



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

POLICY FOR ADMISSION TO St. Patrick's College, Lacken Cross, Killala.

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 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

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***
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- 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 Patricks College.

‘Student’ means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that an application or acceptance of offer makes him/her a student of St Patrick’s College; a person is only regarded as a student of St Patricks College once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

‘Enrolled’ means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

‘Gender’, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male, and the other is female*”. This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘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 Patricks College. The feeder primary schools for St Patricks College are:

- Templemary 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.

- 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: -

• Excellence in Education; • Care; • Equality; • Community and • Respect.	
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Accordingly, St Patricks College 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;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;

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

Accordingly, St Patrick's College shall not discriminate in its admission of a Student based on the following grounds:

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

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

The Education Act 1998 provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 5.3 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 Patricks 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 Patricks College will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4 GENERAL ADMISSION PROVISIONS

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

- the 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 St Patricks College **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.3 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.4 A Student's connection to the school due to a member of his or her family attending or having previously attended the school
- 4.5 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 Patricks College will consider the offer of a place to every Student seeking admission to the school, **unless the following applies**:

- 4.6 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;
- 4.7 Where St Patricks College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

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

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

PART B

Information for Specific Categories of Applicants

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

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

5.2 Appeals

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

5.1 ADMISSION PROVISIONS (FIRST-YEAR GROUP)

In the event that St Patricks College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

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 St Patricks College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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 Patricks College will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 Whether the Student, at the time of application, is attending one of the Feeder Primary Schools.

5.1.3 Selection process

St Patricks College will apply the selection process as follows

An Applicant will be offered a place in the relevant year group St Patricks College 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 Patricks College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

5.1.4 Late applications

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

Where the relevant year group at St Patricks College 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 4.7, For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant year group St Patricks College is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, subject to 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.

5.1.5 Second/third-round offers of a place

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

5.1.6 Acceptance of a place

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

5.1.7 Refusal

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

- 5.1.7.1. The reasons that the Student was not offered a place in St Patricks College;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of St Patricks College regarding admission to the First-Year Group, see section 5.2.

5.2. APPEALS

5.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and 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 St Patricks College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing 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', available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to St Patricks College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management> or it to be reviewed by the board of management of St Patricks College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing 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', available at and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission. If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3 Basis for a review by the board of management:

As required by section 29C (2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer
- 6.1.9. Appeals

6.2 Appeals

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

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

In the event that St Patricks College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

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 St Patricks College is in a position to offer further school places that become available for and during that academic year, places will be offered in

accordance with the order of priority in which Students have been placed on the waiting list.

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

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

Where the Transition Year Programme in St Patricks College is oversubscribed, a Student applying for admission to such programm(es) 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 programm(es).

6.1.2 Selection criteria

St Patricks College 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;
- 6.1.2.2. If the Student has siblings who were previously enrolled in the school;
- 6.1.2.3. 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.

6.1.3 Selection process

St Patricks College will apply the selection process as follows:

An Applicant will be offered a place in the relevant year group St Patricks College 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 Patricks College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

6.1.4 Late applications:

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

Where the relevant year group St Patricks College 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 4.7. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where St Patricks College is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group St Patricks College, 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.

6.1.5 Second/third-round offers of a place

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

6.1.6 Acceptance of a place:

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

6.1.7 Refusal:

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

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

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

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

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

6.1.8.3. An Applicant has not indicated:

- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
- (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

6.1.9 Appeals:

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

6.2 APPEALS

6.2 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-see-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of St Patricks College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing 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', 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 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.

6.3 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to St Patricks College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of St Patricks College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing 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', 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.

6.3.1. 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.

Signed:



Chairperson of Board of Management

08/10/2025

Secretary of Board of Management



Annual Admission Notice 2026/2027

The following Annual Admission Notice has been prepared by the board of management of St Patrick's College in respect of the admission of students to the school for the school year 2026/2027.

