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**POLICY FOR ADMISSION FOR**

**GRANGE POST PRIMARY SCHOOL**

**For 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 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 Grange Post Primary School is responsible for the implementation of this Admission Policy.

# Introduction to Grange Post Primary School

#### School Ethos

Grange PPS is a democratic, multi-denominational, co-educational, publicly funded School operating under the auspices of Mayo Sligo Leitrim Education and Training Board; where policies, practices and attitudes are underpinned by the core values of Respect, Care, Equality, Community and Excellence in Education.

#### Mission Statement

Grange Post Primary School is a partnership of Staff, Students and Parents enabling each student to achieve his or her full potential. We aim to inspire a Love of Learning in all our students, irrespective of ability and through personable and enthusiastic encouragement, to lead all on to develop as Caring, Respectful Individuals in a challenging world.

#### Brief History of School and overview

#### Grange Post Primary School opened its doors in 1934 as a Technical School, with three classrooms and three teachers, catering to the needs of members of the locality at that time. Teachers in this sector at that time have been described as “people who worked for the cause of vocational and technical education – their idealism, vision, leadership, commitment and sense of mission…their dedication and determination, Ireland became endowed with a statutory system of education that is democratically controlled, multi-denominational, co-educational and highly responsive to local and emerging needs”

Indeed, that sense of dedication and providing a quality education to a local community has held firm through significant change moving to the VEC system and on to the present, where it operates under Mayo Sligo Leitrim Education and Training Board (MSLETB) since 2013. Within this, Grange Post Primary retains an open enrolment policy, operating in the small rural town of Grange, offering the highest quality education to second-level students from Grange and its surrounding areas.

Numbers in the school have been growing steadily, particularly over the past 10 years, passing the 200 mark for the first time in the 2015/2016 academic year. We will have circa 282 students on site in 2024-2025. Staff numbers have steadily grown, corresponding with the growth in student numbers, with 24 teachers currently employed in the school.

The original school structure itself has undergone two sizable extensions and a further extension providing 14 additional rooms ispending. A community complex was built on the school grounds and in addition an Astroturf Pitch and a soccer pitch were developed over the years.

Subjects on offer and programmes on offer have broadened greatly over recent years to include a full subject offering at both Junior and Senior Cycle. We were delighted to introduce an innovative optional Transition Year Programme in 2013 that has proven very popular and beneficial to our students. We have a strong collaborative culture among our team of teachers, where innovation and creativity to respond to student needs is central. We have also developed a strong on-line learning platform through Microsoft Office.

We offer a very broad and varied extra-curricular and co-curricular programme of activities with a pattern of high achievements in sports including soccer, Gaelic football, athletics and basketball. Our school choir are well known for their expertise and skills leading them to local and national stages and events regularly. A full range of reading groups, lunchtime quiz sessions, well-being month, board games club and weekly puzzles to solve in - there is something for everyone.

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**PART A**

***General Information for All Applicants***

***1. Glossary of Terms***

***2. Admission Statement***

***3. Legal Framework***

***4. General Admission Provisions (for all Applicants)***

# Glossary of Terms

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Grange PPS.

‘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 Grange PPS; a person is only regarded as a student of Grange PPS once he/she 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 appointed under the Guardianship of Children Acts, 1964 to 1997.

Catchment Area’ refers to the designated residential area for application to Grange PPS in respect of the person on whose behalf the application is being made. The catchment area for Grange PPS is defined as: all addresses located within a 12km radius of Grange PPS using google maps (i.e. from the school to the home address- using post codes).

‘Feeder Primary Schools’ refers to the primary schools of preference for application to Grange PPS. The feeder primary schools for Grange PPS are:

St Patrick’s N.S, Ballyweelin, Maugherow, Co. Sligo

Carns N.S, Moneygold, Grange, Co. Sligo

Cliffoney N.S, Cliffoney, Co. Sligo

St Aidan’s N.S, Ballintrillick, Cliffoney, Co. Sligo

Castlegal N.S, Cliffoney, Co. Sligo

Scoil Naomh Molaise Grange, Co. Sligo

Rathcormack N.S, Rathcormack, Co. Sligo

Sibling’ -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. The wider definition of sibling into 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.

