



Admission Policy of St Colman's College

2026 / 2027

School Address: Fermoy, Co. Cork

Roll number: 62260C

School Patron: Most Rev. Dr William Crean, Bishop of Cloyne



A decision on an application for admission will be based on the implementation of this Policy. The information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of St Colman's College is responsible for the implementation of this Admission Policy.

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 15th September 2026. 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 St Colman's 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

St Colman's College is a Catholic ALL BOYS voluntary secondary school with a Catholic ethos under the trusteeship of the Bishop of Cloyne. The school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting: (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral, and spiritual aspects; and

- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death, and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Colman's College shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

School Ethos

Patron Saint, St. Colman of Cloyne is the Patron Saint of the College. Born around 530 A.D., we know that his missionary work was principally in East Cork and that he founded a monastery for male religious at Cloyne. The round tower as seen nowadays is built on the site of that monastery. Perhaps you will have noticed the College crest already: - it displays the symbol of the Cross on one side of the round tower and the scholar's quill for writing on the other. Together they remind us of the pursuit of holiness and of the student's call to the learning that are set as a challenge to all who follow Christ. The College motto is "Dilis do Dhia agus d'Eirinn".

St. Colman's is a voluntary Catholic all boys secondary school, nowadays a day school only within the free education scheme and open to all students. It is described as a Diocesan College simply because it was originally built on the instructions of the Catholic Bishop of the Diocese of Cloyne and other trustees in 1858 to provide a high-quality Catholic education for the young men of the diocese. These were the explicit instructions/intentions attached to the founding Deed of Trust. Such instructions are



foundational to what is nowadays called the characteristic spirit or Catholic ethos of the College. Every school in fact throughout the world has an ethos of some kind – there is no such thing as a school free of ethos. While there are many secondary schools in Ireland with a Catholic ethos (under various Trusts such as ERST and CEIST), St. Colman's belongs to a group of forty diocesan schools directly under the trusteeship/patronage of the Irish Bishops concerned. Cloyne has four such diocesan secondary schools within that network. Although it is a Catholic school, St. Colman's College is equally welcoming to and respectful of students of other faiths and of none, as is clear from its admissions policy.

St. Colman's strives to achieve the highest academic excellence for all and to be open for dialogue with all. This inherited faith tradition needs to be supported and nourished in new ways and in new generations. The idea of ethos needs to be combined with mission witness. Ethos is not a vague philosophy or attitude to life, but something that is witnessed to in the daily life and commitment of all who share in the educational enterprise – Trustees, Board of Management, Principal, staff, parents and students. Just to declare an ethos (within a picture-frame) at the front door means truly little. Ethos will only become a reality when the entire educational community in a school takes responsibility for that ethos, shares it, and lives it.

Gospel Values: Love, Care, Respect

Catholic schools continue the work of Jesus the teacher. Jesus is called "teacher" on forty-six occasions in the Gospels. It is the title most associated with him in the Gospels. His was a healing ministry, a setting free, an invitation to become Christ-like, a leading out into somewhere new, namely the Kingdom of God where all of one's talents can be used for personal growth and for the common good. St. Colman's College is committed to continuing this ministry of Jesus. St. Colman's, like other Catholic schools, colleges and universities is part of a living tradition. The mystery of Christ from the time of the first Christian gatherings is something that we receive rather than create. It was proclaimed in God's word and found life in the daily faith and caring response of succeeding generations when for example, parents were inspired to live it and to pass it on. The reality of a faith tradition is the bedrock for Catholic schools. Schools that are embedded in Catholic tradition and seek to live it for our times are a key part of the life of the Church. St. Colman's students participate in many charitable projects and activities of Christian and Catholic import through the school year. Catholic schools respect both faith and reason. There is no contradiction between being a fully educated person and a committed Christian. Rather the contrary is true. Both faith and reason working together for the good of civilisation can open doors to a new range of possibilities that are emerging through information technology.

