class.

'Early Intervention Classes' refers to special education classes established in schools which are available for children aged 3 years – 5 years with autism spectrum disorder (ASD). A small number of Early Intervention Classes are available for children who are deaf/hard of hearing and children with physical disabilities.

'Junior Infants' means the intake group of Students for the most junior class in a school, but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

2. ADMISSION STATEMENT

ETB schools are state, multidenominational, 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. 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, Brannoxtown CNS shall not discriminate in its admission of a Child based on the following grounds:

2.1. Gender of the Child or Applicant.

2.2. Civil status of the Applicant;

2.3. Family status of the Child or Applicant;

2.4. Sexual orientation of the Child or Applicant;

2.5. Religion of the Child or Applicant;

2.6. Disability of the Child or Applicant;

2.7. Race of the Child or Applicant;

2.8. The Child's or Applicant's membership of the Traveller community;

2.9. Special educational needs of the Child or Applicant.

Brannoxtown CNS 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.

Brannoxtown CNS 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.

Brannoxtown CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

3. LEGAL FRAMEWORK

KWETB 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 Brannoxtown CNS 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 Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

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 child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

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 Brannoxtown CNS **shall not consider**:

4.1 The payment of fees or contributions to the school;

4.2 A Child's academic ability, skills or aptitude;

4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);

4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child'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 Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Child concerned attending, or having attended, the school, or a Parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.

4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Brannoxtown CNS **will consider** the offer of a place to every Child seeking admission to the school, **unless the following applies**:

4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;

Where Brannoxtown CNS considers an application, each Child 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 Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

PART B

Information for Specific Categories of Applicants

5. Application to the Junior Infant Group

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SECTION 5

Application to the Junior Infant

5. Application to the Junior Infant Group

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5.1 Admission Provisions (Junior Infant Group)

In the event that Brannoxtown CNS is not oversubscribed, all Children will be offered a school place, subject to section 4.8.

Incomplete applications received by the school will not be processed under this policy.

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 Brannoxtown CNS 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 Children have been placed on the waiting list.

For the avoidance of doubt, if a Child 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 Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants 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 Child is admitted to the school.

5.1.2 Selection criteria in order of priority

Brannoxtown CNS will apply the following criteria for admission to the Junior Infant Group:

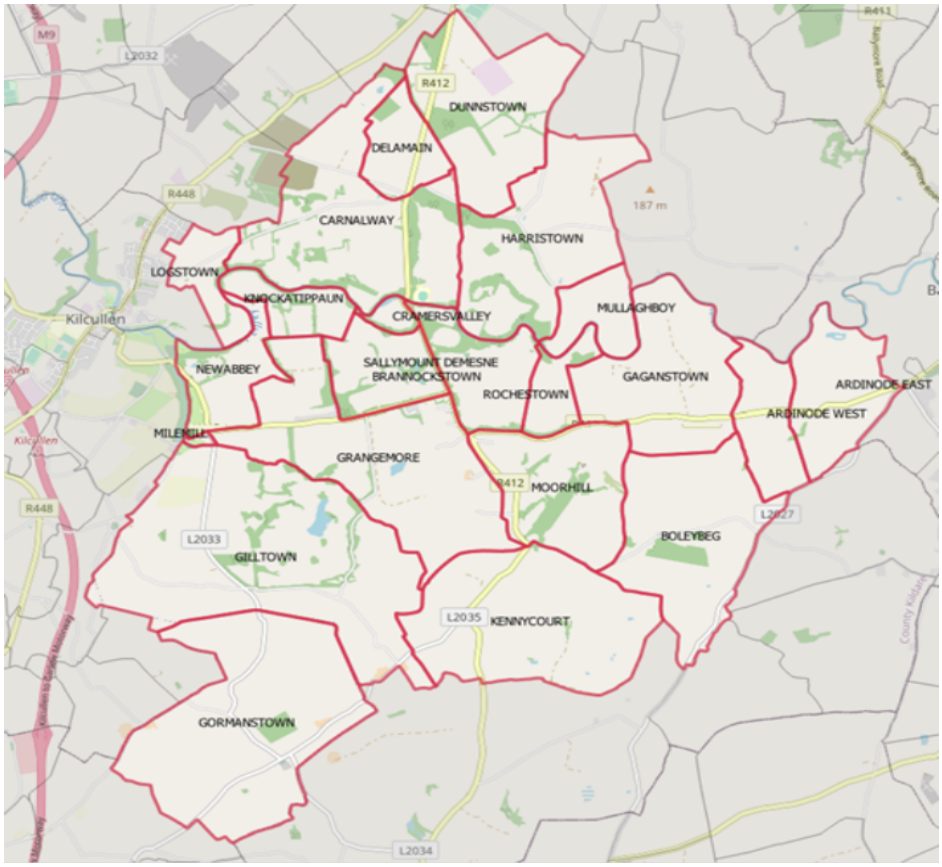
5.1.2.1 **Categories for admission** are identified in order of priority in Table 1 (below). Each category includes one criterion or two criteria.

