



**St. Patrick's College**  
Lacken Cross, Killala - Co. Mayo

# **POLICY FOR ADMISSION TO SCHOOL YEAR 2025/2026**

## **Post-Primary School**

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 St. Patrick's College, Lacken Cross is responsible for the implementation of this Admission Policy.

St Patrick's College  
Lacken Cross  
Killala  
Co Mayo

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## **INTRODUCTION TO ST. PATRICK'S COLLEGE, LACKEN CROSS**

St. Patrick's College is a stand-alone, co-educational post-primary E.T.B. school which was established in 1966 due to demand from the local community. The school is situated at the meeting point of four parishes, Killala, Ballycastle, Lacken and Kilfian and has served the wider community for over half a century.

Mayo, Sligo and Leitrim E.T.B. 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. Today, the E.T.B. provides a wide range of educational services across the counties of Mayo, Sligo and Leitrim.

The school offers a wide variety of subjects for the Junior Cycle Award, Transition Year and the Leaving Certificate and prides itself on the provision of quality child centred teaching and learning in our state-of-the-art building in both academic and technical subjects. Small class sizes and an enthusiastic teaching staff are a feature of our school. The school also had a proud and strong sporting and musical tradition, reflecting the interests of the local community. We offer teams in many sports and encourage each student to participate. School teams in Gaelic Football, Soccer and Squash have enjoyed success at a local and national level of late.

Our mission statement is as follows: -

*We believe we can make a difference by providing quality education to our students in a caring and respectful environment.*

*We value respect, fair play and everyone's right to be himself or herself.*

*We aim to help our students to develop a sense of their own unique worth, to become their best selves and to respect the rights of others.*

*We strive for good relationships between our students, our staff and our parents.*

*We educate our students not only for now but also for life.*

Our school is not only concerned with academic achievement but also with the social, physical and moral development. The school fosters strong links with local community groups such as Foróige, St. Vincent De Paul and Pieta House and uses these links to develop a strong sense of social justice among our community. Students are encouraged to respect diversity and difference and regularly fundraise and volunteer their time, thus developing the whole person.

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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 Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to St. Patrick's College, Lacken Cross.

**'Student'** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that an application or acceptance of offer makes him/her a student of St Patrick's College, Lacken Cross; a person is only regarded as a student of St. Patrick's College, Lacken Cross once s/he is enrolled on his/her first day of attendance.

**'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.

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

**'Feeder Primary Schools'** refers to the primary schools of preference for application to St. Patrick's College, Lacken Cross. The feeder primary schools for St. Patrick's College, Lacken Cross are:

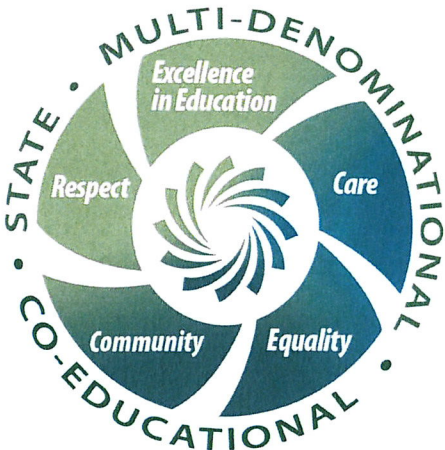
- Templementary N.S.
- Lacken N.S.
- St Joseph's N.S. Killala
- Scoil Naomh Bríd, Ballycastle

- Mount Palmer N.S.
- Newtownwhite Educate Together P.P.S.
- Cooneal N.S.
- Culleens N.S.
- Carn N.S. Moygownagh
- S.N. Gleann Na Muaidhe
- Gaelscoil na Ceithre Maol, Ballina
- The Quays, N.S., Ballina
- Rehins. N.S., Ballina
- Scoil Iosa, Ballina

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

## 2 ADMISSION STATEMENT

ETB schools are state, co-educational, multid denominational schools underpinned by the core values of: -

<ul style="list-style-type: none"> <li>• Excellence in Education;</li> <li>• Care;</li> <li>• Equality;</li> <li>• Community and</li> <li>• Respect.</li> </ul>	 <p>The logo is a circular emblem with a central sunburst design. It is divided into four colored segments: green (top), blue (right), dark blue (bottom), and light green (left). Each segment contains a core value: 'Excellence in Education' (green), 'Care' (blue), 'Equality' (dark blue), and 'Community' (light green). The words 'STATE', 'MULTI-DENOMINATIONAL', and 'CO-EDUCATIONAL' are written around the perimeter of the circle, separated by dots.</p>
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Accordingly, St. Patrick's College, Lacken Cross shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;