The College's Mission Statement

The College's Mission Statement (framed at the front door entrance) is a clear expression of how the management, the staff and the student body seek to fulfil the founding intention of the Trust. Over the past 165 years, people from the many parishes within the diocese of Cloyne and surrounds have appreciated and highly valued the education that they and their families have received in this faith environment. Most notably, one recalls the hundreds of students who went on to be diocesan priests in the diocese of Cloyne and missionary priests in many countries. Likewise, there are past pupils who are laymen of great Christian commitment and distinction working in many careers locally and across the globe. This inherited faith tradition needs to be supported and nourished in new ways and in new generations. The idea of ethos needs to be combined with mission witness. Ethos is not a vague philosophy or attitude to life, but something that is witnessed to in the daily life and commitment of all who share in the educational enterprise – Trustees, Board of Management, Principal, staff, parents and students. Just to declare an ethos (within a picture-frame) at the front door means little. Ethos will only become a reality when the entire educational community in a school takes responsibility for that ethos, shares it, and lives it.

Our Mission aims are:

- (a) To nurture the full academic and personal development of all in the school community.
- (b) To enhance the self-esteem of each person in an environment of mutual respect.
- (c) To attempt, as a Catholic school, to apply the caring values of the Gospel to all aspects of our school life.



(d) To foster good relationships within the school, with parents and with the local community.

3. Admission Statement

St Colman's College will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned;
- (b) the civil status ground of the student or the applicant in respect of the student concerned;
- (c) the family status ground of the student or the applicant in respect of the student concerned;
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned;
- (e) the religion ground of the student or the applicant in respect of the student concerned;
- (f) the disability ground of the student or the applicant in respect of the student concerned;
- (g) the ground of race of the student or the applicant in respect of the student concerned;
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned; or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

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

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

St Colman's 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.

St Colman's College is an **all-boys school** and does not discriminate where it refuses to admit a girl applying for admission to this school.

St Colman's College is a post-primary denominational school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

St Colman's College is a denominational school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

St Colman's College has established a special class, with the approval of the Minister for Education, which provides an education exclusively for students with Autism Spectrum Disorder and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the College / Special class.

St Colman's College, with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with Autism Spectrum Disorders.

The College may refuse to admit to these classes, a student who does not have the category of needs specified.



Parents / Guardians considering an application for The President's Room for their child are advised to consider carefully our ASD Enrolment Policy, ratified in 2025. This is attached as Appendix A.

Important Note regarding St Colman's College's ASD Class. A dual admissions procedure exists for students seeking admission to the Special Class. A separate Enrolment Policy for the Special Class is in Appendix A.

5. Admission of Students

This school shall admit each student seeking admission except where –

- (a) The school is oversubscribed (please see section 6 below for further details)
- (b) 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 and that he shall make all reasonable efforts to ensure compliance with such code by the student.
- (c) As an ALL-Boys School, St Colman's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- (d) As a Catholic Faith School, St Colman's College may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.
- (e) The special classes attached to St Colman's College provide an education exclusively for students with Autism Spectrum Disorder and the College may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Students eligible for admission to First Year:

To be eligible for admission to First Year, students must have:

1. reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations)
2. Have completed Sixth Class in Primary School or its equivalent
3. Be willing, in conjunction with their parents/ guardians, to accept the characteristic spirit of the College [see section on Characteristic Spirit above]
4. Be willing to sit an Entrance Assessment, the date for which will be communicated in writing to the parents / guardians of the students accepted for admission to the College. This assessment is not an entrance examination as the student has already been allocated a place in the College and is only used to assess the needs of students and aid in the construction of mixed ability base class groups.
5. Be willing to complete the detailed student data form that will be issued following acceptance for admission

Documentation

In accepting an offer of a place in St Colman's College, the parent / guardian agrees to furnish documentation which is relevant to the ongoing education of the incoming student, namely:

- (j) Full enrolment form, with accurate contact details OF ANY INDIVIDUAL WHO HAS GUARDIANSHIP OF THE CHILD. Please note that the giving of inaccurate, incomplete or misleading information by any party may lead to the forfeiture of a place offered.