This notice was published on 06/11/2025.

Total number of places available in First Year Group:	30 Students
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A copy of St. Patrick's College's Admission Policy is available at	School website www.lackencross.ie
	School office (for printed copy)
	By emailing stpatrickscollege@msletb.ie
An Application Form for admission to St. Patrick's College is available from 07/11/2025	School website www.lackencross.ie
	School office (for printed copy)
	By emailing stpatrickscollege@msletb.ie

All applications to the First Year Group in St Patrick's College will only be accepted after the 13/11/2025 and the closing date for receipt of applications is the 17/12/2025 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 30/04/2026 and the closing date for receipt of applications is the 29/05/2026. Applications received after this date will be considered and processed as late applications in accordance with the school's Admission Policy.

All applicants to the First-Year Group will be notified of an offer of a place or refusal of admission by:	15/01/2026
Successful applicants to the First Year Group must confirm their acceptance of an offer of admission by completing and returning the Acceptance Form on or before:	29/01/2026
All transfer applications to the Second, Third, Fourth, Fifth- or Sixth-Year Groups, for the following academic year will be notified of an offer of a place or refusal of admission by:	30/04/2026
Successful transfer applications to the Second, Third, Fourth, Fifth- or Sixth-Year Groups in the following academic year must confirm their acceptance of an offer of admission by completing and returning the Acceptance Form on or before:	29/05/2026

Note: Failure to accept an offer of admission before the relevant deadline set out above, or that stated on any letter of offer, may result in the offer being withdrawn.

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.



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Education & Training
Boards Ireland
Board Oideachais &
Oiliúna Éireann



St. Patrick's College,
Lacken Cross,
Killala,
Co. Mayo.
Tel: 096 34177

Email: info@lackencross.ie

APPLICATION FORM FOR ADMISSION –2026/2027 FORM 1

This is an application form for admission to First Year and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of St Patrick's College.

Completed applications will be accepted from:	13/11/2025
The closing date for receipt of applications is:	17/12/2025

All Application Forms and accompanying documentation should be sent to:	For office use only
St Patrick's College, Lacken Cross, Killala, Co. Mayo.	Date received: ____/____/____ School Stamp:

Please complete all sections of the following application using BLOCK CAPITALS									
SECTION 1 - PROSPECTIVE STUDENT DETAILS									
Details of the young person for whom this application is being made.									
First Name:									
Middle Name:									
Surname:									
Student Address:									
Eircode:									
PPSN									

SECTION 2 – DETAILS OF PARENT/GUARDIAN

*This section is **NOT** required to be completed where the student is over 18 unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.*

	Parent / Guardian 1	Parent / Guardian 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.lackencross.ie or from the school office.

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements for the mainstream year group in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for St Patrick's College.

A. Please provide details of the primary school attended by the student.

School name:

School address:

IMPORTANT INFORMATION:

- All of the information that you provide in this Application Form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
- Incomplete applications will not be processed by the school, in line with the Admission Policy.
- Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- For information regarding how personal data is processed by the school and MSL ETB, please see overleaf.

Please sign below to demonstrate that you have read and understood this information.

NOTE: Should the student receive a place in St Patrick's College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.

(Parent / Guardian 1) _____ (Date) _____

(Parent / Guardian 2) _____ (Date) _____

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The Board of Management of St Patrick's College is a committee of MSL ETB, Newtown, Castlebar, Co Mayo which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for MSL ETB is Celena Leonard and can be contacted at celenaleonard@msletb.ie.

The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which MSL ETB is subject.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in, or as part of, this Application Form may be communicated internally within MSL ETB and externally with the NCSE and/or NEPS for the purpose of determining the applicability of the selection criteria and/or allocating places in special classes, and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018. It may also be shared with Tusla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with MSL ETB's Data Retention Policy, which can be found at www.msletb.ie

A copy of the full MSL ETB Data Protection Policy is available at www.lackencross.ie or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data and to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where MSL ETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.



