



## **Policy for Admission to Gorey Hill School**

**2026/27**

A decision on an application for admission will be based on the implementation of this policy, the information set out in the Annual Admissions 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 Gorey Hill School is responsible for the implementation of this Admission Policy.



## INTRODUCTION TO GOREY HILL SCHOOL

Gorey Hill School, which opened in September 2024 is a state, co-educational, multid denominational special school underpinned by the core values of excellence in education, care, equality, community and respect. Gorey Hill School gives equal opportunities to all Students in the community it serves and strives to provide high quality education through respectful, positive, supportive and responsive learning environments.

Gorey Hill School is a place where everyone feels a sense of belonging, is actively engaged and is valued for who they are. We nurture a strong sense of community by offering a warm welcome and celebrating together, always guided by empathy, dignity, and respect for our shared humanity. We create an inclusive and safe learning environment where every learner is given the space and choice to grow. Building meaningful, trusting relationships with students, their families, and all those involved in their care and education is at the heart of ensuring a rich and high-quality learning experience for every young person

Gorey Hill School delivers the state curriculum—including the Primary Curriculum, Junior Cycle, and Senior Cycle—guided by the Guidelines for Students with General Learning Disabilities. Where appropriate, the school offers programmes that lead to recognised awards. These Department of Education-prescribed programmes are carefully adapted to suit the individual educational needs of each student, using a range of teaching methods and strategies to support and enhance their learning.

In close collaboration with each Student’s multidisciplinary team, our teachers and staff create a supportive yet appropriately challenging learning environment that promotes personal, social, and academic growth, while also encouraging independence. Every student has a personalised Student Support Plan (SSP), tailored specifically to support their unique strengths and needs.

Gorey Hill School provides an appropriate education for students, aged 4 to 18 years old who have a diagnosis of autism<sup>1</sup> and complex learning needs<sup>2</sup> **or** complex learning needs, with a professional recommendation for a special school. The student must have reached 4 years on or before 31<sup>st</sup> August of the school academic year for which they seek enrolment. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings and the individual needs of each Student. As per DEY regulations, students will leave school at the end of the school year in which they reach the age of 18 years old.

## CONTENTS

1. Glossary of Terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions
5. Application to each of the Class Groups
6. Appeals

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<sup>1</sup> See glossary of terms

<sup>2</sup> See glossary of terms

## 1. GLOSSARY OF TERMS

**'Applicant'** means the parent(s) / guardian(s) of a Student who has made an application for admission to Gorey Hill School.

**'Waterford and Wexford Education & Training Board'** or **'WWETB'** is the patron of the school and was established under the Education & Training Boards Act 2013.

**'Board of Management'** refers to the committee of WWETB set up to perform the functions of a Board of Management under section 15 of the Education Act 1998, including preparing an Admissions Policy for the school, with the approval of the school's patron.

**'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 Gorey Hill School; a person is only regarded as a student of Gorey Hill School once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

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

**'Gender'**, in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demi gender, 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<sup>3</sup> appointed under the Guardianship of Children Acts, 1964 to 1997.

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

**'Relevant Report'**, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional, which:

- (a) provides detailed evidence of the Student's needs,
- (b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and
- (c) makes a recommendation exclusively for a Special School or for a Special School and/or Special Class, but not solely for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

**'Group'** refers to the respective class groups within the school. There may be more than one class group within each Group. While the Application is made to a specific Group the school recognises that student needs may change over time and therefore maintains flexibility to allow internal movement between Groups where appropriate, following consultation with parents, relevant staff and other professionals to

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<sup>3</sup> Where a Student has two legal guardians and application is made on behalf of a Student by one of those guardians, the signature of that guardian confirms that the application is made with the permission of both guardians.

ensure decisions are in the best interests of all students.

**'Group 1'** refers to the class group(s) that provide education to Students who are between 4 and 6 years of age at the time of enrolment to the school.

**'Group 2'** refers to the class group(s) that provide education to Students aged between 6 and 8 years of age at the time of enrolment to the school.

**'Group 3'** refers to the class group(s) that provide education to Students aged between 8 and 11 years of age at the time of enrolment to the school.

**'Group 4'** refers to the class group that provides education to Students aged between 8 and 16 years of age with high-level behaviour and integration support needs.

**'Group 5'** refers to the class group(s) that provide education to Students aged 12 and 14 at the time of enrolment to the school

**'Group 6'** refers to the class group(s) that provide education to Students aged between 14 and 17 years of age at the time of enrolment to the school

**'Autism'** means a diagnosis of autism or autistic spectrum disorder by a psychiatrist or clinical psychologist using DSM V or ICD-10 and /or multidisciplinary assessment of same by a professional team (including a clinical psychologist/educational psychologist).

