

Coláiste Pobail Baile Lotrail Luttrellstown Community College



Admissions Policy and Procedures **2018 - 2019**

Adopted 08 05 2017



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Príomhoide **Fionnuala Ní Chaisil Adopted Board of Management Meeting**Date: **May 8th 2017**

A. Introduction

Luttrellstown Community College is a co-educational multi-belief second level school under the patronage of Dublin and Dun Laoghaire Education Training Board. Our school is committed to providing the highest standard of education to meet the needs of our students through a holistic approach.

For the academic year 2018/19 Luttrellstown Community College and Castleknock Community College will continue to operate shared enrolment procedures. Both Colleges will serve a common catchment area with priority given to the students attending the listed Primary Schools. The common catchment area is divided into two areas: A $\&\,$ B. In accordance with the procedures outlined in our admission policies both Colleges will endeavour to provide places for all applicants who apply from within the common catchment area. Second preference applications are processed only after first preference categories 1 to 5 are offered.

Statement for 2018/19

In 2018 Luttrellstown Community College proposes to provide education through Irish to students accepted into Coláiste Na Tulchann. The terms and protocols outlined in this document should be read in conjunction with the 2018/19 Admissions Policy for Coláiste Na Tulchann which would be a subdivision of the 'Máthair Scoil' (mother school) Luttrellstown Community College.

Outlined here are the key enrolment criteria that will be evaluated when an application is being assessed. The Board will prioritise applications as follows;

- 1. Students from primary schools that are Gaelscoileanna in the Dublin 15/East Meath catchment area.
- 2. Students with an interest in all-Irish education from English medium schools in the same catchment area.

All pupils will be interviewed and their capacity to be educated through the medium of Irish will be assessed as follows:

- · Proficiency in Irish
- · Support in the home to develop fluency in Irish or
- Involvement in Irish language organisations that show enthusiasm for Irish culture
- Testimonials from their national school to state progress, interest and capacity to learn and speak the language

We will welcome children from families whose language in the home is a third language but whose children have shown a great interest in learning Irish in primary school.

Mission Statement for Luttrellstown Community College

We are united in our diversity to educate, integrate and facilitate excellence in the modern world for a better future.

Operating Context

In establishing this policy, Luttrellstown Community College seeks to express its commitment to the values which underpin the Education Act 1988, the Education (Welfare) Act 2000, the Equal Status Act 2000 and the ethos and traditions of Dublin and Dun Laoghaire Education Training Board. In addition, Luttrellstown Community College seeks to act within the context and parameters of Department of Education and Skills regulations and curricular programmes, the rights of our patron (Dublin and Dun Laoghaire Education Training Board) as set out in legislation and the funding and resources made available to the Board of Management (B.O.M.). Parents and students are expected to accept and sign the school's Code of Positive Discipline and other school policies. These policies are printed in the Student Journal.

Our Ethos

Our Community College is a second level school under the auspices of Dublin and Dun Laoghaire Education Training Board. We, with our partners in education, are committed to being a caring, learning community where each person is valued and accorded respect and dignity. The staff aims to deliver a broad diverse curriculum in a calm, disciplined and safe environment in an atmosphere where all will be encouraged to become confident, responsible persons striving to reach their full potential.

Luttrellstown Community College welcomes applications for places from all students regardless of gender, race, academic ability or cultural background. We are a multi-belief college, which respects and values each individual person's beliefs and this is embedded in our curriculum through an inclusive religious education program and faith celebration. Luttrellstown Community College does not provide faith formation instruction. We are committed to providing the highest standard of education suited to the needs of all our students.

We welcome diversity and embrace the values, cultures and traditions of all our pupils to the benefit of all. We strive to be an inclusive school. We welcome diversity and practise equality giving due regard to differences that may occur due to ethnicity, special educational needs, disability, language/accent, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances.

B. Programmes

The College operates within the regulations laid down from time to time by the **Department of Education and Skills** and follows the curricular programmes prescribed by the **Department of Education and Skills**, which may be amended from time to time, in accordance with **Sections 9 and 30 of the Education Act 1998**.

Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. The College also offers the option of the Transition Year Programme and where there is a demand, the College may offer the Leaving Certificate Applied Programme. The Leaving Certificate Vocational Programme (LCVP) will run 2018/19.

Educational Programmes and Supports

Junior Certificate Programme

Students are offered a range of subjects, which may vary from year to year depending on the student cohort. On the basis of the curriculum provided, students are allowed to choose some of the subjects they would like to study. These choices are available equally to boys and girls on a first come first served basis. However subject choices depend on a number of constraints including:

- i. the number of students seeking a subject and
- ii. the availability of subject teachers.

