



**Deele College
Raphoe
Policy for Admission to School Year 2020/2021
*Updated 11th March 2020***

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.



Introduction to Deele College

Deele College was established as the Raphoe Vocational School, which comprised of five rooms was officially opened in March 1965 by Mr Neil T Blaney TD, who was the Minister for Local Government at the time. The school was operational from September 1964 with 74 students (35 boys and 39 girls) enrolled for the first year. Students followed a two-year course leading to a Group Certificate. Some students returned for a third year to complete a Secretarial or a Trades Certificate course.

The introduction of free education and the Intermediate and Leaving Certificates to Vocational Schools increased the number of students enrolled in the school. In 1984, a school extension with two new science laboratories, a building construction room and 14 new classrooms was opened. A new gymnasium and classroom followed in 1997. There was an extension to the school's staff room and a new school library constructed in the early 2000's. Work commenced on the most recent extension in January 2015. It was completed in May 2016 and officially opened in November 2016 by Mr Joe Mc Hugh TD, Minister of State for the Diaspora and Overseas Development Aid.

Deele College has been granted approval by the DES to build 2 x Engineering rooms, 4 x Safe-base / ASD classrooms and 3 x general classrooms. The first site meeting of the design team took place on 23-01-2020.

From its establishment in 1964, Raphoe Technical School, Raphoe Vocational School and Deele College has had four Principals - Mr Terry McDermott, Mr Dessie Griffin, Mr PJ McGowan and the current Principal Mr Joe Boyle. They have been assisted by the following Deputy Principals – Mr Brian Mc Dermott, Mr Danny Conaghan, Ms Mary Mc Nulty and the current Deputy Principal is Mr Danny Mc Fadden.

This Admissions policy has been drawn up in consultation with the Board of Management, staff, parents and students of Deele College and has been approved and ratified by the Board of Management on **11th March, 2020**. The policy applies to all pupils and their parents/guardians who wish to enrol in Deele College as a student:

1. in Junior Cycle.
2. in Transition Year (TY).
3. in Senior Cycle – Leaving Certificate, Leaving Certificate Vocational Programme (LCVP) or Leaving Certificate Applied Programme (LCA).

In devising this policy, Deele College aspires to establish and promote a positive teaching and learning environment within all our curricular and extra-curricular activities. Deele College aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. Our Mission Statement affirms that we are:

“A Caring Learning Community, we promote mutual respect in a safe and happy school, where the fulfilment of each individual's potential is our goal”.

Our Peace Pledge inspires that:

“Together we are rooted in peace which nurtures others and respects differences. In a spirit of true peace, we pledge to fulfil the happiness of others and build unending harmony.”

Deele College operates under the trusteeship of Donegal ETB and is grant aided and publicly funded. ETB schools are state, co-educational, multid denominational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the state provider of education, the ETB sector defines a “multidenominational” school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

Members of Board of Management

1. Ms Bernie Mulhern - Donegal ETB Nominee
2. Ms Anne-Marie Meehan - Donegal ETB Nominee
3. Mr Noel Rodden - Donegal ETB Nominee
4. Councillor Gary Doherty - Donegal ETB Nominee
5. Ms Donna Cannon – Parent Nominee
6. Mr John Kelly –Parent Nominee
7. Ms Patrice Gallagher – Teacher Nominee
8. Mr Andrew Mc Fadden - Teacher Nominee
9. Mr Joe Boyle – Secretary to the Board / Principal

The following programmes are offered at Junior Cycle:

- Junior Cycle
- The Junior Certificate School Programme (JCSP)
- Level Two Learning Programme (L2LP's)

The following programmes are offered at Senior Cycle:

- Transition Year
- Leaving Certificate Programme
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied Programme (LCA)

The Code of Positive Behaviour applies to all students while they are in the care of or representing Deele College in locations other than the school, such as at curricular or extra-curricular activities, field trips, tours and so forth.

These activities complement the formal curriculum in contributing to the all-round holistic development of students. Such activities offered in the school include: drama/music, Gaisce, John Paul II Award, lunch-time club, GAA, soccer, basketball, athletics, swimming, coding, strength & conditioning and educational tours.

Participation in extra-curricular activities is promoted through intra and inter-school activities, such as the lunch-time soccer league. All students are encouraged to participate in extra-curricular activities.

Deele College looks to establish a positive behavioural procedure so as to ensure that the values of mutual respect, self-discipline and social responsibility permeate the life of the



Deele College community. The college recognises the need to *protect the rights of students* and to ensure the creation and maintenance of an atmosphere where effective teaching, learning, assessment and feedback can take place.