Information is received by the College in good faith. And, where applicable and relevant:

- (k) Certificate of Irish Exemption Note: ALL students are required to study Irish, unless they hold an official Irish exemption, which is obtained from the Primary School (for incoming 1st Years) or the previous school (in the case of transfer students). St Colman's College only issues Certificates of Exemption for newly exempt students.
- (l) Educational Psychological Report
- (m) Occupational Therapy Report



- (n) Speech and Language Report
- (o) Relevant medical information, including written Care Plan that has been in place previously be provided to the school.
- (p) Professional recommendation for the use of Assistive Technology.
- (q) Professional recommendation for access to the support of a Special Needs Assistant (SNA).
- (r) Primary School Passport (this is sent by the Primary School). The parent / guardian will also be required to provide other documentation e.g. full length birth certificate, accurate details as to guardianship, an agreement to abide by the College Code of Behaviour and other policies. Acceptance of a place in St Colman's College implies acceptance of all college policies. Late supply of these documents will mean that the College cannot make a complete application for resources to the DES and may mean that the student will not receive the support he seeks. Special Note about ASD Class: A parent / guardian applying for a place in the ASD Class, must include a copy of a written diagnosis of ASD AND a clear statement by an Educational Psychologist for the necessity such a placement, as part of their direct correspondence with the school (dual application process.) AND a written approval letter for placement in a Special Class, issued by the SENO via the NCSE, must accompany the application.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission to First Year, 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:

Selection Criteria

- (a) Applicants for the upcoming academic year, with brothers attending the school
- (b) A son of a member of the teaching staff (with a permanent/CID contract on closing date of admission) or a member of the ancillary staff.
- (c) Applicants whose brother(s) are past students of the school.*
- (d) Applicants whose father /grandfather was a past-student (provided the maximum number of places filled, pursuant to that criterion, does not exceed 25 per cent of the available places as set out in the school's annual admission notice for the school year concerned.
- (e) Applicants from Primary schools within the traditional catchment area**.
- (f) Applicants from schools outside the traditional catchment area who have previously sent students to St Colman's College**.
- (g) Students from other schools.

**NOTE: A past student is defined as a student who must have completed his formal education in the College either by way of Junior Certificate, Matriculation or Leaving Certificate. (Proof of these certificates may be requested.)*

***NOTE: A List of primary schools in each category can be found at end of this policy.*

Lottery

If 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), the following arrangements will apply.

1. All applicants within the specific criteria category will be listed by lottery (see below).
2. Additionally, in circumstances where all available places have been allotted without the application of ALL selection criteria, remaining candidates will be listed within their respective categories by lottery (see below).



Lottery Arrangements

Conduct of Lottery

All applicants within the specific category will have their names drawn until all places are filled. When the places are filled, the remaining names of the applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

Supervision of Lottery

The lottery will be supervised by the principal, a nominated member of the Board of Management (BOM) and an independent observer.

7. What will not be considered

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:

- a) A student's prior attendance at a pre-school or pre-school service, including naíonraí, other than prior attendance at an early intervention class or an early start pre-school specified in a list published by the Minister from time to time.
- b) The payment of fees or contributions (howsoever described) to the school;
- c) A student's academic ability, skills, or aptitude.
- d) The occupation, financial status, academic ability, skills, or aptitude of a student's parents.
- e) A requirement that a student, or his parents, attend an interview, open day, or other meeting as a condition of admission.
- f) A student's connection to the school by virtue of a member of his family attending or having previously attended the school other than the selection criterion based on
 - i. siblings of a student attending or having attended the school and/or
 - ii. parents or grandparents of a student having attended the school up to a maximum of 25% of the available spaces as set out in the school's annual admission notice.
- g) the date and time on which an application for admission was received by the school, subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to St Colman's College will be based on the following:

1. Our school's admission policy
2. The school's annual admission notice
3. 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

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.) Selection criteria that are not included in our school admission policy will not be used to decide on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed by email as to the decision of the school, within the timeline outlined in the annual admissions notice.

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 18 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St Colman's College, you must indicate—

- (a) 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
- (b) 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school. Additionally, applicants should make themselves aware of, and be familiar with, the data sharing permissions allocated to schools to facilitate the efficient admission of students in Section 11 below.

11. 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 St Colman's College where:

- (a) It is established that information contained in the application is false or misleading.
- (b) 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.
- (c) 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 and that he shall make all reasonable efforts to ensure compliance with such code by the student.
- (d) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 10 above.