5.1.2.2 All categories include an **age requirement.** The child will have attained at least **4 years of age by January 31st and no more than 6 years of age by September 1st of the academic year** to which s/he is applying to be enrolled in Junior Infants to be eligible for consideration for a place at Brannoxtown CNS.

5.1.2.3 **Catchment Area refers to the designated residential area** for application to Brannoxtown CNS in respect of the person on whose behalf the application is being made. A list of the 22 townlands in the catchment area is provided below. A map shows the location of the 22 townlands within the catchment area for Brannoxtown CNS.

Ardinode East Grangemore

Ardinode West	Harristown
Boleybeg	Kennycourt
Brannockstown	Knockatippaun
Carnalway	Logstown
Cramersvalley	Milemill
Delamain	Moorhill
Dunnstown	Mullaghboy
Gaganstown	Newabbey
Gilltown	Rochestown
Gormanstown	Sallymount Demesne



Brannoxtown CNS will apply the following criteria for admission to the Junior Infant Group, in order of priority:

Table 1. Selection Categories

Selection Categories	
1.	A Child: • who has/had a **sibling** **resident** **at the same address**, attending the school under the previous or current patron and • who is **resident in the Catchment Area**.
2.	A Child:

	• who has/had a **sibling resident at a different address**, attending the school under the previous or current patron and • who is **resident in the Catchment Area**.
3.	A Child: • who has a **parent who is a staff member of the school.**
4.	A Child: • who has/had a **sibling resident at the same or at a different address**, attending the school under the previous or current patron and • who is **not resident in the Catchment Area**.
5.	A Child: • who is **resident in the Catchment Area**.
6.	A Child: • who has/had **parent/grandparent resident at the same address**, attending the school under the previous or current patron(to a maximum of 25% of the places available).
7.	A Child: • who has/had **parent/grandparent resident at a different address**, attending the school under the previous or current patron (to a maximum of 25% of the places available).
8.	A Child: • who is **not resident in the Catchment Area**.

5.1.3 Selection process

Brannoxtown CNS 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 class 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 class. 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, Brannoxtown CNS will apply a random lottery to assign any available places in the relevant class, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Brannoxtown CNS 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 class 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 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 section4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant class is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the relevant class, subject to section 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

5.1.5 Second/third-round offers of a place

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

5.1.6 Acceptance of a place

If the Child 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 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 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.

5.1.7 Refusal

Where a Child 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 Child was not a offered a place in Brannoxtown CNS;

5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

5.1.7.3. Details of the Child'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 4.8 an offer of admission may not be made where:

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

5.1.8.1. The information contained in the application is false or misleading in a material respect, or

5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year 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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

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 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 Brannoxtown CNS. 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 brannoxtowncns@kwetb.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/. 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.

