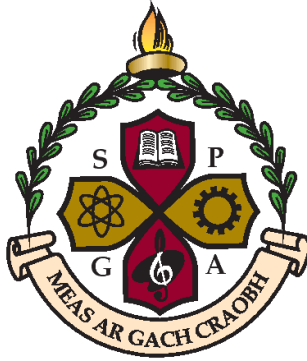


Admission Policy Mayfield Community School



**Old Youghal Road,
Mayfield, Co. Cork
Roll number: 91400F**

**School Joint Patrons:
Bishop of Cork and Ross, Cork Education and
Training Board**

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 joint patron and with Parents/Guardians of children attending the school. This Admission Policy should be read in conjunction with the school's Annual Admission Notice for the relevant school year.

The policy was approved by the school board on the **21st 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. Mayfield Community School will continue to update in line with instruction/guidance from the Department of Education & Youth, NCSE and best practice and updates will be ratified by the Board of Management.

The relevant dates and timelines for Mayfield Community School admission process are set out in the school's annual admission notice which is published 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 hard copy on request to any person who requests it.

Characteristic spirit and general objectives of the school

Mayfield Community School is a co-educational, multi-denominational, post-primary school under the joint patronage of the Bishop of Cork and Ross and Cork ETB. Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in 1973. The values of Cork ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Bishop of Cork and Ross are enshrined in the characteristic spirit and in the life of our school and are respected and cherished. The core values of Mayfield Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavor to assist each student to reach their full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognized and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveler community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Mayfield Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Mayfield Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realize their full potential regardless of any aspect of their identity, culture or background. Mayfield Community School promotes a fully inclusive education which recognizes the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student. In Mayfield Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

Mission Statement

Together We Learn, Together We Care, Together We Respect.

Our mission is to provide a well-ordered, inclusive, sensitive and caring environment where every student's intellectual, spiritual, creative, physical, moral and cultural needs are recognized and supported. Through a broad and accessible curriculum, we aim to foster a love of learning, develop individual talents and learning skills, and empower students to become independent, responsible and confident members of the local and global community. We promote personal discipline, positive Behaviour, mutual respect and responsibility for learning, relationships, property and the environment. We support the physical, emotional and social well-being of all students, encourage participation in a wide range of activities, and promote lifelong learning and further education. We value and support our staff, recognize and respect religious beliefs within our Christian ethos, and celebrate the diverse heritage, traditions and cultures of our community. We seek to nurture respect for all creation and a shared responsibility to care for our earth.

Admission Statement

Mayfield Community School will not discriminate in its admission of a student to the school on any of the following:

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

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

Mayfield Community School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 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. Mayfield Community School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Special Class

Mayfield Community School is a school which has established classes, with the approval of the Minister for Education & Youth, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister, and may refuse to admit to the class a student who does not have the category of needs specified. The Board of Management may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in the class.

The number of students in each Special Class is limited to 6 places.

Enrolment into Special Class

The aim of Mayfield Community School is to offer a positive meaningful educational experience to the student that allows her/him to develop to their full learning potential, in an environment that offers clarity, predictability and calm. Following admission, the school will work with the student, parents/guardians and relevant professionals, where appropriate, to identify the student's strengths, needs, priorities and appropriate educational supports. Individual planning and review will take place following admission.

Mayfield Community School welcomes applications from students with special educational needs (SEN) who meet the criteria for admission as stated below.

Mayfield Community School is committed, within its Characteristic Spirit (See [section 2 of the Admissions Policy](#)), to do all that is reasonable to accommodate students with special education needs. Applicants must provide confirmation of the student's diagnosis from an appropriately qualified professional and professional reports confirming that the student meets the eligibility criteria for the Special Class. Following the offer and acceptance of a place, the school will liaise with parents/guardians, and where appropriate the student's previous school and relevant professionals, to support a smooth transition and plan appropriate educational supports.

The school will request only the information necessary to confirm eligibility for the Special Class. Additional information may be shared, with appropriate consent, where it is necessary to support the student's transition and education following admission.

Parents/Guardians will be provided with the school's Code of Behaviour. Where required under section 23(4) of the Education (Welfare) Act 2000, Parents/Guardians will be asked to confirm in writing that the Code of Behaviour is acceptable to them and that they will make all reasonable efforts to ensure compliance with the Code of Behaviour. All efforts will be made by staff at the school to manage such behaviour using various strategies and through the implementation of the Students' Support Plan. All students, including those with special educational needs, are subject to the school's Code of Behaviour/Discipline and the terms of the Health and Safety Statement adopted by the Board of Management at the school

Eligibility

Parents/Guardians should note that the approved capacity of the school's Autism Specific Special Class is six students. Admission will be considered where the student meets the approved eligibility requirements and a place is available within the approved capacity.