**'Complex Learning Needs'** means a diagnosed moderate or severe/profound General Learning Disability, as defined by specific ranges of IQ scores on a standardised intelligence test<sup>4</sup> and a significant impairment in the area of adaptive functioning or general life skills diagnosed by an appropriately trained psychologist registered with the relevant professional body.

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, **'Sibling'** refers to full siblings, half-siblings, foster-siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, **'Sibling'** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

**Note:** the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.

**"NCSE"** means the National Council for Special Education.

**"Qualifying Applicant"** means the parent(s) / guardian(s) of a Student who has made an application for admission to Gorey Hill School for that Student with either

- a diagnosis of autism **and** complex learning needs and a recommendation for a special school.
- or**
- a diagnosis of complex learning needs and a recommendation for a special school.

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<sup>4</sup> See NCSE Information Booklet for parents of students and young people with special educational needs.

## 2. ADMISSION STATEMENT

### School Ethos and Characteristic Spirit

Gorey Hill School is a state, multid denominational, co-educational special school underpinned by the core values of:

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



In Gorey Hill School, all students are given equal opportunity for enrolment in line with the Education (Admissions to School) Act 2018 and the criteria set out in this policy. Once enrolled, Gorey Hill School strives to provide all students with equal opportunities to engage with the curriculum and school life. All members of our school community are treated equitably, regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, disability or socio-economic status.

Our school provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. It strives 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/guardians and staff.

Students of all religions and beliefs are treated equally. The school environment and activities do not privilege any group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs. Accordingly, Gorey Hill School shall not discriminate in its admission of a Student based on the following grounds:

- 2.1 Gender of the Student or Applicant
- 2.2 Civil status of the Applicant
- 2.3 Family status of the Student or Applicant
- 2.4 Sexual orientation of the Student or Applicant
- 2.5 Religion of the Student or Applicant
- 2.6 Disability of the Student or Applicant
- 2.7 Race of the Student or Applicant
- 2.8 The Student's or Applicant's membership of the Traveller community
- 2.9 Special educational needs of the Student or applicant.

Gorey Hill School is a Special School that provides an appropriate education for students, aged 4 to 18 years old who have a diagnosis of autism and complex learning needs or complex learning needs with a professional recommendation for a special school. Thereby, it does not discriminate by refusing enrolment to a pupil/student who does not have autism **and** complex learning needs or complex learning needs.

Gorey Hill School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

### **3. LEGAL FRAMEWORK**

Waterford and Wexford Education and Training Board (WWETB) was established under the Education and Training Boards Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Board of Management (BoM) of Gorey Hill School is a Committee established under Section 44 of the Education and Training Boards Act 2013 and constitutes a Board of Management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education Act 1998 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 7 in respect of applications made to Gorey Hill School.

Section 62(7)(n) of the Education (Admissions to Schools) Act 2018 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their Student to opt-out of religious instruction. However, Gorey Hill School does not provide religious instruction within the school day, therefore the need to make alternative arrangements does not arise.

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

Gorey Hill School 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. This relates to the provision of education to Students with special educational needs, including in particular the provision and operation of a special class or classes when requested to do so by the Council.

Gorey Hill School 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 Admissions Policy
- the annual Admissions Notice of the school
- information provided by the Applicant in the application for admission.

In processing an application Gorey Hill School shall not consider:

- 4.1 The payment of fees or contributions to the school.
- 4.2 A Student's academic ability, skills or aptitude.  
unless it is necessary to ascertain whether or not the Student has the category of Special Educational Needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of Special Educational Needs
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s)/Guardian(s).
- 4.4 A Student's prior attendance at a pre-school or pre-school service, other than in relation to a Student's prior attendance at an early intervention class or an early start pre-school, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Student or his or her Parent(s)/Guardian(s), attend an interview, open day or other meeting, as a condition of admission.
- 4.6 A Student's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Student concerned attending, or having attended, the school.
- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admissions Notice for that academic year.

Gorey Hill School will consider the offer of a place to every Student seeking admission to the school, unless the following applies:

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

Where Gorey Hill School considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for each class group.

## **5. APPLICATION TO GOREY HILL SCHOOL**

### **Admission Provision**

Gorey Hill School is established to provide education for students, aged 4 to 18 years old with severe/complex education needs arising from Autism/Autistic Spectrum Disorders and Moderate or Severe Profound General Learning Disabilities, or Moderate or Severe Profound General Learning Disabilities.

Only applications, in respect of Students whose needs fall within the category of special educational needs provided for by the school, will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section. The school also requires current documentation from the NCSE (National Council for Special Education), valid for the school year for which the application is being made, confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for a special school, in addition to a Relevant Report.

