



**Ballymakenny College**

**Roll Number 91573N**

Ballymakenny Road

Drogheda

Louth

A92 XET2

**Final Admission Policy 2025**

Patrons: LMETB & EDUCATE TOGETHER

## **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018, and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 12 September 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Ballymakenny College admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## **2. Characteristic spirit and general objectives of the school**

Ballymakenny College is a community school recognised by the Department of Education & Youth. It is multi-denominational and co-educational and Educate Together and Louth Meath Education and Training Board are its joint patrons. As such, it operates within the regulations laid down by the Department of Education & Youth and follows the curricular programmes prescribed.

We are committed to the inclusive and equality-based values laid down in the Educate Together Charter and Mission Statement, and the Louth Meath ETB core values of excellence in education, care, equality, community and respect.

Ballymakenny College is learner-centred, equality-based and democratically run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect.

Our vision is for an equality-based model of second-level school; one that places the student at its centre and is run as a participatory democracy, with respectful partnership between parents, students, staff and school management.

We aim to create a vibrant, welcoming school community with positive teacher-student relationships, in which every student feels a real sense of belonging. Each student is encouraged to explore their full range of abilities and supported to reach their full academic and social potential, whatever their background and identity.

Our equality-based and multi-denominational ethos provides a strong moral, ethical and spiritual framework for the whole school community that informs teaching and learning and all policies and practices in the daily life of the school.

Students follow an ethical education curriculum, which includes learning about different religions and belief systems, equality and justice issues and an ethical approach to the environment. In line with our equality-based, ethical and democratic ethos, our school is committed to embedding and modelling sustainable and eco-friendly practices.

Ballymakenny College aims to provide an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge, skills, attitudes and values necessary to live, learn and work in the 21st century.

### **3. Admission Statement**

Ballymakenny College will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- the ground that the student or the applicant in respect of the student concerned has special educational needs.

However, because Ballymakenny College has established three special classes, with the approval of the Minister for Education, which provide an education exclusively for students with a category/categories of additional (“special”) educational needs specified by the Minister, Ballymakenny College may refuse to admit a student to these classes where the student concerned does not meet the criteria for admission to such a class (see Section 4 below).

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

In accordance with Section 62 of the Education (Admissions to Schools Act), the board of management of Ballymakenny College has included the following text to the school's admissions statement, as required by the Education (Provision in respect of Children with Special Educational Needs) Act 2022:

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

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

#### Arrangements regarding students not attending religious instruction

In accordance with section 30(2)(e) of the Education Act 1998, the school shall make alternative arrangements for students who do not wish to attend religious instruction. These arrangements will not result in a reduction of the school day for the student concerned. Parents/guardians should make the school aware in writing of their wish for their child not to attend religious instruction.

#### **4. Special Education Class**

Ballymakenny College has established three classes, with the approval of the Minister for Education and Skills, which provide an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

- Professional report(s) outlining: Diagnosis of Autism (DSM IV/V or ICD 10/11; psychologist, psychiatrist, multidisciplinary report).
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports.
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

- A letter from the NCSE confirming that the child is known to them, has the required diagnosis, and is eligible for placement in a special class for autism.

## **5. Admission of Students**

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see Section 8 below for further details);
- a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student;
- where a student is less than 12 years of age in first year on the 1 January of the school year concerned. Students should reach 12 years of age by 1 January in their first year in second-level school;

The special classes attached to Ballymakenny College provide an education exclusively for students with Autism/Autistic Spectrum Disorders, and the school may refuse admission where the student does not have the specified category of special educational needs as set out in Section 4 above.

- an applicant seeking admission for a student who wishes to repeat a school year must contact the school principal so that current Department of Education & Youth regulation may be followed.

## **6. Factors not considered or taken into account (other than in relation to the special class)**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school, other than in relation to the special class:

- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than siblings of students who are enrolled in the school at the same time;
- the date and time on which an application/expression of interest form for admission was received by the school.

This is subject to the application being received at any time during the period specified for receiving Application Forms set out in the annual admission notice of the school for the school year concerned.

## 7. Allocation of Available Places (Oversubscription)

### **First Year**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for First Year:

#### **Priority Category 1:**

Applicant students who are siblings of children and enrolled in the school at the same time. The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at time of application.