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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

“**Feeder Primary Schools**” refers to the primary schools of preference for application to Deele College. The 23 feeder primary schools for Deele College are:

School Name	Address	Address
Ballylast NS	Castlefin	Co. Donegal
Castletown NS	St Johnston	Co. Donegal
Cloughfin NS	Lifford	Co. Donegal
Convoy Joint NS	Convoy	Co. Donegal
Dromore NS	Killygordon	Co. Donegal
Drumoghill NS	Manorcunningham	Co. Donegal
Glenmaquinn NS	Letterkenny	Co. Donegal
Lifford NS (Scoil Mhuire Gan Smal)	Lifford	Co. Donegal
Magherabeg NS	Manorcunningham	Co. Donegal
Monreagh NS	Carrigans	Co. Donegal
Moyle NS	Newtoncunningham	Co. Donegal
Raphoe Central NS	Raphoe	Co. Donegal
Ray NS	Manorcunningham	Co. Donegal
Scoil an Leinbh Iosa NS	Coxtown, Carrigans	Co. Donegal
St Eunan's NS	Raphoe	Co. Donegal
St Marys NS	Castlefin	Co. Donegal
St Patricks NS	Murlog	Co. Donegal
St. Baithin's NS	St. Johnston	Co. Donegal
St. Bridget's NS	Convoy	Co. Donegal
St. Cholmcille NS	Newtoncunningham	Co. Donegal
St. Patrick's NS	Drumkeen	Co. Donegal
St. Patrick's NS	Lurgybrack	Co. Donegal
St. Safan's NS	Castlefin	Co. Donegal

“**Catchment Area**” refers to the designated residential area for application to all classes other than the Special Class in Deele College in respect of the person on whose behalf the application is being made. The catchment area for Deele College is defined as the Raphoe, St Johnstone, Carrigans, Newtoncunningham, Manorcunningham, Drumoghill, Drumkeen, Glenmaquinn, Convoy, Castlefin, Ballindrait and Lifford area of East Donegal.

“**Catchment Area for the Special Class(es)**” refers to the designated residential area for application to the Special Class(es) within Deele College in respect of the person on whose behalf the application is being made. The catchment area for the Special Class(es) within Deele College is defined as the Raphoe, St Johnstone, Carrigans, Newtoncunningham, Manorcunningham, Drumoghill, Drumkeen, Glenmaquinn, Convoy, Castlefin, Ballindrait and Lifford area of East Donegal.

“**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 Deele 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 the application for him/her has been accepted such that s/he is regarded as a Student of Deele College by virtue of application alone.

“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.

“Special Class” means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for students with a category or categories of special educational needs specified by the Minister of Education and Skills. Deele College has a Special Class, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders.

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

2. Admission Statement

Deele College is a state, co-educational, multi-denominational post-primary school underpinned by the core values of:

- Excellence in Education
- Care
- Respect
- Equality
- Community.

As the state provider of education, the ETB sector defines a ‘multi-denominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff.

We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.



In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Deele 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;
- 2.9. Special educational needs of the Student or Applicant. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).

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



3. Legal Framework

Deele College 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 Deele 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 (Admissions 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 enrol. 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 year other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

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

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Religious instruction may be provided in a denominational school setting.

Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational' Deele College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide religious instruction of any particular religion or belief.

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 Education (Admission to Schools) Act 2018 coming into effect, Deele College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for a particular school year up to and including the academic year 2020/2021, then this confirmation is still valid and the Applicant will be offered that place.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Deele College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school

[Deele College Enrolment, Admission and Participation Policy \(Updated 11th March 2020\)](#)



places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Deele College **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
 - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a special class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Student concerned attending, or having attended, the school;
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.
- 4.7 Deele College will consider the offer of a place to every Student seeking admission to the school, unless one of the following applies:
 - 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;
 - The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where Deele 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.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the special class(es).



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
7. Application to the Special Class(es)



Section 5

5. Application to the First-Year Group

5.1 Admission Provisions (First-Year Group)

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

5.2 Appeals

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2 Appeal where refusal was for a reason other than oversubscription
- 5.2.2. Basis for appeal



5.1 Admission Provisions (First Year Group)

Where Deele College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admissions 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 for the school year in respect of which the applications are made. Where Deele 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 to the same year group 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 in order of priority

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

- 5.1.2.1. Pupils living in the catchment area and attending a Primary school in the catchment area.
- 5.1.2.2. Pupils who have family members already enrolled in the school.
- 5.1.2.3. Date of application received (if after the closing date).
- 5.1.2.4. Random lottery overseen by two members of Board of Management.

