TARBERT COMPREHENSIVE SCHOOL
ANNUAL ADMISSION NOTICE
In respect of admissions to the 2027-28 school year

Ratified by the Board of Management on October 6th 2026

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2027-28 School year is available as follows: –

Policy - To download at: www.tarbertcomprehensive.ie

Application Form - on request: By emailing admin@tarbertcs.ie or writing to: The Principal, Comprehensive School, Tarbert, Listowel, Co. Kerry

PART 1 - Admissions to the 2027-28 school year

Application and Decision Dates for admission to 2027-28 year

The following are the dates applicable for admission to First Year

The school will commence accepting applications for admission on	**01/10/2026**
The school shall cease accepting applications for admission on	**13/11/2026**
The date by which applicants will be notified of the decision on their application is	**11/12/2026**
The period within which applicants must confirm acceptance of an offer of admission is	**15/01/2027**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Special Class Application and Decision Dates for admission to 2027-28

The following are the dates applicable for admission to the school's Special Class which caters for children with ASD -

The school will commence accepting applications for admission to the special class on	**01/10/2026**
The school shall cease accepting applications for admission to the special class on	**13/11/2026**
The date by which applicants will be notified of the decision on their application for admission to the special class is	**11/12/2026**
The period within which applicants must confirm acceptance of an offer of admission is	**15/01/2027**

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Number of places being made available in 2027-28

The maximum school enrolment in any one year will be determined by the following:

(i) The current school capacity is 650 students. The numbers accepted into First Year and any other year will be determined by this overall number.
(ii) The maximum number in a general subject class is 30 and the maximum number in science and practical classes is 24.
(iii) If applications for enrolment into First Year are **less** than 120 or **less** than 90 or **less** than 60 and so on downwards, then the maximum enrolment in that year will be 120 or 90 or 60….. This will allow for First Year classes of no more than 30 students and science classes and practical classes of no more than 24. If demand for places exceeds the maximum enrolment figure by 18 or more then the next maximum will be utilised, up to an absolute maximum of 144 in any one year. 144 will allow for 5 mainstream classes of 30 and 6 Science classes of 24.

The number of places being made available in first year	**As (iii) above**
The number of places being made available in the special class* catering for children with ASD is	**2**

PART 2 - Admissions Procedures for First Year Pupils

1. Enrolments will begin in October of the year preceding admission and will be advertised in the local media and through the National Schools in the catchment/catchment boundary areas. Enquiries about enrolment prior to October will be recorded and information will be forwarded to these applicants once enrolment opens.
2. An Open Night and Information Evening for parents and prospective students will be held in October. The closing date for completed application forms will be at least ten school days after the Information Evening.
3. Parents will receive written notice either of enrolment or inability to enrol as outlined in Part 1 of this document. The decision-maker on applications is the Board of Management.
   The Board authorises the Principal to make decisions in respect of applications based on the procedures outlined in this document. The Board will consider any appeals that arise.
4. Students who live within the catchment area will be enrolled first. The remaining places will be allocated to applicants from outside the catchment. In cases where demand exceeds the number of available places, preference will be given to those who already have brothers or sisters in the school and whose application has been received by the closing date.
   After that has been done available places will be allocated by random selection. The Principal and Deputy Principal carry out the random selection process. Two independent monitors appointed by the Board of Management will supervise the process. All names will be drawn and either allocated the available places or placed in order on a waiting list.
5. Late applicants will be considered if places are still available; otherwise they will be placed at the end of the waiting list.
6. An assessment test for all incoming First Years will take place at the school on a Saturday morning in the second term, generally in the month of March.

PART 3 - Admissions Procedures for admission of students to other years and during the school year from other schools

1. Every effort will be made to facilitate a student whose family is relocating to the catchment area. However this will depend on school capacity and class sizes.
2. Requests to transfer from another school in the locality will be dealt with on a case-by-case basis. As a general rule such transfers will not be accepted either mid-year or mid-cycle (that is during the three year Junior Cert. cycle or the two year Leaving Cert cycle) unless there are particularly urgent and/or educationally sound reasons for the transfer. Such requests should be supported by the student's current school and/or doctor or educational psychologist.
3. Requests for enrolment into Senior Cycle – either the established Leaving Cert., the Leaving Certificate Applied (L.C.A.) or the Transition Year (T.Y.) Programme – on behalf of students from outside the catchment area will be considered subject to the availability of space in these programmes and only with a reference from their previous school. See separate Admissions Policies for L.C.A. and T.Y. that follow. In the event of there being more applicants than places, then places will be allocated by interview.
4. The closing date for applicants into the beginning of senior cycle is April 30th of the year in which they wish to enrol. Late applicants will be considered if places are still available.

LCA Admission Policy

1. The school runs a Leaving Certificate Applied Programme if there is sufficient demand from suitable candidates in the relevant Year Group. The programme is offered subject to the school's ability to provide the necessary staffing, which is determined by the Dept. of Education & Skills Allocations and Guidelines. The School is committed to the LCA programme and will always endeavour to provide it but there may be years when numbers are not viable.

2. Students will not be accepted into the LCA programme once the programme has commenced.

3. Preference will be given to those students who were enrolled in Tarbert Comprehensive School for Junior Cert. exam. Admission to students from other schools will be in exceptional circumstances only and will be considered on a case by case basis.

4. Acceptance into the Leaving Cert. Applied Programme is not automatic and is based on the following criteria:-

- The potential of the student to benefit from the course.
- The student's previous school attendance and behaviour record.
- The student's academic record.
- Teacher recommendation.
- The capacity of the student to be a positive influence in the programme.
- Advice from outside agencies e.g. the Health Service Executive or the National Educational Psychological Service.

5. An interview will be conducted with each applicant by a panel of teachers which will include the Leaving Certificate Applied Co-ordinator, the Year Head and the Career Guidance Counsellor. Additional members of staff may be invited to join.

6. Parent(s)/Guardian(s) of each prospective Leaving Certificate Applied student will then be invited to discuss the student's decision and future prospects as a result of pursuing the Leaving Certificate Applied programme.

7. In the event of a student being refused a place in the LCA Programme, parents may appeal the decision to the Board of Management.

Transition Year Admission Policy

1. The school runs a Transition Year programme if there is sufficient demand for it in the relevant Year Group. The minimum number of students required to run the programme is 20 and the maximum for any one group is 24. The minimum number to run two groups is 40, the maximum for two groups is 48 and so on upwards in multiples of 20 and 24.
2. In determining admission to Transition Year preference is given to those students who were enrolled in Tarbert Comprehensive School for Junior Cert. Admission to students from other schools is considered on a case by case basis and subject to the availability of a place and the suitability of the prospective student.
3. Acceptance into the Transition Year Programme is not automatic and is based on the following criteria:-
   - The potential of the student to benefit from the course.
   - The student's previous school attendance and behaviour record.
   - The student's academic record.
   - Teacher recommendation.
   - The capacity of the student to be a positive influence in the programme.
   - Advice from outside agencies e.g. the Health Service Executive or the National Educational Psychological Service.
4. All applications for Transition Year are considered under the criteria outlined above by a panel of teachers which includes the Year Head, the Class Teacher, the Guidance Counsellor and the Transition Year Co-ordinator. This panel of teachers decides on the suitability of the applicants. They may in some cases deem it necessary to interview a student and to consult with that student's parents before a final decision is made.
5. In the event of there being more demand for places from students in Junior Cycle than there are places available then places will be allocated by random selection from among the group of students whom the above panel considers will benefit from the course.
6. In the event of a student being refused a place in the T.Y. Programme, parents may appeal the decision to the Board of Management.