12. Sharing of Data with other schools and the Department of Education

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools and also with the Department of Education 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:

- (a) An application for admission to the school has been received,
- (b) An offer of admission to the school has been made, or
- (c) An offer of admission to the school has been accepted.

The list may include any or all the following:

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

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Colman's 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 St Colman's 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.

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.

14. 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 a place available.

Late applications will automatically be placed on a secondary waiting list. Offers of enrolment from this list will be extended on a first-come, first-served basis only after all applicants on the oversubscription waiting list have been offered places.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students to other years who

- (a) are not already admitted to the school to classes or years other than the school's intake group and / or
- (b) are not already admitted to the school, after the commencement of the school year in which admission is sought are as follows:

1. The school may, within available capacity, accept applications for enrolment for year groups other than the school's intake group up to and including repeat Leaving Certificate students.

2. The school endeavours to ensure that all applicants for enrolment receive a place in the school, structural/regulatory limitations permitting. These limitations may include class size, staff provision, physical accommodation or Health and Safety issues arising from Department of Education and Science regulations and/or School Risk assessments.

3. Applicants seeking to transfer from other schools may be accepted based on the previously stated provisions of this Admissions Policy. Additionally:

1. The applicant must satisfy School Management as to the reason for transfer. The school will request information from the applicant's previous/present school concerning attendance, educational progress, disabilities, and/or special educational needs. (Section 20 Education Welfare Act 2000).

2. School Management must satisfy itself that the transfer is in the best interests of both parties.

3. The School Management may consult the Education Welfare Officer if appropriate.

- 4. "The Board of Management has a duty of care to ensure, as far as practicable, the health and safety of the students and staff of the school. In addition, the board of Management is required under Section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that Board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education"

Applications to repeat a school year:

Decisions on repeating a school year will be made on a case-by-case basis.



Subject to the limitations placed on the number of students allowed to repeat in a given year by the Department of Education and Science and following consultation by school management with parents/guardians and with existing teachers of the student, students will only be allowed to repeat a year if:

1. Motivation for the application is reasonable e.g. due to prolonged absence from school or illness
2. School management deems a repeat year to be in the student's best interests, in terms of his learning and holistic development
3. The student has satisfactorily complied with the school's Code of Behaviour
4. Space exists in core and option subjects. Note: Application to attend a specific teacher's class will not be considered at any time, either for an existing or prospective student.

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

The board of St Colman's College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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. Arrangements regarding students' nonparticipation in religious Education

The following are the school's arrangements for students, where the parent/guardian or in the case of a student who has reached the age of 18 years, the student, has requested that the student attend the school without participating in religious education in the school.

Parents / Guardians or in the case a student over the age of eighteen years, the student, must submit any request for nonparticipation in religious education classes, in writing, to the School Principal. This written request must contain the reason or reasons why the student should be excused from participation in the Religious education classes.

Following receipt of a request for nonparticipation in religious education the Principal will arrange to meet the parents / student concerned to discuss the request and any arrangements required.

Under current staff and accommodation constraints within St Colman's College it will not be possible to permit nonparticipating students to absent themselves from the classroom during religious education classes.

Nonparticipation at religious education class will not result in a reduction in the school day nor will it result in a "free Class" for the completion of homework.

Accordingly, Parents/the student will be required to provide appropriate reading material drawn from their own religious traditions and/or beliefs or non-beliefs, to be studied during Religious Education classes by their son/s. They will continue to be under the supervision of their timetabled Religious teacher.

This approach highlights the importance the school places on the religious or spiritual formation of all its students irrespective of their traditions and acknowledges that all students have their own personal journey that should be encouraged and respected.

18. Reviews/appeals

Review of decisions by the board of Management

The parent/guardian 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 and Skills.

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 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 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 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 and Skills. 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 and Skills.