- 3.1. Civil status of the Student or Applicant;
- 4.1. Family status of the Student or Applicant;
- 5.1. Sexual orientation of the Student or Applicant;
- 6.1. Religion of the Student or Applicant;
- 7.1. Disability of the Student or Applicant;
- 8.1. Race of the Student or Applicant;
- 9.1. The Student's or Applicant's membership of the Traveller community;

St. Patrick's College, Lacken Cross shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

### **3 LEGAL FRAMEWORK**

MSL ETB 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 St. Patrick's College, Lacken Cross 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 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

St. Patrick's College, Lacken Cross 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.

St. Patrick's College, Lacken Cross will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

## **4 GENERAL ADMISSION PROVISIONS**

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

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> February 2020, St. Patrick's College, Lacken Cross had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.



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

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

## **PART B**

### ***Information for Specific Categories of Applicants***

***5. Application to the First-Year Group***

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



In processing an application St. Patrick's College, Lacken Cross **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 5.1 A Student's academic ability, skills or aptitude;
- 6.1 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 7.1 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 8.1 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

**St. Patrick's College, Lacken Cross will consider** the offer of a place to every Student seeking admission to the school, **unless the following applies:**

- 9.1 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;

Where St. Patrick's College, Lacken Cross 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**

## **APPLICATION TO THE FIRST-YEAR GROUP**

### **5 APPLICATION TO THE FIRST-YEAR GROUP**

#### **5.1 Admission Provisions (First-Year Group)**

- 5.1.1. Oversubscription
- 6.1.1. Selection criteria in order of priority
- 7.1.1. Selection process
- 8.1.1. Late Applications
- 9.1.1. Second/third-round offers of a place
- 10.1.1. Acceptance of a place
- 11.1.1. Refusal
- 12.1.1. Withdrawal of an offer
- 13.1.1. Appeals

#### **6.1 Appeals**

- 5.3.1. Appeal where refusal was due to oversubscription
- 6.3.1. Appeal where refusal was for a reason other than oversubscription
- 7.3.1. Basis for a review by the board of management

### **5.1 ADMISSION PROVISIONS (FIRST-YEAR GROUP)**

Where St. Patrick's College, Lacken Cross is not oversubscribed, all Students will be offered a school place, subject to sections 4.7,

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St. Patrick's College, Lacken Cross is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

### **5.1.2 Selection criteria**

St. Patrick's College, Lacken Cross will apply the following criteria for admission to the First-Year Group:

5.1.2.1 Whether the Student attended one of the Feeder Primary Schools.

### **6.1.2 Selection process**

St. Patrick's College, Lacken Cross will apply the selection process as follows:  
An Applicant will be offered a place in St. Patrick's College, Lacken Cross based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, St. Patrick's College, Lacken Cross will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **7.1.2 Late applications**

An application received by St. Patrick's College, Lacken Cross 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 St. Patrick's College, Lacken Cross is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 4.7, For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where St. Patrick's College, Lacken Cross is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.



### **8.1.2 Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within St. Patrick's College, Lacken Cross but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

### **9.1.2 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's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether 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 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.

### **10.1.2 Refusal**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Student was not offered a place in St. Patrick's College, Lacken Cross;



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

In addition to the conditions for consideration of an application as set out at 4.7, an offer of admission may not be made where:

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

#### **11.1.2 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
- 6.1.8.1. 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
- 7.1.8.1. An Applicant has not indicated:
  - (1) 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
  - (2) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 5.1.4 above.

### **12.1.2 Appeals**

For information relating to an Applicant's right to appeal a decision of St. Patrick's College, Lacken Cross regarding admission to the First-Year Group, see section 5.3.

# **SECTION 6**

## **APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR**

### **6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST YEAR**

#### **6.1 Admission Provisions (other than First-Year)**

- 6.1.1. Oversubscription
- 7.1.1. Selection criteria in order of priority
- 8.1.1. Selection process
- 9.1.1. Late Applications
- 10.1.1. Second/third-round offers of a place
- 11.1.1. Acceptance of a place
- 12.1.1. Refusal
- 13.1.1. Withdrawal of an offer
- 14.1.1. Appeals

#### **6.3 Appeals**

- 6.3.1. Appeal where refusal was due to oversubscription
- 7.3.1. Appeal where refusal was for a reason other than oversubscription
- 8.3.1. Basis for a review by the board of management

### **6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)**

Where St. Patrick's College, Lacken Cross is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

#### **6.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St. Patrick's College, Lacken Cross is in a position to offer further school places that become available for and

during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

Where the Transition Year Programme in St. Patrick's College, Lacken Cross is oversubscribed, a Student applying for admission to such program in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this/ese program.