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

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

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

All enquiries, referrals and applications for admission to Gorey Hill School are considered in a fair and equitable manner. A copy of this Admissions Policy will accompany the application form sent to the Parent. An Application Form for admission is only considered valid and complete when all required documentation, outlined below, is received by the school.

- Fully completed Admission Application Form signed by Parent(s)/Guardian(s)
- Copy of original birth certificate (the school may require sight of the original birth certificate at a later stage in the process.)
- A Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section.
- NCSE (National Council for Special Education) eligibility letter dated for the school year for which the application is made, confirming that the Student has the required diagnosis and recommendation for a special school, in addition to a Relevant Report.
- Recent proof of address, including Eircode, such as current utility bill (gas, electricity or telephone or mobile phone bill), or current car or home insurance policy that shows your address or a document issued by a government department that shows your address, dated within the last three months and in the name of the parent(s)/guardian(s).

Completion of an Application Form for Admission does not confer an automatic right to a place in the school.

### **5.1. Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2 below will apply and a waiting list shall be compiled which shall remain valid only

for the school year in respect of which the applications are made. Where Gorey Hill School 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 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. If a student is entered on a waiting list for a particular academic year, this will not give him/her any priority for entry in the academic year commencing the following September.

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

## **5.2 Selection Criteria**

Application to Gorey Hill School will only be considered if the Student's needs fall within the specified category of special educational needs provided for by the school. Subject to this requirement, in the event of oversubscription, the following criteria for admission will apply:

### **5.2.1. Selection criteria in order of priority for Group(s) 1**

#### 5.2.1.1. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be at least 4 years of age in the September that Group 1 begins enrolling, and
- Will be less than 7 years of age for the majority of the school year during which they would be enrolled in Group 1.

#### 5.2.1.2. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21 **and** Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be at least 4 years of age in the September that Group 1 begins enrolling, and
- Will be less than 7 years of age for the majority of the school year during which they would be enrolled in Group 1

#### 5.2.1.3. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21, and
- Will be at least 4 years of age in the September that Group 1 begins enrolling, and
- Will be less than 7 years of age for the majority of the school year during which they would be enrolled in Group 1.

#### 5.2.1.4. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 **and** Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be at least 4 years of age in the September that Group 1 begins enrolling, and
- Will be less than 7 years of age for the majority of the school year during which they would be enrolled in Group 1.

5.2.1.5. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35, and
- Will be at least 4 years of age in the September that Group 1 begins enrolling, and
- Will be less than 7 years of age for the majority of the school year during which they would be enrolled in Group 1.

5.2.1.6. Students who:

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

**5.2.2. Selection criteria in order of priority for Group(s) 2**

5.2.2.1. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be between 6 and 8 years of age for the majority of the school year during which they would be enrolled in Group 2.

5.2.2.2. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 6 and 8 years of age for the majority of the school year during which they would be enrolled in Group 2.

5.2.2.3. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21, and
- Will be between 6 and 8 years of age for the majority of the school year during which they would be enrolled in Group 2.

5.2.2.4. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 6 and 8 years of age for the majority of the school year during which they would be enrolled in Group 2.

5.2.2.5. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and
- Will be between 6 and 8 years of age for the majority of the school year during which they would be enrolled in Group 2.

5.2.2.6. Students who:

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

- Will be between 6 and 8 years of age for the majority of the school year during which they would be enrolled in Group 2.

### **5.2.3. Selection criteria in order of priority for Group(s) 3**

#### 5.2.3.1. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be between 8 and 11 years of age for the majority of the school year during which they would be enrolled in Group 3.

#### 5.2.3.2. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 8 and 11 years of age for the majority of the school year during which they would be enrolled in Group 3.

#### 5.2.3.3. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21, and
- Will be between 8 and 11 years of age for the majority of the school year during which they would be enrolled in Group 3.

#### 5.2.3.4. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 8 and 11 years of age for the majority of the school year during which they would be enrolled in Group 3.

#### 5.2.3.5. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and
- Will be between 8 and 11 years of age for the majority of the school year during which they would be enrolled in Group 3.

#### 5.2.3.6. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Will be between 8 and 11 years of age for the majority of the school year during which they would be enrolled in Group 3.

### **5.2.4. Selection criteria in order of priority for Group(s) 4**

#### 5.2.4.1. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have specific high-level behaviour and integration support needs and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be between 8 and 16 years of age for the majority of the school year during which they would be enrolled in Group 4.

5.2.4.2. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have specific high-level behaviour and integration support needs and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 8 and 16 years of age for the majority of the school year during which they would be enrolled in Group 4.

5.2.4.3. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have specific high-level behaviour and integration support needs and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21, and
- Will be between 8 and 16 years of age for the majority of the school year during which they would be enrolled in Group 4.

5.2.4.4. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have specific high-level behaviour and integration support needs and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 8 and 16 years of age for the majority of the school year during which they would be enrolled in Group 4.