Junior Certificate Subjects currently being offered include:

Core Subjects:

English, Gaeilge, Project Maths, Science, PE, S.P.H.E., History, Geography, French/Spanish or German. Wellbeing will be introduced in a cross curricular fashion in Junior Certificate years.

Subject Options offered in 2018/19 to include:

Art, Business Studies, Home Economics, Music, Materials Technology Metal, Technical Graphics, Technology and Materials Technology Wood.

Core Modules include:

Religious Education, C.S.P.E., Coding, and Chinese.

Extracurricular activities:

Extracurricular activities for students take place based on teachers' initiatives and student interest. This includes activities such as; Drama/Music/Language Club/Sport/Debating/Code Club etc.

Supervised Study:

This will take place on nominated days after school.

Transition Year Programme

Luttrellstown CC offers the Transition Year Programme. This programme is optional and it will be offered first to students in LCC. Transition Year may be offered to candidates who have not attended LCC however priority will be given to LCC students. Places will be filled by application and interview. **Current students are not entitled to automatic enrolment into Transition Year**. The criteria to be used for placement are as follows;

- 1. Previous engagement in school activities.
- 2. Attendance and punctuality.
- 3. Proven track record to work independently and in teams.

The Transition Year enrolment policy will be available to all 3rd Year students from our Website. A parent contribution to cover induction, book rental, swipe card, insurance etc. is made for Transition Year students. The initial cost for 2018/19 is \leq 250 and if reviewed this will be made known to parents on application.

The aims of the programme are:

- $i. \ \ \, \text{To provide an education for maturity with the prioritisation of social awareness}.$
- ii. To promote academic and technical skills with emphasis on self-directed learning.
- iii. To educate TY students through personal experience of adult and working life as a basis for personal development and maturity.

Senior Cycle Programme

All students in Luttrellstown C.C. currently study the established Leaving Certificate. The Leaving Certificate Vocational Programme will also be offered. Places will be offered to students in LCC initially by annual re-enrolment application. In the case of students who have not worked to their full potential or who have caused serious concern because of their behaviour the Board reserves the right to interview these students and seek commitment from both parents and students. Additional places will be offered to external applications as per this admissions policy. Information on subject options will be available to all students prior to entry to senior cycle.

Students will be offered a range of option subjects, which may vary from year to year depending on the student cohort. These choices are available equally to boys and girls on a first come first served basis. However subject choices depend on a number of constraints including;

(i) the number of students seeking a subject and (ii) the availability of subject teachers based on teacher allocation to the school.

Guidance and Counselling

The school offers the service of qualified Career Guidance Counsellors based on the general teacher allocation available in the school. We try to ensure that each student has necessary access to appropriate guidance to assist them in their educational and career choices. Our Guidance service is also an integral part of our pastoral care management approach. This department coordinates the entrance assessment for 1st Year with our Príomhoide Tánaisteach. Primary schools are notified of the date and arrangements for these assessments.

The same personnel manage the co-ordination of DATS an assessment to identify strengths for senior cycle and life options.

Special Needs Education Provision

Luttrellstown Community College offers learning support to students with special educational needs (SEN). The availability of specialised learning support is dependent on the allocation of annual resources to the college from the National Council for Special Education (NCSE). Luttrellstown Community College is committed to the principle of equal access and welcomes students with special educational needs wherever possible within the parameters of a mainstream setting. All students with additional needs who accept a place in LCC become part of the school community and will be treated equally under our Code of Positive Behaviour.

In order to assess and provide for SEN, the school will request all the student's relevant records including reports from the primary school, psychological reports and any other information deemed necessary. This information must be provided when a place is accepted in Luttrellstown C.C. in order that the school can assess in line with NCSE guidelines what resources are needed to support students with special educational needs. Parents are required to liaise with LCC to achieve the best supports possible.

Extra-Curricular Activities

The college encourages a wide range of extra-curricular activities involving Sports, Athletics, Activity Based Clubs, Debating, Choir, Young Scientist, Young Social Innovator, Call to Code Club, Enterprise Projects, and Drama etc. These activities take place at lunchtime or after school.

Parent Contribution

There is no tuition fee in Luttrellstown Community College however one universal school contribution is requested. This contribution covers an annual contribution for some extra-curricular activities and also includes access to student school journal, lockers, student accident insurance, buses to sports trips, photocopying etc. The fee requested for 2018/19 applicants is as follows: contribution of \le 125 for 1 child; contribution \le 200 for 2 children; 3 children or more in a family contribute \le 250.

The **additional contribution** for students in their Junior Certificate and Leaving Certificate years from 2018 will be \leq 50 to include helping the school meet the costs of Practical exams, Mocks and DATS.