#### **7.1.1 Selection criteria**

St. Patrick's College, Lacken Cross will apply the following criteria for admission to a year group other than First-Year:

6.1.2.1. If the Student has siblings currently enrolled in the school;

7.1.2.1. If the Student has siblings who were previously enrolled in the school;

8.1.2.1. If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);



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

#### **8.1.1 Selection process**

St. Patrick's College, Lacken Cross will apply the selection process as follows:

An Applicant will be offered a place in St. Patrick's College, Lacken Cross based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, St. Patrick's College, Lacken Cross will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **6.1.4 Late applications:**

An application received by St. Patrick's College, Lacken Cross after the closing date published by St. Patrick's College, Lacken Cross, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Patrick's College, Lacken Cross is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 4.7 For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.



Where St. Patrick's College, Lacken Cross 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 St. Patrick's College, Lacken Cross, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the closing date will be applied, *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **7.1.4 Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within St. Patrick's College, Lacken Cross but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

#### **8.1.4 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.

#### **9.1.4 Refusal:**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1. The reasons that the Student was not a offered a place in St. Patrick's College, Lacken Cross,
- 7.1.7.1. Details of the Student's ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed,
- 8.1.7.1. Details of the Student's place on the waiting list, if applicable, and
- 9.1.7.1. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, an offer of admission may not be made where:

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

#### **10.1.4 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
- 7.1.8.1. 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

8.1.8.1. An Applicant has not indicated:

- (1) 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
- (2) 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 Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 6.1.4 above.

**11.1.4 Appeals:**

For information relating to an Applicant's right to appeal a decision of St. Patrick's College, Lacken Cross regarding admission to a year group other than First-Year, see section 6.3.

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.

## **6.3 APPEALS**

### **6.3.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Patrick's College, Lacken Cross. 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 [info@lackencross.ie](mailto:info@lackencross.ie).

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.



### **7.3.1. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to St. Patrick's College, Lacken Cross for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of St. Patrick's College, Lacken Cross. 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 info@lackencross.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an appeals committee established by the Minister for



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.

**8.3.1. 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.

This policy was adopted by the Board of Management on Date \_\_\_\_\_

Signed: 

Chairperson of the Board of Management

Signed: 

School Principal



## Annual Admission Notice 2025/2026

*The following Annual Admission Notice has been prepared by the board of St Patrick's College in respect of the admission of students to the school for the school year 2025/2026. This notice was published on 17/01/2025.*

<b>Total number of places available in First Year Group:</b>	30 Places
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<b>A copy of St Patrick's College's Admission Policy is available at:</b>	School website <a href="http://www.lackencross.ie">www.lackencross.ie</a>
	School office (for printed copy)
	By emailing <a href="mailto:info@lackencross.ie">info@lackencross.ie</a>
<b>An Application Form for admission to St Patrick's College is available from 20/01/2025 at:</b>	School website <a href="http://www.lackencross.ie">www.lackencross.ie</a>
	School office (for printed copy)
	By emailing <a href="mailto:info@lackencross.ie">info@lackencross.ie</a>

All applications to the First Year Group in St Patrick's College will only be accepted after the 03/02/2025 and the closing date for receipt of applications is the 24/02/2025. Applications received after this date will be considered and processed as late applications in accordance with the school's Admission Policy.

All transfer applications to the Second, Third, Fourth, Fifth- or Sixth-Year Groups in St Patrick's College will only be accepted after the 28/04/2025 and the closing date for receipt of applications is the 09/05/2025. Applications received after this date will be considered and processed as late applications in accordance with the school's Admission Policy.

<b>All applicants to the First-Year Group will be notified of an offer of a place or refusal of admission by:</b>	17/03/2025
<b>Successful applicants to the First Year Group and/or Special Class must confirm their acceptance of an offer of admission by completing and returning the Acceptance Form on or before:</b>	31/03/2025
<b>Note: Failure to accept an offer of admission before the relevant deadline set out above may result in the offer being withdrawn.</b>	

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

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