#### **Priority Category 2:**

Applicants living in the Drogheda school planning area as defined by the Department of Education and Youth and available. (See Appendix 1 for larger map).

#### **Priority Category 3:**

All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications. Siblings must each be entered separately in any lottery (i.e. twins as two applications, triplets as three, etc.). The lottery will be administered by the Principal.

### **Special Class**

If a special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the special class. The child must have a recommendation for the specified category of special educational needs provided for in this class in line with Section 4 above.

#### **Priority Category 1:**

Applicant students who are siblings of children and enrolled in the school at the same time.

#### **Priority Category 2:**

Applicants living in the school planning area as defined by the Department of Education & Youth and available in Appendix 1.

**Priority Category 3:**

All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications, administered by the Principal.

**Other year groups – Second to Sixth year**

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

**Priority Category 1:**

Applicant students who are siblings of children and enrolled in the school at the same time.

**Priority Category 2:**

Applicants living in the school planning area as defined by the Department of Education & Youth and available in Appendix 1.

**Priority Category 3:**

All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list by way of a lottery of completed applications, overseen by the Principal.

## **8. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is one available. In the event that there is no place the name of the applicant will be added to a waiting list.

Late applications will be added to the list in date order. If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in alphabetical order of surname.

In accordance with Circular 0039/2025, late applicants will be added to the bottom of the waiting list, even if they are currently enrolled in the school's mainstream classes or are local residents. They cannot be prioritised over applicants already on the list compiled during the regular admissions process.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

Waiting lists will expire at the end of each school year.

## **9. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available in First year, a special class or other year groups, a waiting list of students whose applications for admission to Ballymakenny College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Ballymakenny College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy, see Section 7 above. Late applications will be added to the list in date order, see section 8 above.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

Waiting lists will expire at the end of each school year as outlined in the Admissions Notice.

## **10. Admissions of students after the commencement of the school year**

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

## **11. Decisions on applications**

All decisions on applications for admission to Ballymakenny College will be based on the following:

- Our school's admission policy.
- The school's annual admission notice (where applicable).
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **12. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeframe outlined in the relevant annual admissions notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

### **13. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Ballymakenny College, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

### **14. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Ballymakenny College where—

(i) it is established that information contained in the application is false or misleading.

(ii) an 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.

(iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or

(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 13 above.

## **15. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom –

- i. An application for admission to the school has been received
- ii. An offer of admission to the school has been made, or
- iii. An offer of admission to the school has been accepted.

The list may include any of the following:

- i. The date on which an application for admission was received by the school
- ii. The date on which an offer of admission was made by the school
- iii. The date on which an offer of admission was accepted by an applicant
- iv. A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

## **16. Declaration in relation to the non-charging of fees**

The board of Ballymakenny College or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **17.Reviews/Appeals**

### Review of decisions by the board of management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under Section 29B of the Education Act 1998 which are published on the website of the Department of Education.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with Section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review within 21 calendar days of the date of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review within 21 calendar days of the date of

that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due to a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the board of management).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the board of management).

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education.

## **18. Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained.

The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

## Appendix I

Map of prioritised Drogheda School Planning Area outlined by thick red line. Larger maps are available for inspection at the college office.

### DROGHEDA SCHOOL PLANNING AREA



## Addendum 1

### PROCEDURES FOR DEALING WITH ADMISSION TO CLASSES. SECOND YEAR TO SIXTH YEAR DURING THE ACADEMIC YEAR SHOULD A VACANCY ARISE

Following on from the introduction of the Education (Admission to Schools) Act 2018 schools are compelled to end historical waitlists and cease their carry over to following academic years.

Please be aware that, in line with the school's Admission Policy and the Education (Admission to Schools) Act 2018, all waiting lists going forward are only in place for the academic year to which they apply.

In Ballymakenny College waitlists of current academic year groups will end on 31st May of the year to which they apply.

To enable school management process transfers, should a vacancy exist or arise, parents/guardians must make a full application to transfer to Ballymakenny College during the time period outlined in the Ballymakenny College Admissions Notice in respect of that academic year.

Applications received after the closing date will be deemed as late applications and processed in accordance with the Admissions Policy of Ballymakenny College. All late applications will be date & time stamped.

PLEASE NOTE: Applications to transfer to Second to Sixth year may be made at any time during the year and are subject to the Admissions Policy. An application may not be deferred to the next academic year.