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Education & Training
Boards Ireland
Boird Oideais na hÉireann



St. Patrick's College,
Lacken Cross,
Killala,
Co. Mayo.
Tel: 096 34177

Email: stpatrickscollge@msletb.ie

ACCEPTANCE FORM FOR ADMISSION –2026/2027

FORM 2

Failure to submit this Acceptance Form by the closing date below may result in the withdrawal of the offer of a place in St Patrick's College.

Completed acceptance forms will be accepted from: **15/01/2026**

The closing date for receipt of acceptance forms is: **29/01/2026**

All Acceptance Forms, original long birth-certificate (together with a copy) and accompanying passport-sized photographs should be sent to:

St Patrick's College
Lacken Cross
Killala
Co Mayo
F26NW52

For office use only

Date received:

___/___/___

School Stamp:

Please complete all sections of this form using BLOCK CAPITALS

SECTION 1 – PROSPECTIVE STUDENT DETAILS

Details of the young person accepting the offer of a place.

First Name:

Middle Name:

Surname:

Gender: [tick one]

Male: ☐

Female: ☐

Address:

Eircode:										
PPSN:										
Mother's Maiden Name:										
Date of Birth:	Day		Month		Year					
If there are any court orders or other arrangements in place relating to access to or custody of the student, please provide details.										

SECTION 2 – DETAILS OF PARENT/GUARDIAN/NEXT OF KIN		
<i>This information is sought for the purposes of making contact in the event of an emergency or in relation to school matters, e.g. meetings, closures etc.</i>		
	Parent/ Guardian /Next of Kin 1	Parent / Guardian/Next of Kin 2
Prefix: (e.g. Mr. / Ms. / Ms. etc.)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 2A – OTHER EMERGENCY CONTACT	
Name:	
Relationship to student:	
Contact telephone number:	

SECTION 3 – APPLICATIONS TO OTHER SCHOOLS			
<i>Failure to complete this section may result in the offer of a place in St Patrick's College being withdrawn, in accordance with the Education (Admission to Schools) Act 2018.</i>			
<i>Please tick as appropriate</i>	Yes	No	<i>If yes, you are required to provide details</i>
Is the student awaiting an offer of admission from another school(s)?			
Has the student accepted an offer of admission for another school(s)?			

SECTION 4 – EDUCATIONAL DETAILS				
<i>Required for the assessment of individual needs</i>				
Pursuant to sections 20 and 28 of the Education (Welfare) Act 2000, the school may also receive educational records of the student from a school(s) previously attended by the student.				
Additional Needs				
Does the student have additional needs?	Yes		No	
<i>If yes, tick which of the following describes those needs. Tick all that apply.</i>				
Physical Disability		Moderate General Learning Disability		
Hearing Impairment		Severe/Profound General Learning Disability		
Visual Impairment		Autism/Autistic Spectrum Disorder		
Emotional/Behavioural difficulty/disturbance (e.g. ADD, ADHD, SEBD)		Specific Learning Disability (e.g. dyslexia, dyscalculia, dyspraxia)		
Severe Emotional/Behavioural Disorder/Disturbance		Specific Speech and Language Disorder		
Borderline Mild General Learning Disability		Multiple Disabilities (tick relevant low incidence disabilities)		

Medical Condition		English as an Additional Language	
Other:			
Briefly describe the nature of any of the needs ticked above:			
Does the student have a support file?	Yes		No
If yes, is a copy of the support file being sent with this form?	Yes		No
What level of support is the student currently receiving? (Please tick)	Class Support (Support for All)		
	School Support (Support for Some)		
	School Support + (Support for Few)		
Does the student have a- Student Support Plan (SSP)?	Yes		No
If yes, is a copy of the SSP being sent with this form?	Yes		No
Does the student have access to an SNA?	Yes		No
If yes, please describe the nature of access (toileting etc.).			
Has the student had access to an SNA in the past? If yes, please list dates and nature of access.			
Does the student require any additional supports and/or any environmental adaptations such as adapted furniture, ramps, hoists, assistive technology etc.?			
Irish Language Information			
Is the student currently studying Irish?	Yes		No
If you answered no, please outline the reason why e.g. exemption:			

SECTION 5 - MEDICAL DETAILS

The following information is requested in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to staff in certain circumstances in the vital interest of the student.