The Special Class is an approved post-primary autism-specific provision. Applications will be considered where:

The student has a professional diagnosis of autism;

- Appropriate professional documentation confirms the diagnosis and indicates that an Autism Specific Special Class is considered an appropriate educational placement for the student, including the rationale for that recommendation; and
- A place is available within the approved capacity of the Special Class.

Applicants must provide relevant professional documentation confirming the student's diagnosis and the recommendation that an Autism Specific Special Class is an appropriate educational placement. Relevant NCSE/SENO advice or information may be considered where available and appropriate. However, the absence of NCSE/SENO documentation will not, in itself, be used as a reason to refuse admission where the student's eligibility has otherwise been established.

The need for additional educational supports, accommodations or adjustments will not, in itself, be grounds for refusing admission. The school will not apply a requirement based on the perceived severity or complexity of a student's autism.

Parents/Guardians will be provided with the school's Code of Behaviour. Where required under Section 23(4) of the Education (Welfare) Act 2000, Parents/Guardians will be asked to confirm in writing that the Code of Behaviour is acceptable to them and that they will make all reasonable efforts to ensure compliance with the Code of Behaviour.

External Support Services

Mayfield Community School will work with parents/guardians and relevant agencies, where appropriate, to support the student's educational and care needs. The school may liaise with the Department of Education, the National Council for Special Education and other relevant services regarding educational supports and provision, where required. Parents/guardians may also engage with relevant health, therapeutic or support services outside the school. The availability or non-availability of external services will not, in itself, be used as a condition of admission

Application Process for Special Class

The online application form, which caters for both mainstream and Special Class applicants, is available through the Admissions page on the school website. A specific hardcopy Special Class application form may also be made available through the school office or the Admissions page of the school website. The application form must be fully completed and submitted by the parent(s)/guardian(s) on behalf of the applicant. The closing date for receipt of completed applications will be published in the Annual Admission Notice for the relevant school year.

The application should be accompanied by the following documentation, where relevant and available:

- A copy of the applicant's birth certificate or other appropriate proof of identity and age;
- Relevant and up-to-date professional reports, educational psychological assessments and diagnostic reports necessary to establish eligibility and identify the applicant's educational and support needs;
- Relevant school reports and other educational information from the applicant's current or previous school(s), where available and necessary; and
- Proof of address, where required as part of the school's admissions process.

Applicants and their parent(s)/guardian(s) should ensure that all information provided is accurate, relevant and up to date. The school may request clarification or additional relevant information where this is necessary to establish eligibility or to support the enrolment process.

Applications will be considered where the applicant meets the approved eligibility criteria and a place is available within the approved capacity of the Special Class.

Relevant advice, support or information from the NCSE/SENO may be considered as part of the decision-making process where available and appropriate. Such advice or information will not replace the school's responsibility to apply its published Admission Policy and the approved eligibility criteria consistently.

Following admission, the school will work with the student, parent(s)/guardian(s) and relevant professionals, where appropriate, to support transition and identify appropriate educational supports.

The Board of Management will make the final decision on applications for enrolment in accordance with the school's Admission Policy, Annual Admission Notice, approved capacity and the relevant Department of Education requirements.

Admission Decisions and Appeals

The Board of Management of Mayfield Community School will make decisions on applications for enrolment in accordance with this Admission Policy, the school's Annual Admission Notice, the school's approved capacity and the relevant Department of Education requirements.

The school will not refuse admission except in accordance with the grounds permitted under the Education Act 1998, the Education (Admission to Schools) Act 2018, the school's Admission Policy and any other applicable legislation or Department of Education requirements.

Where an application for enrolment is refused, the parent(s)/guardian(s) of the applicant will be informed in writing of:

The decision to refuse admission;

- The reason(s) for the decision;
- The section of the school's Admission Policy on which the decision is based;
- The right to appeal the decision; and
- The procedure and timeframe for submitting an appeal.