A separate arrangement is made for Transition Year students. This cost is currently €250. Foreign Trip monies must be paid directly to the tour company LCC cannot collect a deposit in advance. We advise parents to budget for this in advance of this annual trip.

C. Department of Education and Skills Regulations

Eligibility for admission to first year includes the following DoES regulations:

- Having reached the required age: 12 on the 1st January in the calendar year following the student's entry into First Year.
- Pupils of Irish nationality should have completed Sixth class in Primary School in the academic year prior to entry.
- Students from other countries should have reached a comparable standard of education.
- Students must be willing to accept the Code of Positive Behaviour of the College. Confirmation in writing is required that parent(s)/ guardian(s) and the student are in agreement with this policy and other school policies.

D. Mid-Year or Mid-Cycle Admissions

A mid-year admission will only be considered in exceptional circumstances. The Principal will consider any vacancy that may occur during the academic year and report same to the BOM for consideration if she deems it necessary. Applications received from prospective students mid-year will be considered, however the BOM will respect the rights of the existing school community and in particular, students enrolled. It will also take into account whether the school is equipped to cater for the needs of the student.

The B.O.M. reserves the right to refuse admission where an enrolment would have a seriously detrimental effect (Equal Status Act 2000) on the provision of services to others or might unreasonably impede good order and discipline in the school or which might place the safety or security of students and/or staff at risk (cf. Education (Welfare) Act 2000, Section 24, Subsection 5).

All applications from students currently attending / recently attending other schools will be considered according to the following conditions:

- · The availability of a space and suitable options.
- In line with current enrolment criteria.
- The ability of the school to provide an education appropriate to the needs of the student.
- An interview with the parents / guardians and the child wishing to enrol.
- Parents must supply a written report on the student relating to attendance, educational progress, behaviour, special needs etc. from
 the school they are currently / have previously attended.
- A consultation with the previous school will always take place.
- · Consultation with the TUSLA if deemed necessary.

Where a student is considered for a place, providing such a place exists, the decision will be taken by the Board of Management, in consultation with the student's parent(s)/guardian(s), her/his former school, the education welfare officer (if applicable), whether such a place be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

Notes:

Note 1

Where there is any doubt or question in relation to any of the information provided by Parent(s)/Guardian(s) in support of an enrolment application to this College, the Board of Management reserves the right to use its discretion in relation to that enrolment application. False or inaccurate information may invalidate any application.

Note 2: Mid-Year Transfer from Coláiste Na Tulchann

Transfer from Coláiste Na Tulchann to Luttrellstown Community College the Máthair scoil (mother school).

- A transfer from all Irish education provision in LCC will be processed through our Mid-Year Mid Cycle protocols.
- Firstly a vacancy must be available in the Máthair scoil.
- Procedures will follow current enrolment criteria and as per section D in this policy.
- · Parents and student will be interviewed and a report will be given to BOM.

E. Appeals

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. (Education Welfare Act. 2000, Section 24; (5), Page 22. Education Act 1998, Section 29, Page 27; Circular Letter M48/01)

The Board of Management of Luttrellstown Community College shall not refuse to admit as a student a child, in respect of whom an application has been made, except where such a refusal is in accordance with the policy published under Section 15 (2) (d) of the Education Act 1998. Education (Welfare) Act 2000. (Section 19 (1)).

Should a student's application for admission to the College be refused the Parent(s)/Guardian(s) have the right to appeal, in the first instance, to the Board of Management of the College. In certain circumstances the Board may make provision to meet the Parent(s)/Guardian(s) or the Parent(s)/Guardian(s) may request a meeting with the Board of Management. The Parent(s)/Guardian(s) will be informed in writing of the Board's decision and the reasons why the student was not accepted will be clearly stated. The right to appeal will be restated (Circular M48/01) and Parent(s)/Guardian(s) will be advised of the subsequent procedures for appeals to the C.E.O. of the Dublin and Dun Laoghaire Education Training Board.

Appeals must be made, in writing, within 14 days of notification to the Parent(s)/Guardian(s), of the Board of Management's decision.

The Appeals Application Form will advise Parent(s)/Guardian(s) of the information required for such appeals.

Should an applicant be unsuccessful in her/his appeal to the C.E.O. of the Dublin and Dun Laoghaire Education Training Board., any subsequent appeal to the Secretary General of the Department of Education & Skills should be made in writing within the specified time advised from the date the decision of the C.E.O. was notified to the Parent(s)/Guardian(s) concerned. (Circular M48/01)

The Parent(s)/Guardian(s) and the Board of Management will be informed in writing of the decision of the appeal.