This Policy was ratified on:

Date: 15th September 2026

Séamus Ó'Ceallacháin

Chairman

Date:

Seán Lane

Secretary

Date:



Primary schools in the Traditional Catchment Area:

School Name	
Adair NS	Ballynoe NS
Conna NS	Grange NS
Araglin NS	Bartlemy NS
Curraglass NS	Kilmagner NS
Ballindangan NS	Bishop Murphy NS
Educate Together NS Fermoy	Kilworth NS
Ballyduff Upper NS	Castlelyons NS
Gaelscoil de hÍde, Fermoy	Rathcormac NS
Ballygowen NS	Castletownroche NS
Glanworth NS	St Joseph's, Barrack Hill NS
Ballyhooly NS	Clondulane NS
Glenville NS	Watergrasshill NS

Schools Outside our Catchment Area who have previously sent students

School Name
Ballygiblin NS
Ballygown NS
Glenahulla NS
Kildorrery NS
Killavullen NS
Scoil Na nÓg, Glanmire



Appendix A - Admission to the Autism Special Class

Rationale.

The Department of Education and Skills recognises the challenges posed by students diagnosed with Autistic Spectrum Disorder. St Colman's College has two ASD classes within its school to cater for students on the Autistic Spectrum who can participate with support in a mainstream school. For the purpose of clarity, the term ASD Class will be used in this document.

Each class will have the capacity to cater for a maximum of six students who:

- Are secondary aged pupils (as per Department of Education and Science Guidelines) & have completed primary school education or equivalent.
- Have a diagnosis of Autistic Spectrum Disorder (DSM-V/ICD10) and supporting original documentation in order to be considered for enrolment in our ASD class.
- St Colman's College provides a support class that is an open, inclusive and an unrestricted environment and setting. This class is not a high dependent unit.
- Students who are enrolled in this class will follow a Junior and Senior Programme (5/6 years). In addition, students with ASD can access high-quality support for learning and Level 2 Learning Programmes, if appropriate. Students will be registered with their relevant year/class group.
- As per DES Guidelines, the school will not exceed the maximum number of six students per ASD Class. At present, the school has two classes. To ensure that we provide a mainstream education to all students, there is a maximum of two students with an ASD diagnosis per base class group if achievable.
- All applications, offers of enrolment and continuing enrolment are subject to signing of, adherence to and ability to adhere to the school's Code of Behaviour.
- The Board of Management respect the rights of the existing school community and students already enrolled. This will be taken into account when assessing entry into the ASD programme.

Aims of the Special Class.

- To meet the educational needs of the students.
- To provide academic support in the areas of literacy and numeracy skills.
- To support the participation of students in mainstream activities, as appropriate.
- To enhance the social and communication skills of the students in St Colman's College.
- To develop organisational skills and strategies to enable the students to cope with everyday life.
- To support the holistic development of the student within St Colman's College.

The Autism Class will facilitate a transfer programme for new students. The model of inclusion will underpin the work of the Autism class. Additional note, Enrolment in an ASD class will be annually reviewed, the aim of the ASD program is to have the student fully enrolled in mainstream.

Section 1 General Information

Autism/autistic spectrum disorder (ASD)

A psychiatrist or psychologist will have assessed and classified such pupils as having autism or autistic spectrum disorder according to DSM-V or ICD-10 criteria. In the interest of the pupil with ASD and in order that the needs of the pupil are adequately addressed, it is important, where feasible, that for a definitive assessment of ASD, a multi-disciplinary assessment team should be involved. The need for a multi-disciplinary assessment is also in keeping with the policy of the National Educational Psychological Service (NEPS).

What is an ASD Class?

Special classes are part of a continuum of educational provision that enables students with more complex special educational needs to be educated, in smaller class groups, within their local



mainstream schools. They offer a supportive learning environment to students who are unable to access the curriculum in a mainstream class, even with support, for most or all of their school day. Students enrolled in special classes should be included in mainstream classes to the greatest extent possible, in line with their abilities. In addition, there will be opportunities for reverse inclusion, whereby mainstream students participate in the ASD class also.

What Happens in our ASD Class?