Where an application for admission to the school is refused, the parent(s)/guardian(s) may appeal the decision in accordance with Section 29 of the Education Act 1998, as amended. The school will provide the parent(s)/guardian(s) with the relevant information regarding the appeal process

[Mainstream Class](#)

Mayfield Community School has an approved enrolment capacity of 600 students.

Students seeking admission to mainstream classes must meet the applicable age and educational eligibility requirements for post-primary education. Applicants must not be less than 12 years of age on the 1st day of January of the school year for which admission is being sought and, as a rule, must have completed a full course of primary education and be following an approved course.

Mayfield Community School will admit each student seeking admission except where:

- a) The school is oversubscribed, in which case the selection criteria set out in Section 6 of this Admission Policy will apply; or
- b) A parent/guardian of the 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 school's Code of Behaviour is acceptable to them and that they will make all reasonable efforts to ensure compliance with the Code of Behaviour by the student.

Oversubscription

In the event that Mayfield Community School is oversubscribed, the school will apply the selection criteria set out below, in the order listed, to applications received within the timeframe specified in the school's Annual Admission Notice.

The selection criteria will be applied in accordance with this Admission Policy, the Annual Admission Notice, the school's approved capacity and the relevant Department of Education requirements.

The selection criteria will be applied fairly, transparently and consistently to all applicants.

Selection criteria: Mainstream & Special class

The school's defined Greater Mayfield Area is set out in Appendix 2 of this Admissions Policy. The Greater Mayfield Area applicable to admissions will be the area specified in the Appendix for the relevant school year. The list of areas comprising the Greater Mayfield Area is available for inspection in the school reception area and is also published on the school website.

Where applications exceed the number of places available, the following criteria will be applied in the order listed:

1. Siblings of students currently attending or who have previously attended Mayfield Community School, where applicable under the school's published admissions arrangements.
2. Children from the local feeder schools whose parent(s)/guardian(s) have their principal private residence within the published Mayfield Community School, greater Mayfield area. (Appendix 3).
3. Children from the specified feeder primary schools whose parent(s)/guardian(s) have their principal private residence outside the Mayfield Community School, greater Mayfield area. (Appendix 3).
4. Children whose parent(s)/guardian(s) have their principal private residence within the relevant Mayfield Community School, greater Mayfield area. (Appendix 3).
5. Children of current Mayfield Community School staff, where applicable under the school's published admissions arrangements.

6. All other applicants.

The list of feeder primary schools applicable to the relevant school year will be published or otherwise made available as part of the school's admissions information. It is available in Appendix 2 of this document.

For the purposes of this policy, the definition of sibling includes a full sibling, half-sibling, step-sibling and foster sibling, where the relevant relationship can be confirmed.

Special Class Applications

Applications for the Autism Specific Special Class will be considered in accordance with the approved eligibility criteria and the school's approved Special Class capacity.

The mainstream oversubscription criteria will not be used to create additional eligibility requirements for admission to the Autism Specific Special Class. Applications for the Special Class will be considered only where the applicant meets the approved eligibility criteria, and a place is available within the approved capacity of the Special Class.

Criteria for the Allocation of In-Year Special Class Vacancies

Where a vacancy arises in the school's Special Class during the school year, applications for that vacancy will be considered in accordance with the following criteria, which will be applied sequentially in the order listed:

1. Eligible students already enrolled in Mayfield Community School.
2. The selection criteria set out on page 8 of this Admissions Policy under "Oversubscription – Selection Criteria for Mainstream and Special Class".

These criteria apply only to vacancies that arise in the Special Class during the school year.

Where a vacancy in the Special Class arises as part of the school's normal annual admissions process, applications will be considered and places allocated in accordance with the admissions procedures and selection criteria set out elsewhere in this Admissions Policy.

Tied Applicants

Where two or more applicants meet the same selection criterion and the number of applicants exceeds the number of remaining places, a lottery will be used to determine the order in which places are offered to applicants within that category.

The lottery will be conducted through a fair, transparent and documented process. A record of the process and outcome will be retained by the school.

Where a place becomes available after the initial allocation, the next eligible applicant will be offered the place in accordance with the selection order and the school's published admissions arrangement.

What will not be considered

In accordance with section 62(7)(e) of the Education Act 1998, the school will not consider or take into account any of the following when deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- The payment of fees or contributions, howsoever described, to the school;
- A student's academic ability, skills or aptitude;
- The occupation, financial status, academic ability, skills or aptitude of a student's parents or guardians;
- A requirement that a student, or their parents or guardians, attend an interview, open day or other meeting as a condition of admission;
- A student's connection to the school by virtue of a member of their family attending or having previously attended the school, other than in the case of siblings of a student attending or having attended the school; and
- The date and time on which an application for admission was received by the school, provided that the application was received during the period specified for receiving applications in the Annual Admission Notice for the relevant school year.