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

# Admission Statement

Characteristic Spirit Statement for ETB Schools

ETB schools are state, co-educational, multi-denominational schools underpinned by the core values of:

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

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

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

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

In ETB schools, students of all religions and beliefs are treated equally. The school

environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs. Accordingly, Grange PPS shall not discriminate in its admission of a Student based on the following grounds:

1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
2. Civil status of the Student or Applicant;
3. Family status of the Student or Applicant;
4. Sexual orientation of the Student or Applicant;
5. Religion of the Student or Applicant;
6. Disability of the Student or Applicant;
7. Race of the Student or Applicant;
8. The Student’s or Applicant’s membership of the Traveller community;
9. Special educational needs of the Student or Applicant.

Grange Post Primary shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

# Legal Framework

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

The board of management of Grange Post Primary is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

The Education Act 1998 provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

It is important to understand that our school does not provide ‘religious instruction’ and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. There is an important distinction between ‘religious instruction’ and ‘religious education’: Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are ‘multi-denominational’, Grange Post Primary School supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

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

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

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

Accordingly, Grange PPS shall not discriminate in its admission of a Student based on the following grounds:

* 1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
  2. Civil status of the Student or Applicant;
  3. Family status of the Student or Applicant;
  4. Sexual orientation of the Student or Applicant;
  5. Religion of the Student or Applicant;
  6. Disability of the Student or Applicant;
  7. Race of the Student or Applicant;
  8. The Student’s or Applicant’s membership of the Traveller community;
  9. Special educational needs of the Student or Applicant.

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

Grange Post Primary 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.

Grange Post Primary 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.

# General Admission Provisions

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

* the implementation of this Admission Policy,
* the annual Admission Notice of the school, and the
* information provided by the Applicant in the application for admission.

In processing an application Grange Post Primary **shall not consider**:

* + 1. The payment of fees or contributions to the school;
    2. A Student’s academic ability, skills or aptitude;
    3. The occupation, financial status, academic ability, skills or aptitude of a Student’s Parent(s);
    4. A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
    5. A Student’s connection to the school due to a member of his or her family attending or having previously attended the school
    6. The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

**Grange Post Primary will consider**the offer of a place to every Student seeking admission to the school, **unless the following applies**:

* + 1. The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;

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

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

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

**PART B**

***Information for Specific Categories of Applicants***

1. ***Application to the First-Year Group***
2. ***Application to All Year Groups Other Than First-Year***

# SECTION 5

# Application to the First-Year Group

# Application to the First-Year Group

1. **Admission Provisions (First-Year Group)**
   * 1. Oversubscription
     2. Selection criteria in order of priority
     3. Selection process
     4. Late Applications
     5. Second/third-round offers of a place
     6. Acceptance of a place
     7. Refusal
     8. Withdrawal of an offer
     9. Appeals
2. **Admission Provisions to the Aonad Lán Gaeilge (First-Year Group)**
   1. Oversubscription
   2. Selection criteria in order of priority
   3. Selection process
   4. Late Applications
   5. Second/third-round offers of a place
   6. Acceptance of a place
   7. Refusal
   8. Withdrawal of an offer
   9. Appeals
3. **Appeals**
4. Appeal where refusal was due to oversubscription
5. Appeal where refusal was for a reason other than oversubscription
6. Basis for a review by the board of management

# Admission Provisions (First-Year Group)

In the event that Grange Post Primary is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

Incomplete applications received by the school will not be processed under this policy.

1. **Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Grange Post Primary is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

* + 1. **Selection criteria.**

Grange Post Primary will apply the following criteria for admission to the First-Year Group:

1. If the Student has siblings currently enrolled in the school [and resides in the Catchment Area];
2. If the Student resides in the Catchment Area;
3. If the Student has siblings who were previously enrolled in the school;
4. The student at the time of application is attending a Feeder Primary school and has been enrolled there for at least one full academic year.
5. **Selection process**

Grange Post Primary will apply the selection process as follows:

An Applicant will be offered a place in relevant year group in Grange Post Primary based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Grange Post Primary will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.]