- Students learn different skills individually and in small groups in the ASD class and they practise the skills in their mainstream respective classrooms.
- Students from mainstream classes work with the students from the ASD class, through students in the ASD class integrating into mainstream and through reverse inclusion.
- There is regular communication between the mainstream class and the ASD class teachers/SNAs.
- In line with the Continuum of Support, there will be Individual Educational Planning for the student with the school and parents. Each student will have a Student Support File.
- Students in the ASD class follow the Post Primary school curriculum, differentiated, as appropriate, to their individual needs.
- Students are enabled to become independent learners and be able to ask for help when they need it.
- Students' self-confidence and self-esteem is developed.
- Students' emotional and behavioural self-regulation is nurtured.
- Literacy and numeracy skills are reinforced.
- Students' social skills especially interacting and communication with their peers is targeted.
- Listening skills and following instructions are enhanced.
- Students' awareness of their strengths and needs is promoted.
- Students' organisational and motor skills are developed.
- Students are taught coping skills for various situations in everyday life.

Section 2 Enrolment

Criteria for enrolment

1. **Diagnosis:** A confirmed diagnosis of Autism Spectrum Disorder (ASD) is required for all applicants.
2. **Professional Reports:** Professional report(s) outlining:
 - Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report) &
 - 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
3. **NCSE Sanction:** A written approval letter for placement in a Special Class, issued by the SENO via the NCSE, must accompany the application.



Application Process

1. The process begins as per circular 0080/2024 the parents/guardians notifying the NCSE before February 1st in the preceding school year of an application for admission to a special class.
2. With a referral from an external agency or a telephone call or a visit in person to St Colman's College by a Parent/Guardian.
3. An enrolment application form, a copy of which is available from the school, should be fully completed and submitted by the parent/guardian on behalf of the applicant. The closing date for receipt of such completed applications by the school is the same as St Colman's College Admissions Policy. This Enrolment Application Form should be accompanied by an original Birth Certificate of the applicant and accompanied by all the up to date and pertinent educational psychological assessment(s) and diagnostic report (s). The Enrolment Application form must also be accompanied by School Reports and relevant documented information from all previous schools that the applicant attended.
4. There must be signed consent from the Parents/Guardians granting the Board of Management of St Colman's College permission to access and share any other reports relevant to the application.
5. Fully completed Enrolment Application Forms are then recorded on the unique schools app. Only applications that then meet the criteria for enrolment, subject to available space and maximum student numbers, will be considered.
6. Two of the following original documents may be requested, as proof of address within the catchment area must accompany the application for enrolment – ESB (or alternative provider) bill, Gas bill, Landline telephone bill or Television supplier bill. The advice, support and recommendation of the Special Educational Needs Organiser (SENO) for the area/region, based on the needs of the applicants, will be considered in the decision- making process associated with enrolment of applicants in the ASD class at St Colman's College.

It is important that Parents/Guardians note that St Colman's College may in certain clarified circumstances and following an assessment and investigation, be unable to meet the special educational or physical needs of the applicant on the grounds that

- the applicant is deemed a risk, on health, safety, welfare or security grounds to themselves and/or other, or
- admission of the applicant will make impossible, or have a serious detrimental effect on, the education provision by St Colman's College as an educational establishment of its services to other.

All recommendations will then be considered by the Board of Management of St Colman's College who make the final school decisions on all applications to enrol. Where the number of applicants on the applications file exceeds the number of places available, the following ranked criteria will then apply to all applications received:

1. Applicants attending the feeder schools
2. Applicants with siblings already enrolled in St Colman's College
3. Applicants not attending the feeder schools but for whom this ASD unit would be the nearest facility to their home residence.

Parents/Guardians should note that where the number of applicants at any stage of the criteria numbered above exceeds the number of spaces available within that criterion, then the date of birth of the applicant will be considered with priority being given to the oldest applicant within that criteria level, and continuing thus forth until all places are filled. If two or more applicants share the same date of birth, then places will be allocated on the basis of the date that fully completed Student Application Forms were recorded (date wise) in the applications file.