5.1.3 Selection process

Deele College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Deele College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.



5.1.4 Late applications

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

Where Deele 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. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Deele College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Deele College, subject to sections 4.7 and 4.8. and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school 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 Deele 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 school 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 Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

5.1.7 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 Deele 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 and 4.8, an offer of admission may not be made where:

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 5.1.7.6. 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
- 5.1.7.7. 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 on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student 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 Deele 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 submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Deele College at Meeting House Street, Raphoe, Co Donegal, F93D237 or email deelecollege@donegalet.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

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 and Skills under section 29A of the Education Act 1998.

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

An Applicant who was refused admission to Deele College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Deele College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.3.2. Basis for appeal

As required by section 29C(2) of the Education Act 1998, an application to appeal 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 appeal the decision.



Section 6

6. Application to all Year Groups other than First-Year

6.1 Admission Provisions (other than First-Year)

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

6.2 Appeals

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal



6.1 Application to all Year Groups (Other than First-Year)

Where Deele College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for admission to a year-group other than First-Year but seeking admission to the Special Class should see section 7 of this Admissions 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 for the school year in respect of which the applications are made. Where Deele College is in a position to offer further school places that become available for and during the 2020/2021 school 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 to the same year group 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.

6.1.2 Selection criteria in order of priority

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

- 6.1.2.1. Pupils living in the catchment area and attending Primary schools in the catchment area.
- 6.1.2.2. Pupils who have family members already enrolled in the school.
- 6.1.2.3. Date of application received (if after the closing date).
- 6.1.2.4. Random lottery overseen by two members of Board of Management.

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

Deele College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Deele College 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 Deele College after the closing date published by Deele College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Deele 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. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Deele College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Deele College, subject to sections 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school 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 Deele 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 school 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 Deele 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 and 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:

- 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

- 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 on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student 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 Deele College regarding admission to a year-group other than First-Year, see section 6.2.



6.2 Appeals

6.2.1 Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Deele College at Meeting House Street, Raphoe, Co Donegal, F93D237 or email deelecollege@donegalet.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

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 and Skills under section 29A of the Education Act 1998.

6.2.2 Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Deele College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Deele College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.3 Basis for appeal

As required by section 29C (2) of the Education Act 1998, an application to appeal 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 appeal the decision.



Section 7

7. Application to the Special Class(es)

7.1 Admission Provisions for the Special Class(es)

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

7.2 Appeals

- 7.2.1 Appeal where refusal was due to oversubscription
- 7.2.2 Appeal where refusal was for a reason other than oversubscription
- 7.2.3 Basis for appeal



7.1 Admission provisions for the Special Class(es)

Deele College has a Special Class, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered.

Where the Special Class in Deele College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 4.7 and 4.8.

In line with section 4.8, where the Special Class in Deele College is not oversubscribed, all children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.7.

7.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where Deele 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 to the same year group 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 made 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.

7.1.2 Selection criteria in order of priority

Applications to the Special Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- 7.1.2.1. Pupils living in the catchment area and attending Primary schools in the catchment area.
- 7.1.2.2. Pupils who have family members already enrolled in the school.
- 7.1.2.3. Date of application received (if after the closing date).
- 7.1.2.4. Random lottery overseen by two members of Board of Management.

7.1.3 Selection process

Deele College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those



who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Deele College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

7.1.4 Late applications

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

Where Deele 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. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Deele College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Deele College, subject to sections 4.7 and 4.8. and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Deele 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 school have been filled.

7.1.6 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.



7.1.7 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:

- 7.1.7.1 The reasons that the Student was not offered a place in Deele College;
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.4 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 and 4.8 an offer of admission may not be made where:

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

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 7.1.8.1 The information contained in the application is false or misleading in a material respect, or
- 7.1.8.2 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
- 7.1.8.3 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 on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 7.1.4 above.



7.2 Appeals

7.2.1 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 submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Deele College at Meeting House Street, Raphoe, Co Donegal, F93D237 or email deelecollege@donegalet.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

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 and Skills under section 29A of the Education Act 1998.

7.2.2 Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Deele College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Deele College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant 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 and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.3 Basis for appeal

As required by section 29C (2) of the Education Act 1998, an application to appeal 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 appeal the decision.