Decisions on all applications

All decisions on applications for admission to Mayfield Community School will be based on:

- This school's Admission Policy;
- The school's Annual Admission Notice, where applicable; and
- The information provided by the applicant in the school's official application form, received during the period specified in the Annual Admission Notice for receiving applications.

Please see Section 14 in relation to applications received outside the admissions period and Section 15 in relation to applications for places in years other than the intake group.

Selection criteria that are not included in this Admission Policy will not be used when making a decision on an application for admission.

Notifying all applicants of decisions

Applicants will be informed in writing of the decision of the school within the timeline outlined in the Annual Admission Notice. Where an applicant is not offered a place in the school, the reasons why a place was not offered will be communicated in writing. This will include, where applicable:

- Details of the applicant's ranking against the published selection criteria; and
- Details of the applicant's position on the waiting list for the school year concerned.

Applicants will also be informed of their right to seek a review of, or appeal, the school's decision. Further details are provided in Section 19.

Acceptance of an offer of a place

An applicant who is offered a place in Mayfield Community School must confirm acceptance of the offer in writing within the deadline specified in the letter of offer.

The applicant must also indicate whether they have accepted, or are awaiting, an offer of admission to another school.

Where acceptance is not received within the specified deadline, the school may withdraw the offer in accordance with this Admission Policy, the Annual Admission Notice and the applicable statutory requirements.

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 Mayfield Community School where:

- i. It is established that information contained in the application is false or misleading;
- ii. An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the school's Annual Admission Notice, and on the letter of offer.
- iii. The parent or guardian 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 school's Code of Behaviour is acceptable to them and that they will make all reasonable efforts to ensure compliance with the Code by the student.

Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Waiting list in the event of oversubscription into mainstream and Special classes.

In the event that the number of applications received for the relevant school year exceeds the number of places available, a waiting list will be compiled for applicants whose applications for admission to Mayfield Community School's mainstream or Special Classes were unsuccessful solely because the school was oversubscribed.

The waiting list will remain valid for the school year in which admission is being sought.

Where applications exceed the number of places available, the school will apply the published oversubscription criteria. Where two or more applicants remain tied after the criteria have been applied, a fair and transparent lottery will determine the order of priority. The same order of priority will apply to the relevant waiting list. Any subsequent places that become available during the relevant school year will be offered to applicants on the waiting list in accordance with the order of priority in which they were placed on that list.

Late Applications into mainstream and special classes

All applications received after the closing date specified in the school's Annual Admission Notice will be considered as late applications.

- Late applications will be processed after applications received within the relevant application period have been considered and, where necessary, after a waiting list has been established.
- Late applications will be date-stamped and timed on receipt by the school. Where a waiting list applies, late applicants will be placed at the end of the relevant waiting list, in accordance with the school's Admission Policy, the Annual Admission Notice and applicable legal requirements.
- The consideration of a late application will be subject to the availability of places and the relevant admission arrangements for the school year concerned.

Procedures for Admission to Other Year Groups and During the School Year

The school will make every reasonable effort to facilitate the admission of students seeking admission to other year groups or seeking admission during the school year, subject to the availability of places, the school's Admission Policy, the Annual Admission Notice and applicable statutory requirements.

Applications for admission to other year groups or during the school year will be considered in accordance with the following procedures:

The applicant must complete the school's application form, available from the school website or the school reception. All required sections of the application form must be completed and all relevant information supplied.

The application form should be accompanied by the following documentation, where relevant and reasonably required:

- A. A birth certificate or other appropriate proof of identity and age.
- B. Reasonable proof of address, where required for the purpose of assessing the application.
- C. Relevant and up-to-date educational, learning-support, medical or professional reports, where applicable and where relevant to the application.

Parents/Guardians and the student will be provided with a copy of, or access to, the school's Code of Behaviour. Parents/Guardians and the student will be asked to confirm that they have received, read and agree to comply with the Code of Behaviour and the school's policies and procedures.

Where appropriate, parents/guardians and the student may be offered an opportunity to meet with the Principal or Deputy Principal to discuss the student's educational needs, subject options, supports and arrangements for admission.