1. **Late applications**

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

Where the relevant year group Grange Post Primary is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 4.7. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant year group Grange Post Primary is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue*.*

1. **Second/third-round offers of a place**

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

1. **Acceptance of a place**

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School’s Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

1. **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:

* + 1. The reasons that the Student was not a offered a place in Grange Post Primary;
    2. Details of the Student’s ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed;
    3. Details of the Student’s place on the waiting list, if applicable; and
    4. Details of the Applicant’s right to appeal the decision.

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

* + 1. The information contained in the application is false or misleading in a material respect.

1. **Withdrawal of an offer**

An offer of admission may be withdrawn where:

* + 1. The information contained in the application is false or misleading in a material respect, or
    2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
    3. An Applicant has not indicated:

1. 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

1. whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

1. **Appeals**

For information relating to an Applicant’s right to appeal a decision of Grange Post Primary regarding admission to the First-Year Group, see section 5.3.

# Appeals

* + 1. **Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a ‘BOMR1 Form’, available from the school office and at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Grange Post Primary. 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 [secretary@grangepps.ie].

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a ‘Section 29 Appeal Form’, available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education’s ‘*Procedures for hearing and determining appeals under section 29*’, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

* + 1. **Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Grange Post Primary for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a ‘BOMR1 Form’, available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Grange Post Primary. 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 []. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a ‘Section 29 Appeal Form’, available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education’s ‘*Procedures for hearing and determining appeals under section 29*’, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

1. **Basis for a review by the board of management:**

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

# SECTION 6

# Application to All Year Groups Other Than First-Year

# Application to All Year Groups Other Than First-Year

1. **Admission Provisions (other than First-Year)**
   * 1. Oversubscription
     2. Selection criteria in order of priority
     3. Selection process
     4. Late Applications
     5. Second/third-round offers of a place
     6. Acceptance of a place
     7. Refusal
     8. Withdrawal of an offer
     9. Appeal
   1. **Appeals**
      1. Appeal where refusal was due to oversubscription
      2. Appeal where refusal was for a reason other than oversubscription
      3. Basis for a review by the board of management

# Admission Provisions (Other Than First-Year)

In the event that Grange Post Primary is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

Incomplete applications received by the school will not be processed under this policy.

1. **Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Grange Post Primary is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

Where the Transition Year Programme in Grange Post Primary is oversubscribed, a Student applying for admission to such programm(es) in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this programme.

1. **Selection criteria in order of priority**

Grange Post Primary will apply the following criteria for admission to a year group other than First-Year:

1. If the Student has siblings currently enrolled in the school.
2. If the Student resides in the Catchment Area.
3. If the Student has siblings who were previously enrolled in the school.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

1. **Selection process**

Grange Post Primary will apply the selection process as follows:

[An Applicant will be offered a place in the relevant year group Grange Post Primary based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Grange Post Primary will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.]

1. **Late applications:**

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

Where the relevant year group Grange Post Primary is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may been applied to applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section(s) 4.7. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Grange Post Primary is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group. Grange Post Primary, subject to sections 4.7 and the same process as applies to Applicants whose applications were received before the closing date will be applied, *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue*.*

1. **Second/third-round offers of a place**

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

1. **Acceptance of a place:**

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

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

1. **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:

* + 1. The reasons that the Student was not a offered a place in Grange Post Primary,
    2. Details of the Student’s ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed,
    3. Details of the Student’s place on the waiting list, if applicable, and
    4. Details of the Applicant’s right to appeal the decision.

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

* + - 1. The information contained in the application is false or misleading in a material respect.

1. **Withdrawal of an offer**

An offer of admission may be withdrawn where:

* + 1. The information contained in the application is false or misleading in a material respect, or
    2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
    3. An Applicant has not indicated:

1. 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

1. whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

1. **Appeals:**

For information relating to an Applicant’s right to appeal a decision of Grange Post Primary regarding admission to a year group other than First-Year, see section 6.3.

# Appeals

* + 1. **Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a ‘BOMR1 Form’, available from the school office and at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>, for it to be reviewed by the board of management of Grange Post Primary. 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 secretary@grangepps.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a ‘Section 29 Appeal Form’, available at

<https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education’s ‘*Procedures for hearing and determining appeals under section 29*’, such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

* + 1. **Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Grange Post Primary for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a ‘BOMR1 Form’, available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Grange Post Primary. 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 secretary@grangepps.ie.