Please tick as appropriate	Yes	No	If yes, please provide details
Does the student have allergies?			
Does s/he suffer from any medical condition that we should know about? For example, asthma, diabetes, epilepsy, etc.			
Is the student on long term medication of which the school needs to be aware?			
Does s/he suffer from any medical condition that may necessitate the administration of emergency medicine/treatment on the school premises?			
Has the student ever been referred to any outside agency? (i.e. Psychologist, Speech & Language Therapist, Occupational Therapist, Social Worker, etc.) If so, please provide copies of these reports to the school.			
Please list details of any serious medical/health concerns for the student of which the school should be aware.			
Doctor's Name:			
Contact Details:			

CONTACT FROM THE SCHOOL

Please be advised that as part of the school's duties and responsibilities under relevant education legislation, upon the student's enrolment in the school, the school may contact parents/guardians/students in relation to the below:

- Educational progress of the student
- Sports days
- Parent-teacher meetings
- School concerts/events
- School closure (*e.g.* where there are adverse weather conditions)
- Student's non-attendance or late attendance
- Student's conduct in school
- Student's social and emotional progress
- Any medical or other issue in the vital interest of the student

IMPORTANT INFORMATION:

- For the purposes of identification, you are required to submit an original long birth-certificate (together with a copy) and two identical passport sized photographs of the student when returning this Acceptance Form.
- Please understand that it your responsibility to inform the school of any change in contact information or circumstances relating to the student's application to the school.
- Where the student is exempt from studying Irish, you may transmit any relevant documentation in your possession.
- Where the student has a special educational need, you may transmit any relevant documentation which you believe the school may need to best provide education to the student.
- If an offer of a place in the Special Class is being accepted, same is subject to the approval of the National Council for Special Education (NCSE), as per section 7.1 of the school's Admission Policy.
- For information regarding how your data is processed by the school and MSL ETB, please see overleaf.
- Please sign below to demonstrate that you have read and understood this information.

(Parent / Guardian 1)

(Date)

(Parent / Guardian 2)

(Date)

(Student [where over 18])

(Date)

OFFICE USE ONLY**Date Application Received:****Checked by:****Date entered on School Database:****Entered by:****DATA PROTECTION**

The Board of Management of St Patrick's College is a committee of MSL ETB, Newtown, Castlebar, Co Mayo which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for MSL ETB is Celina Leonard and can be contacted at celinaleonard@msletb.ie.

The personal data supplied on this Acceptance Form and accompanying documentation sought is required for the purpose of:

- Verification of identity;
- Allocation of teachers and resources to the school;
- School administration;
- Student enrolment & registration;
- Determining a student's eligibility for additional learning supports;
- Child welfare (including medical welfare) and
- Fulfilling our other legal obligations including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013,

all of which are tasks carried out pursuant to various statutory duties to which MSL ETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(c) of the General Data Protection Regulation.

Failure to provide the requested information may result in the withdrawal of an offer of a place in the school.

While the information provided will generally be treated as private to MSL ETB and will be collected and used in compliance with the Data Protection Acts 1988 – 2018, from time to time it may be necessary for us to transfer the personal data to other bodies (including the Department of Education, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school/centre). We also may communicate some of the data with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided.

The personal data provided in this Acceptance Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with MSL ETB's Data Retention Policy, which can be found at www.msletb.ie.

A copy of the full MSL ETB Data Protection Policy is available at www.lackencross.ie or from the school office.

Any person who provides personal data through this Acceptance Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where MSL ETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