Section 3: Enrolment Arrangements

Parents/Guardians should note;

1. The Parents/Guardians of a child being offered a place in the ASD Unit will be invited to visit the school to meet with a member of the Special Education Team and the Principal/Deputy Principal of the school, to discuss the placement/enrolment of their child. Any information requested by the Parent/Guardian will be provided at this meeting.
2. The Parents/Guardians may be requested to consent to a visit by a member of the Special Educational Needs professional staff at St Colman's College, to visit the existing school placement of the student concerned in order to observe the student in a classroom situation. Staff will also meet with the principal and any relevant personnel involved in the student's education to that point.
3. The Parents/ Guardians will be invited to accompany their child to visit St Colman's College ASD Unit and meet staff.
4. The Parents/ Guardians are also invited, after the acceptance and placement of their child in the ASD Unit, to be consulted about the Education Plan for their child.
5. The NEPS psychologist and SENO will be appraised of the Education Plan.
6. A child may be phased gradually into the special class in the ASD Unit through a mutually agreed process between Parents/Guardians and the Management of the school.
7. Where it is deemed appropriate, a student in the ASD Unit will be assigned to an age appropriate mainstream class for integration purpose by school management.

Students that are currently enrolled in an ASD Unit in another post-primary school will not be considered for transfer enrolment at St Colman's College ASD Unit during the course of the school academic year.

Students enrolled in an ASD Unit in another post-primary school will not be considered for transfer enrolment at St Colman's College ASD Unit at the end of a school academic year unless the family have moved residence into the catchment area of St Colman's College. Parents/Guardians must note St Colman's College respects the right of the existing school community and the students already enrolled therein, and this consideration is paramount when assessing entry to the ASD Unit.

The placement of every student within an ASD Unit will be subject to regular review by the school staff and where appropriate the professional services external to the school, following which decisions will (i) continue within the ASD Unit at St Colman's College (ii) integrate fully into the mainstream post-primary, or (iii) seek an alternative and more appropriate educational placement for the student as St Colman's College is unable to meet the educational needs of the student. In such an instance the support and assistance of the staff at St Colman's College will be available to assist the family in securing a more suitable learning environment in another educational institution, for the student concerned.

SECTION 4: Reviews/appeals

Review

In consultation with the Board of Management of St Colman's College in compliance with Sections 19(3) of the Educational Welfare Act 2000 will decide in writing in respect of an application for enrolment in line with the Annual Admissions Notice.

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 and Skills.

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 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 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 and Skills. 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.

SECTION 5: Exceptional Cases

In consultation with the Board of Management of St Colman's College reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child has special needs such that, even with additional resources available from the Department of Education and Skills, the school may not be able to meet the educational needs of the student in a safe environment.
2. In the opinion of the Board of Management, the child poses an unacceptable risk to other students, to school staff or to school property.

SECTION 6: Progress Review

Annual Review

An annual review meeting is held by the school in the second term with respect to each student in the ASD class. This timing is to facilitate potential NCSE deadlines. The purpose of the meeting is to review progress and to establish if the ASD class remains the best placement for the student. Each student is discussed individually. The most up to date reports/information available on the student are presented to the school. The student's current presentation and needs are then discussed by the team.

The school is cognizant of the parents' views at all times. Prior to the annual review meeting a formal meeting between each student's parents and ASD class staff may take place. The parents can then articulate their views on their child's progress and preference for their child's placement. Where possible, the voice of the child will also be included in this review.



Arising from the discussion a decision is reached as to whether or not the ASD class remains the optimum placement for each child and is in the child's best interest.

In line with the NEPS/ DES (2010) Continuum of Support model, if it is no longer considered to be in the child's best interest or to be the placement of choice, then the child will be discharged and transition from the ASD class. Discharge is made in line with the following criteria.

1. The school in consultation with the ASD class staff considers the pupil able to return to fulltime mainstream education.
2. The school no longer considers the ASD Class as the most suitable placement for the child's educational development.
3. The child's parents/guardians request transfer from the ASD Class.
4. The school deems that the child is no longer benefiting from the ASD Class placement.

The school advises the Board of Management of the school on its recommendations following the review meeting.

Section 7. Review of this Statement.

This Policy will be developed, monitored, and reviewed on an ongoing basis and ratified by the Board of Management.

School Management will accept feedback from staff, students and Parents / Guardians made through the proper use of the appropriate channels i.e., staff meetings, student committees and PSAC. This feedback will inform periodic evaluation of the policy by Management.

This policy is incorporated into the body of School Policy from the date of review.