The school will make its decision as soon as practicable and in accordance with the applicable requirements of the Education Act 1998 and the school's admission policy. Where an application is refused, the school will inform the applicant of the decision and of any applicable appeal rights.

Application to Repeat a Year

Applications to repeat a year at post-primary level will be considered in accordance with the relevant Department of Education guidance, including Circular M02/95, where applicable.

Applications must be made in writing to the Principal using the school's application form, which is available from the school office on request.

Each application will be considered individually and will be subject to:

- A. the availability of a place in the relevant year group;
- B. the applicable Department of Education requirements and any limits relating to the repetition of a year;
- C. the reasons provided in support of the application;
- D. the student's educational circumstances and needs; and
- E. the subjects, timetable and resources available in the school.

Students and Parents/Guardians must understand that the subject combinations available to a repeat student may differ from those available in the previous year. It may not be possible to provide every subject requested where timetable arrangements, class numbers or staffing do not permit.

Repeat students must attend all classes and school activities included on their timetable. The number of hours provided will be determined by the timetable and arrangements approved by the school.

The Principal must be satisfied that repeating the year is appropriate having regard to the student's educational circumstances, the applicable Department of Education guidance and the resources and arrangements available to the school.

Applications from students currently enrolled in Mayfield Community School will be considered in accordance with the same policy and applicable requirements as all other applications. Admission or re-admission will remain subject to the availability of a place and the school's admission procedures.

Declaration in relation to the non-charging of fees

The Board of Management of Mayfield Community School, or any person acting on its behalf, will not charge fees or seek payment or contributions, however 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.

Arrangements regarding students not attending religious instruction

Mayfield Community School provides Religious Education as part of its educational programme. Religious Education is intended to contribute to the holistic development of students and to support their intellectual, social, emotional, spiritual and moral development.

Religious Education is provided in a manner that is intended to be inclusive of students from different religious, non-religious and philosophical backgrounds. It provides opportunities for students to explore religious and non-religious worldviews, values, beliefs, ethical questions and the experiences of others.

It is important to distinguish between Religious Education and Religious Instruction:

- Religious Education is an educational subject intended to be accessible to all students, regardless of their religious or non-religious beliefs. It explores religious and non-religious worldviews and contributes to students' understanding of themselves and others.
- Religious Instruction is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for students of that religious tradition.
-

The Religious Education programme provided by Mayfield Community School is intended to be Religious Education rather than Religious Instruction. The school will ensure that its arrangements remain consistent with the relevant Department of Education guidance and applicable legal requirements.

Where any programme or activity constitutes Religious Instruction, the school will provide the information and arrangements required under the applicable legislation and Department of Education guidance.

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 18 years of age, the student, may request the Board of Management to review a decision to refuse admission.

Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeframe within which 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. These procedures are published on the website of the Department of Education and Youth.

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

Note:

Where an applicant has been refused admission because the school is oversubscribed, the applicant must request a review of that decision by the Board of Management before making an appeal under Section 29 of the Education Act 1998.

Where an applicant has been refused admission for a reason other than the school being oversubscribed, the applicant may request a review of that decision by the Board of Management before making an appeal under Section 29 of the Education Act 1998.

Right of Appeal

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

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

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

Where admission has been refused because the school is oversubscribed, the applicant must first request a review of the decision by the Board of Management before making a Section 29 appeal.

Where admission has been refused for a reason other than the school being oversubscribed, the applicant may request a review of the decision by the Board of Management before making a Section 29 appeal.

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 Youth.

The timeframe within which an appeal must be made, and the other requirements applicable to an appeal, are set out in the procedures determined by the Minister under Section 29B of the Education Act 1998. These procedures are published on the website of the Department of Education and Youth.

This policy has been ratified by the Board of Management of Mayfield Community School at its meeting on the 21st September, 2026.

Date: _____

*Chairperson, Board of Management,
Mayfield Community School*

Appendix 1:

Our local feeder schools are:

- Scoil Mhuire agus Eoin
- New Inn Primary School
- St Marks Primary School
- St. Patricks Boys Primary School
- St. Patricks Girls Primary School
- St Brendans GNS
- Gaelscoil an Ghoirt Alainn
- Scoil Olibhéar
- St Killian's Special School

Appendix 2:

The greater Mayfield Area refers to;

- Mayfield
- The Glen
- Ballyvolane
- Glanmire
- Montenotti
- Dillons Cross
- Silversprings