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a ‘Section 29 Appeal Form’, available at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education’s ‘*Procedures for hearing and determining appeals under section 29*’, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

* + 1. **Basis for a review by the board of management:**

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

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| **Personal Data considerations re: ETB Post-Primary School Application and Admission Forms** |

1. **APPLICATION FORM**

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| **SECTION 1 – PROSPECTIVE STUDENT DETAILS**  The name and address of the student is all information required to identify the Data Subject for the purpose of administering the admission process, including applying selection criteria to applications if applicable. This is in line with Article 5(c) of the GDPR, which states that “*data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed.”*    **PPSN**  This personal data is also required for identification purposes. It can be requested pursuant to section 262(4) of the Social Welfare Act 2005 which provides that “*a person shall give to a specified body his or her personal public service number and the personal public service numbers of his or her spouse, civil partner or cohabitant and children, where relevant, as required by the body for the purposes of the person's transaction*”. Paragraph 1(2A) of Schedule 5 of the Social Welfare Act 2005 extended the definition of “*specified body*” to include “*an education and training board*” and paragraph 2 includes “*a recognised school or centre for education (within the meaning of section 2 of the Education Act, 1998*)”. Under the Education (Admission to Schools) Act 2018, it is possible for school boards of management to communicate with each other re: lists of students who have applied and section 66(b)(iv) in particular states that the PPSN may be given as part of this information, which implies that PPSN information would be asked at application stage.    **SECTION 2 – DETAILS OF PARENT / GUARDIAN**  This information is sought to communicate the outcome of the application process to the data subject and in the case of a minor, the communication must be done with their parent(s)/guardian(s). This is pursuant to the Education Act 1998 inserted by section 9 of the Education (Admission to Schools) Act 2018 which provides that “*where a student has not been offered admission, the reasons that he or she was not offered admission shall be provided 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*”.  **SECTION 3 – STUDENT CODE OF BEHAVIOUR**  A parent’s/guardian’s signature is sought to confirm in writing that the school’s Code of Behaviour “*is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such code by the student*”, in accordance with section 23(4) of the Education (Welfare) Act 2000.  **SECTION 4- SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION**  **Student’s address**  This is sought for the purpose of determining whether the student resides in the catchment area, which the board of management may choose to be a criterion for admission, pursuant to its functions under the Education Act 1998, the Education (Welfare) Act 2000 and the Education and Training Board Act 2013 and in line with any restrictions under the Education (Admission to Schools) Act 2018.  **Student’s sibling(s)**  This information is sought for the purpose of determining whether the student has/had siblings who are currently attending or who previously attended the school in accordance with section 62(10)(a) of the of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018.    **Primary school**  This is sought for the purpose of determining whether the student has attended a primary school whose students are given preference for admission, which the board of management may choose to be a criterion for admission, pursuant to its functions under the Education Act 1998, the Education (Welfare) Act 2000 and the Education and Training Board Act 2013 and in line with any restrictions under the Education (Admissions to Schools) Act 2018.  **IMPORTANT INFORMATION**  **Recent utility bill**  This is sought as proof as address where a criterion of admission to the school is whether a student resides in a particular catchment area. (However, at the school’s discretion, there may be other ways to confirm proof of address in scenarios where a utility bill is not possible, *e.g.* a letter from a social worker where a homeless family may be residing in temporary accommodation provided by the State.) |
| **Miscellaneous**  Data shared on the application form may also be shared with Tusla Education Support Services (formerly NEWB) pursuant to section 28 of the Education (Welfare) Act 2000 “*in order to ascertain how best* [the student] *may be assisted in availing of educational or training opportunities or developing his or her full educational potential*”. |