This Policy was ratified on:

Date: 15th September 2026

Séamus Ó'Ceallacháin

Chairman

Date: 15/09/2026

Seán Lane

Secretary

Date: 15/09/2026



Appendix B - Transition Year Admissions Policy

Policy Statement

St. Colman's College offers Transition Year as an optional one-year programme post Junior Cycle to prepare students for the Senior Cycle and adult life.

The school is committed to fostering the key competencies outlined in the new Senior Cycle, supporting students to become more engaged, enriched, and capable learners. This approach promotes the holistic development of their knowledge, skills, values, and dispositions in an integrated and meaningful way. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and Skills:

1. Nurture the development of the student as a whole person by building on their previous experiences, through a curriculum designed by the school that is aligned to the TY Programme Statement
2. Create space and opportunities for meaningful, enjoyable learning experiences through which the key competencies of the student can be developed in the classroom and school, in the home and in their role as local, national and global citizens
3. Expand the student's experience and awareness of diverse future pathways and nurture the student's capacity to sustain their growth and development through a process of lifelong learning.
4. Evolve continuously to support the learning and development of the student through a reflection and renewal process involving students, teachers, school leaders, parents and community partners.

The comprehensive Transition Year Programme offered by St. Colman's College aims to improve skills and encourage maturity by providing a variety of opportunities to allow for:

- the development of new skills and talents
- the discovery of personal strengths
- working as a team player
- becoming a more independent learner
- learning about effective leadership and co-operation
- sampling new subjects
- making informed choices on Leaving Certificate subjects
- building a solid foundation for the Leaving Certificate
- discovery of career opportunities beyond school
- preparing for and experiencing the working world

Procedures for Admission

Early in third year, the Programme Coordinator will visit all third-year classes. The Coordinator will make it clear to all prospective applicants that attendance, application and attitude to work and behaviour will be important factors in gaining entry to TY. The coordinator will give a clear overview of the TY Programme and explain the benefits of participation in the programme.

During the Second Term, the Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. The qualities and disposition essential for successful participation in Transition Year will again be fully outlined to students at this presentation.

After the presentation above, a formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme. The TY Coordinator will explain the benefits of Transition Year and the responsibilities of participants.

Students apply for a place on a Transition Year application form; Applications will be considered valid only if they are fully completed and submitted within the specified deadline. Any application received



after the stated deadline will be considered only after students whose applications were submitted on time have been processed. Application for admission to Transition Year is open to all students in Junior Cycle. It is the responsibility of each student and his parents/guardians to ensure that the application form is returned on time.

The Transition Year Admissions Committee

The Transition Year Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (chairperson), Principal, Deputy Principal with responsibility for third year and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.

The following criteria will apply in assessing a prospective Transition Year student's application:

- (a) The student's willingness to sign the Contract of Learning
- (b) The student's attendance and punctuality record
- (c) The student's record of compliance with the school's Behaviour Policy and the Code of Conduct
- (d) The student must submit an application form. If the number of approved applicants exceeds the number of available places a lottery will be conducted and overseen by the School Principal and the TY Coordinator.

Offer & Acceptance of Places

All students will be informed of the outcome of their application in due course. Students who are offered a place in the programme for the following academic year will be asked to return an acceptance form by a specific closing date together with the first instalment of the Transition Year fee (€250) to secure the place.

The Transition Year fee is €450 (subject to change) and must be paid in full by the specified date; this can be paid in instalments with each payment receipted. Fees not fully paid by the specified date will mean the offer of a place in Transition Year will be withdrawn and the student will be offered a place in 5th year instead. Any portion fees already paid will be refunded.

Students who are not offered a place in Transition Year will be offered an appointment with the Guidance Counsellor to guide them to choose their 5th year subjects.

Any serious breach of the school's Code of Behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the student's place in Transition Year.

Appeals

Parents/guardians of a student who is not offered a place in Transition Year and who takes the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management within 10 days of receiving notification by outlining in detail and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

This Policy was ratified on:

Date: 15th September 2026

Séamus Ó'Ceallacháin

Seán Lane

Séamus Ó'Ceallacháin
Chairman

Seán Lane
Secretary

Date: 15/9/2026

Date: 15/9/2026