5.2.4.5. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have specific high-level behaviour and integration support needs and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and
- Will be between 8 and 16 years of age for the majority of the school year during which they would be enrolled in Group 4.

5.2.4.6. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have specific high-level behaviour and integration support needs and
- Will be between 8 and 16 years of age for the majority of the school year during which they would be enrolled in Group 4.

**5.2.5. Selection criteria in order of priority for Group(s) 5**

5.2.5.1. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be between 12 and 14 years of age for the majority of the school year during which they would be enrolled in Group 5.

5.2.5.2. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21 and Gorey Hill School is the closest school providing education for the Student's category of needs, and

- Will be between 12 and 14 years of age for the majority of the school year during which they would be enrolled in Group 5.

5.2.5.3. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21, and
- Will be between 12 and 14 years of age for the majority of the school year during which they would be enrolled in Group 5.

5.2.5.4. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 12 and 14 years of age for the majority of the school year during which they would be enrolled in Group 5.

5.2.5.5. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and
- Will be between 12 and 14 years of age for the majority of the school year during which they would be enrolled in Group 5.

5.2.5.6. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Will be between 12 and 14 years of age for the majority of the school year during which they would be enrolled in Group 5.

**5.2.6. Selection criteria in order of priority for Group(s) 6**

5.2.6.1. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have a sibling(s) enrolled in the school at the time of application, and
- Will be between 14 and 17 years of age for the majority of the school year during which they would be enrolled in Group 6.

5.2.6.2. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 14 and 17 years of age for the majority of the school year during which they would be enrolled in Group 6.

5.2.6.3. Students who:

- Have an exclusive recommendation in their Relevant Report for a placement in a special school, and
- Have as their normal place of residence a location with an Eircode beginning with Y25, Y14 or Y21, and
- Will be between 14 and 17 years of age for the majority of the school year during which they would be enrolled in Group 6.

5.2.6.4. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and Gorey Hill School is the closest school providing education for the Student's category of needs, and
- Will be between 14 and 17 years of age for the majority of the school year during which they would be enrolled in Group 6.

#### 5.2.6.5. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Have as their normal place of residence a location with an Eircode beginning with A67 or Y35 and
- Will be between 14 and 17 years of age for the majority of the school year during which they would be enrolled in Group 6.

#### 5.2.6.6. Students who:

- Have a recommendation in their Relevant Report for a placement in a special school or a special class, and
- Will be between 14 and 17 years of age for the majority of the school year during which they would be enrolled in Group 6.

### 5.3 Selection process

In the event of oversubscription, Gorey Hill School will apply the selection process as follows:

Having met the criteria for admission to Gorey Hill School, 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. All offers are subject to confirmation by the NCSE.

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

### 5.4 Late Applications

An application received by Gorey Hill School after the closing date published by the school and set out in the Admissions Notice, is considered a late application for the purposes of this Admission Policy.

Where the relevant Group is oversubscribed and receives a late application for admission from a qualifying applicant, that application will receive a place on the waiting list for the relevant Group beneath Applicants whose applications were received by the school on or before the closing date for applications irrespective of any selection criteria which may be applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list for the relevant Group in accordance with the date and time they were received by the school subject to section 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant Group is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant Group, subject to section 4.8 and the same process 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.

### 5.5 Second and subsequent rounds of offers of a Place

Where a Student is in receipt of an offer of a place within the relevant Group but does not accept the offer, or fails to accept within the specified time period, 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 the second and subsequent rounds of offer of places until all places within the school have been filled.

## **5.6 Acceptance of a Place**

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with a Letter of Offer and an Acceptance Form by the school. Other forms such as NCSE Notification of Enrolment in Special School and NCSE School Transport Forms will also be issued.

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 Admissions 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 Admissions 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 refusal as set out below.

## **5.7 Refusal**

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

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

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

- 5.7.4 The information contained in the application is false or misleading in a material respect,

## **5.8 Withdrawal of an Offer**

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant

still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application in line with section 5.4 above.

## **6. Appeals**

### **6.1 Appeal where Refusal was Due to Oversubscription**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a BOMR1 Form, available from the school office and [at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management](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 Gorey Hill School. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Youth after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or by emailing [goreyhillschool@wwetb.ie](mailto:goreyhillschool@wwetb.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 and Youth under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

### **6.2 Appeal where Refusal was for a Reason other than Oversubscription**

An Applicant who was refused admission to Gorey Hill School for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at <https://www.gov.ie/en/publication/31D4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Gorey Hill School. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [goreyhillschool@wwetb.ie](mailto:goreyhillschool@wwetb.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/31D4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education's '*Procedures for hearing*

*and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **6.3 Basis for Appeal**

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.