1. **ACCEPTANCE FORM**

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| **SECTION 1 – STUDENT DETAILS**  The name and address of the student is all information required to identify the Data Subject. This is in line with section 71(1)(c) of the Data Protection Act 2018, which states that “*data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed.”*  **Gender**  The gender of the student is sought to ensure gender balance within classrooms as section 9(e) of the Education Act states that a function of a school is to “*promote equality of opportunity for both male and female students and staff of the school*” under section 9(e) of the Education Act 1998. The legal basis being relied upon for seeking such personal data is that processing of personal data is lawful where “*processing is necessary for compliance with a legal obligation to which the controller is subject*”, according to Article 6(1)(d) of the GDPR.  **PPSN**  This personal data is also required for identification purposes. It can be requested pursuant to section 14(4) of the Social Welfare Act 1998 which provides that “*a person shall give to a specified body his or her personal public service number and the personal public service numbers of his or her spouse and children, where relevant, as required by that body for the purposes of the person's transaction*”. Section 32(1)(c) of the Social Welfare Act 1998 extended the definition of “*specified body*” to include... “*a recognised school or centre for education (within the meaning of section 2 of the Education Act, 1998*)” *etc.* Under the Education (Admission to Schools) Act 2018, it will be possible for school boards of management to communicate with each other re lists of students who have applied and section 66(b)(iv) in particular states that the PPSN may be given as part of this information. Also, according to ‘Primary Circular 24/02, Department of Education and Science Primary Branch, To: Boards of Management, Principal Teachers and all Teaching Staff in Primary Schools, Determination of Valid Enrollment in Primary Schools’: “*the PPSN number of the child should also be obtained at the time of enrolmen*t”.  **Mother’s Maiden Name**  This personal data is sought as it is required when submitting the ‘October Returns’ to the Department of Education and Skills and may be shared with the Minister for Education and Skills or an tÚdarás un Ard-Oideachas in accordance with S.I. No. 317/2015 – Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015, which amended Article 189 of the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 (S.I. No. 142 of 2007), under the Social Welfare Consolidation Act 2005. Therefore, the legal basis relied upon when seeking this information is that in accordance with Article 6(1)(e) of the GDPR such that the “*processing is necessary for the performance of a task carried out…in the exercise of official authority vested in the controller*”, where authority is vested in the controller via the above statutory regulations.  **Date of birth**  The date of birth is sought as proof of the student’s age which is required to determine the eligibility of his/her attendance in line with the statutory functions under the Education (Welfare) Act 2000 and the Education and Training Boards Act 2013. The registration of a birth is a legal requirement in Ireland according to the Civil Registration Act 2004.  According to Circular 0053/2019 ‘exemption from the study of Irish revising Circular M10/94’, 12 years of age or the final year in primary education is the most appropriate time to consider an application for an exemption from the study of Irish where pupils may have received their primary education outside the state or are re-enrolling following a period abroad. Also, this circular provides that students who have reached the age 18 years may apply for an exemption from the study of Irish. Therefore, the school requires sight of the child’s long-form birth certificate in order to assess whether s/he meets the requirement.  The date of birth is also sought to identify the Data Subject. This is in line with section 71(1)(c) of the Data Protection Act 2018, which states that “*data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed.”*  Where a student is absent for more than 20 days during the school year, the Principal is to inform the Educational Welfare Officer, who is required to consult with the student and/or parent(s) but provision is only legally required to be made for the continued education of the student if s/he is under 16 years of age. This is pursuant to section 21(5)(b) of the Education (Welfare) Act 2000.  **Any orders or other arrangements in place governing access to or custody of the student**  This is sought to ensure the school can comply effectively with its statutory obligations and more generally also where the school is acting in *loco parentis* so that it can ensure where applicable and/or appropriate that any court order is complied with insofar as the school is in a position to do so.    **SECTION 2 – DETAILS OF PARENT / GUARDIAN / NEXT OF KIN**  Parent / Guardian details are required for making contact in the event of an emergency pursuant to the data subject’s vital interests as provided for in Article 6 subsection (d) of the General Data Protection Regulation 2016/679 (section 2 on both forms is for the purpose of ensuring that there is no change in circumstances of the legal guardian for the student in the time between application and acceptance).  These details will also be processed in accordance with section 9(g) of the Education Act 1998 to “*ensure that parents of a student…have access in the prescribed manner to records kept by that school relating to the progress of that student in his/her education*”.    **SECTION 2A - OTHER EMERGENCY CONTACT**  The details of an emergency contact are sought pursuant to Article 6(1)(d) where the processing of such contact information is necessary in order to protect the vital interests of the data subject. The emergency contact information provided may be used where there is a medical emergency in relation to the student or where there is a fear for his/her safety.  **SECTION 3 - APPLICATIONS TO OTHER SCHOOLS**  This information is permitted to be asked under section 62(7)(j) of the Education Act 1998 as inserted by section 9 of the Education (Admission to Schools) Act 2018. Under section 66 of the Education Act 1998 as inserted by the Education (Admission to Schools) Act 2018, boards of management may use this information for the efficient admission of students.  **SECTION 4 – EDUCATIONAL DETAILS**  Pursuant to sections 20 and 28 of the Education (Welfare) Act 2000, the school may also receive educational records of the student from a school(s) previously attended by the student.  **Additional Educational Needs information**  These details are sought pursuant to the school's / ETB’s statutory obligations under the Education for Persons with Special Educational Needs Act 2004 section 3(5) in particular which states that “*where an assessment carried out in accordance with subsection (4) establishes that the student concerned has special educational needs the principal shall, subject to subsection (11), within 1 month from the receipt by him or her of the assessment, cause a plan to be prepared for the appropriate education of the student (in this Act referred to as an ‘‘education plan’’*)”.  This information is also sought to assist the school in providing education to the student in line with the ETB’s function under the Education and Training Board Act 2013 and the school’s function under the Education Act 1998 to “*provide education to students which is appropriate abilities and needs*”.  Such documentation is also sought pursuant to the school's / ETB’s statutory obligations under the Education for Persons with Special Educational Needs Act 2004 section 3(5) in particular which states that “*where an assessment carried out in accordance with subsection (4) establishes that the student concerned has special educational needs, the principal shall” … “cause a plan to be prepared for the appropriate education of the student (in this Act referred to as an ‘education plan’* ”.  This information may also be shared with the Minister for Education and Skills or an tÚdarás un Ard-Oideachas in accordance with S.I. No. 317/2015 – Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015 which amended Article 189 of the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 (S.I. No. 142 of 2007). Therefore, the legal basis relied upon when seeking this information is that in accordance with Article 6(1)(e) the “*processing is necessary for the performance of a task carried out…in the exercise of official authority vested in the controller*”, where authority is vested in the controller via the statutory regulations.  **EAL (English as an Additional Language) support**  This is requested in determining the school curriculum plan and the allocation of resources and forms part of the primary functions of the ETB so is processed pursuant to Article 6(c) of the GDPR.  **Irish Language Information**  This information is requested to establish whether the student has/is availing of an exemption from Irish, in accordance with ‘Circular letter M10/94 ,To: The Management Authorities of Primary and Post-Primary Schools on Revision of Rule 46 of the "Rules and Programme for Secondary Schools"’ in relation to exemptions from the Irish language. The school requires this information so as to plan and allocate resources.  **SECTION 5 – MEDICAL DETAILS**  This is required and processed pursuant to Article 6(d) of the GDPR – in the vital interest of the data subject. Where this is also special category data, processing of this data is also carried out in line with Article (9)(g) of the GDPR and/or section 49 of the Data Protection Act 2018.  A query was submitted to the DPC by ETBI on this point seeking guidance as to the most appropriate subsection of Article 9 to be used but the response detailed that a DPO must contact the DPC.  ETBI had a discussion with the Data Protection Unit in the Department of Education and Skills on this specific point and it was considered appropriate that due to the various legislative duties placed on ETB schools to ensure the safety of students, including the overarching common law duty to act *in loco parentis,* that the processing of such health data is required for “*the performance of a function conferred on a person by or under an enactment or by the Constitution”* pursuant to section 40(b) of the Data Protection Act 2018.  **CONTACT FROM THE SCHOOL**  Data subjects and parents/guardians are informed that the school may make contact so as to meet statutory obligations under various sections of the Education Act 1998, including section 22(2)(b) which provides that “t*he Principal and teachers shall regularly evaluate students and periodically report the results of the evaluation to the students and their parents*” and section 23(1)(e) which provides that “t*he Principal of a recognised school shall encourage the involvement of parents of students in the school in the education of those students and in the achievement of the objectives of the school*.”  The school may also contact data subjects and parents/guardians in accordance with section 9(g) of the Education Act 1998 to “*ensure that parents of a student…have access in the prescribed manner to records kept by that school relating to the progress of that student in his/her education*”.  **IMPORTANT INFORMATION**  **Documentation re: an exemption from studying Irish**  This documentation is sought to assist the school in determining the school curriculum plan and the allocation of resources and forms part of the primary functions of the ETB, namely, to provide education, so is processed pursuant to Article 6(c) of the GDPR.  **Documentation re: Special Educational Need**  This information is also sought to assist the school in providing education to the child in line with the ETB’s function under the Education and Training Board Act 2013 and the school’s function under the Education Act 1998 to “*provide education to students which is appropriate abilities and needs*”.  Such documentation is also sought pursuant to the school's / ETB’s statutory obligations under the Education for Persons with Special Educational Needs Act 2004 section 3(5) in particular which states that “*where an assessment carried out in accordance with subsection (4) establishes that the student concerned has special educational needs, the principal shall” … “cause a plan to be prepared for the appropriate education of the student (in this Act referred to as an ‘education plan’* ”.  The information is sought as it may be shared with the Minister for Education and Skills or an tÚdarás un Ard-Oideachas in accordance with S.I. No. 317/2015 – Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015 which amended Article 189 of the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 (S.I. No. 142 of 2007). Therefore, the legal basis relied upon when seeking this information is that in accordance with Article 6(1)(e) the “*processing is necessary for the performance of a task carried out…in the exercise of official authority vested in the controller*”, where authority is vested in the controller via the statutory regulations.  **Passport Photographs returned with Form**  These are sought to validate the identity of the data subject pursuant to section 71(1)(c) of the Data Protection Act 2018; “*the data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed.”*  **Original birth certificate with copy**  This documentation is sought by the school as evidence of the student’s date of birth which is required for the reasons set out above.  **DATA PROTECTION STATEMENT**  The information noted here is in line with the requirements of Article 13 of the GDPR. Indeed, the statement and indeed many of the headings within the forms provide the purpose for which this data is sought, in accordance with section 90(2)(c) of the Data Protection Act 2018. |