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

An Applicant who was refused admission to Brannoxtown CNS 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 Brannoxtown CNS. 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 brannoxtowncns@kwetb.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 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.

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 Classes Other Than Junior Infants

6 Application to All Classes Other Than Junior Infants

6.1 Admission Provisions (other than Junior Infants)

6.1.1. Oversubscription

6.1.2. Selection criteria in order of priority

6.1.3. Selection process

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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

6.2 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 Junior Infants)

In the event that Brannoxtown CNS is not oversubscribed, all Children will be offered a school place, subject to section 4.8.

Incomplete applications received by the school will not be processed under this policy.

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 Brannoxtown CNS 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 Children have been placed on the waiting list.

For the avoidance of doubt, if a Child 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 Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants 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 Child is admitted to the school.

6.1.2 Selection criteria in order of priority

Brannoxtown CNS will apply the following criteria for admission to all classes other than Junior Infants:

6.1.2.1 **Categories for admission** are identified in order of priority in Table 1 (below). Each category includes one criterion or two criteria.

6.1.2.2 All categories include an **age requirement.** The child for whom an application is made, **must have reached four years of age by January 31st and no more than 6 years of age by September 1st of the year he/she began Junior Infants**, to be eligible for consideration for a place in the appropriate class, at Brannoxtown CNS.

6.1.2.3 **Catchment Area refers to the designated residential area** for application to Brannoxtown CNS in respect of the person on whose behalf the application is being made. A list of the 22 townlands in the catchment area is provided below. A map shows the location of the 22 townlands within the catchment area for Brannoxtown CNS.

Ardinode East	Grangemore
Ardinode West	Harristown
Boleybeg	Kennycourt
Brannockstown	Knockatippaun
Carnalway	Logstown
Cramersvalley	Milemill
Delamain	Moorhill
Dunnstown	Mullaghboy
Gaganstown	Newabbey
Gilltown	Rochestown
Gormanstown	Sallymount Demesne

Brannoxtown CNS will apply the selection process as follows:

Table 1. Selection Categories

Selection Categories	
1.	A Child: • who has/had a **sibling resident at the same address**, attending the school under the previous or current patron and • who is **resident in the Catchment Area**.
2.	A Child: • who has/had a **sibling resident at a different address**, attending the school under the previous or current patron and • who is **resident in the Catchment Area**.
3.	A Child: • who has a **parent who is a staff member of the school.**
4.	A Child: • who has/had a **sibling resident at the same or at a different address**, attending the school under the previous or current patron and • who is **not resident in the Catchment Area**.
5.	A Child: • who is **resident in the Catchment Area**.
6.	A Child: • who has/had **parent/grandparent resident at the same address**, attending the school under the previous or current patron (to a maximum of 25% of the places available)
7.	A Child: • who has/had **parent/grandparent resident at a different address**, attending the school under the previous or current patron (to a maximum of 25% of the places available)
8.	A Child: • who is **not resident in the Catchment Area**.

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

6.1.3 Selection process

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 class 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 class. 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, Brannoxtown CNS will apply a random lottery to assign any available places in the relevant class, or on the waiting list, to those applications.

6.1.4 Late applications

An application received by Brannoxtown CNS 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 class 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 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 Brannoxtown CNS is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the relevant class, subject to section 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school by the date stated for same in the letter offering the place.

6.1.5 Second/third-round offers of a place

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

6.1.6 Acceptance of a place

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or 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 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.

6.1.7 Refusal

Where a Child 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 Child was not a offered a place in Brannoxtown CNS;

6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

6.1.7.3. Details of the Child'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 4.8.

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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child 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 Child and shall be treated as a late application in line with section 6.1.4 above.

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 Brannoxtown CNS. 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 Admission Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing brannoxtowncns@kwetb.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/. 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.

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

An Applicant who was refused admission to Brannoxtown CNS 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 Brannoxtown CNS. 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 brannoxtowncns@kwetb.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, a 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.