**SCHOOL-TO-SCHOOL TRANSFER FORM**

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| **SECTION 1 – STUDENT DETAILS**  The name, address and date of birth of the student is all information required to identify the Data Subject and pursuant to section 71(1)(c) of the Data Protection Act 2018, “*the data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed.”*  **PPSN**  **PPSN**  This personal data is also required for identification purposes. It can be requested pursuant to section 14(4) of the Social Welfare Act 1998 which provides that “*a person shall give to a specified body his or her personal public service number and the personal public service numbers of his or her spouse and children, where relevant, as required by that body for the purposes of the person's transaction*”. Section 32(1)(c) of the Social Welfare Act 1998 extended the definition of “*specified body*” to include... “*a recognised school or centre for education (within the meaning of section 2 of the Education Act, 1998*)” *etc.* Under the Education (Admission to Schools) Act 2018, it will be possible for school boards of management to communicate with each other re: lists of students who have applied and section 66(b)(iv) in particular states that the PPSN may be given as part of this information. Also, according to ‘Primary Circular 24/02, Department of Education and Science Primary Branch, To: Boards of Management, Principal Teachers and all Teaching Staff in Primary Schools, Determination of Valid Enrollment in Primary Schools’: “*the PPSN number of the child should also be obtained at the time of enrolmen*t”.  **SECTION 2 - STUDENT’S PREVIOUS ATTENDANCE RECORD**  The information sought in this section is in accordance with section 20 of the Education (Welfare) Act 2000 and the completion of which by the Principal of the former school is mandatory in respect of the attendance records of students under 16 years of age.  For students over 16 years of age, the legal basis for transferring this data is section 28 of the Education (Welfare) Act 2000, which provides for the supply of personal data between education bodies where it is used for, *inter alia*, ascertaining how best he or she may be assisted in availing of education or training opportunities or in developing his or her full educational potential.  **SECTION 3 – EDUCATIONAL DETAILS**  The completion of this section of the form by the Principal of the student’s former school is not mandatory but may be completed in accordance with section 20(5)(b) of the Education (Welfare) Act 2000, which provides that the Principal disclose “*other matters relating to the child’s educational progress*” as he or she considers appropriate. The completion of this section also enables the school to ascertain how best the student “*may be assisted in availing of education or training opportunities or in developing his or her full educational potential*” in accordance with section 28 of the Education (Welfare) Act 2000.  **Additional Educational Needs**  These details are sought pursuant to the school's / ETB’s statutory obligations under the Education for Persons with Special Educational Needs Act 2004 section 3(5) in particular which states that “*where an assessment carried out in accordance with subsection (4) establishes that the student concerned has special educational needs the principal shall, subject to subsection (11), within 1 month from the receipt by him or her of the assessment, cause a plan to be prepared for the appropriate education of the student (in this Act referred to as an ‘‘education plan’’*)”.  This information may be shared it with the Minister for Education and Skills or an tÚdarás un Ard-Oideachas in accordance with S.I. No. 317/2015 – Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015 which amended Article 189 of the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 (S.I. No. 142 of 2007). Therefore, the legal basis relied upon when seeking this information is that in accordance with Article 6(1)(e) the “*processing is necessary for the performance of a task carried out…in the exercise of official authority vested in the controller*”, where authority is vested in the controller via the statutory regulations.  **EAL (English as an Additional Language) support**  This is requested in determining the school curriculum plan and the allocation of resources and forms part of the primary functions of the ETB so is processed pursuant to Article 6(c) of the GDPR.  **Irish Language Information**  This information is requested to establish whether the student has/is availing of an exemption from Irish, in accordance with ‘Circular letter M10/94 ,To: The Management Authorities of Primary and Post-Primary Schools on Revision of Rule 46 of the "Rules and Programme for Secondary Schools"’ in relation to exemptions from the Irish language. The school requires this information so as to plan and allocate resources.  **Subjects and School Reports**  This information is sought to assist the school in the allocation of resources and for the school to carry out its function under section 9 of the Education Act 1998 to “*provide education to students which is appropriate to their abilities and needs and…shall use its available resources to establish and maintain systems whereby the efficiency and effectiveness of its operations can be assessed, including the quality and effectiveness of teaching in the school and the attainment levels and academic standards of students*”.  **Behaviour**  Details regarding the student’s expulsion or suspension are sought pursuant to section 9 of the Education Act 1998 which provides that a function of a school is to “*ensure that students have access to appropriate guidance to assist them in their educational and career choices*”.  This information is also sought to put the school on notice of any increased risk or likelihood of the student engaging in any activity which would or could pose a risk to other students, which is necessary to ascertain in line with the school’s duty of care towards the students.  **IMPORTANT INFORMATION**  **Documentation re: an exemption from studying Irish**  This documentation is sought from the Principal of the child’s former school in accordance with section 20(5)(b) of the Education (Welfare) Act 2000, which provides for the Principal to disclose “*other matters relating to the child's educational progress*” as s/he considers appropriate. Such information is sought to assist the school in determining the school curriculum plan and the allocation of resources and forms part of the primary functions of the ETB so is processed pursuant to Article 6(c) of the GDPR.  **Documentation re: Special Educational Need**  This information is also sought to assist the school in providing education to the child in line with the ETB’s function under the Education and Training Board Act 2013 and the school’s function under the Education Act 1998 to “*provide education to students which is appropriate abilities and needs*”.  Such documentation is also sought pursuant to the school's / ETB’s statutory obligations under the Education for Persons with Special Educational Needs Act 2004 section 3(5) in particular which states that “*where an assessment carried out in accordance with subsection (4) establishes that the student concerned has special educational needs, the principal shall” … “cause a plan to be prepared for the appropriate education of the student (in this Act referred to as an ‘education plan’* ”.  The information sought may be shared with the Minister for Education and Skills or an tÚdarás un Ard-Oideachas in accordance with S.I. No. 317/2015 – Social Welfare (Consolidated Claims, Payments and Control) (Amendment) (No. 4) (Sharing of Information) Regulations 2015 which amended Article 189 of the Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007 (S.I. No. 142 of 2007). Therefore, the legal basis relied upon when seeking this information is that in accordance with Article 6(1)(e) the “*processing is necessary for the performance of a task carried out…in the exercise of official authority vested in the controller*”, where authority is vested in the controller via the statutory regulations.  **DATA PROTECTION STATEMENT**  The information noted here is in line with the requirements of Article 26 of the GDPR controller to controller data sharing. |