F. Shared Enrolment Procedures

For applicants for the 2018/19 school year Luttrellstown Community College and Castleknock Community College will operate shared enrolment procedures. Both Colleges continue to serve a **common catchment area**. The common catchment area is divided into areas A & B.

1. Luttrellstown Community College Area A

The priority catchment area of Luttrellstown C.C. is defined below as Area A.			
Castlefield	Aldermere	Weaver's Walk	Annfield
Limelawn	Portersgate	The Village	Windmill
Charnwood	Mount Symon	St Mochta's	Kellystown Road
Aspen	Larch Grove	Station Court	Rugged Lane
Sorrel Park	Lambourn	Station View	Barnhill
Shelerin Road to Ongar Road Junction	The Orchard	Portersfield	Barberstown
Allendale Square	Weaver's Row	Woodbrook	
Windermere	Weaver's Hall	Riverwood	

2. Castleknock Community College Area B

The priority catchment area of Castleknock C.C. is defined below as Area B.				
The Parish Boundary of Our Lady Mother of the Church (St. Brigid's), Castleknock.	The Parish Boundary of St. Thomas the Apostle, Laurel Lodge Luttrellstown as listed below*			
Fernleigh	Outfarm Lane	College Gate/Woodberry		
Luttrell Park	Park Manor	Mountain View Cottages		
Warren Park	Oldfarm	Homeleigh		
Burnell	Carpenterstown Road	Diswellstown Cottages		
Bramley	The Beeches	Sandpits & Sandholes		
Mulberry	Somerton Lane	Strawberry Beds**		
Hamilton Park	Bracken Park	Diswellstown Manor		

^{*} Luttrellstown Wood, Avenue, Close, View, Park, Walk, Green, Lawn, Heath, Drive, Dale, Chase, Grove, Court, Glade, Thicket, Place, Way, Rise, Heights & Oaks.

Applicants living in Area A and attending any of the listed Primary Schools will have priority access to Luttrellstown CC.

3. Listed Primary Schools

Applicants living in the common catchment area and attending any of the listed Primary Schools will have priority access to Luttrellstown CC and/or Castleknock CC.

- Castleknock Educate Together N.S.
- Castleknock National School
- Scoil Choilm C.N.S.
- Scoil Oilibhéir.
- Scoil Thomáis N.S. Laurel Lodge.
- St. Brigid's N.S. Castleknock.
- St. Patrick's N.S. Diswellstown.
- St. Mochta's N.S. Porterstown

^{**} Strawberry Beds is defined for the purpose of this policy as the Lower Road, Strawberry Beds: From the junction of Knockmaroon Hill/Tower Road to the junction of Rugged Lane (but not including Rugged Lane).

G. Selection Criteria for Luttrellstown Community College

- 1. First preference applicants who are siblings of existing students enrolled at Luttrellstown Community College. (See Note 1)
- 2. First preference applicants living in Area A attending one of the listed Primary Schools.
- 3. First preference applicants living in Area A not attending one of the listed Primary Schools.
- 4. First preference applicants living in Area B attending one of the listed Primary Schools.
- 5. First preference applicants living in Area B not attending one of the listed Primary Schools.
- 6. For applicants who have placed LCC as their second preference school and in the event that any places remain those second preference applicants will be allocated a place as per criteria above, i.e. criteria 1-5.
- 7. Applicants from outside the catchment area may be considered for places when applications from all applicants in categories 1-6 above have been satisfied. Priority will be given to;
 - First preference applicants to LCC.
 - Attendance at listed primary schools.
 - Applicants living abroad planning a return to Ireland who currently have a residence in the catchment area.
 - Attendance at other local primary schools in the greater Blanchardstown area.
- 8. Finally, places will be offered to those students on the late waiting list as per the following criteria;
 - Siblings will be prioritised initially when the first waiting list is compiled in early October.
 - Date of receipt of application form will be the key criteria. A lottery will help decide multiple applicants received on the same day.

If any category is oversubscribed random selection will be used to determine the offer of places where necessary.

Notes:

Note 1: Siblings:

An Applicant to First Year 2018-19 shall be deemed to be a sibling of an existing student if s/he has a sister/brother registered in the College during the period of the application process which runs from May 2017 (application forms issued) to Friday 8th September 2017 (The closing date for applications).

Note 2: Scoil Choilm C.N.S:

Following previous commitments by Co. Dublin VEC (now DDLETB) to Scoil Choilm C.N.S. all pupils attending Scoil Choilm CNS were given priority status up to 2017 year of entry. **This was the final year of this agreed arrangement for students in Scoil Choilm**.

Note 3: First & Second Preference

i. It is important that parents give careful consideration to their choice of 1st and 2nd preference on their application. Parents must state in the appropriate section of the form whether they have an application with both colleges. If parents/guardians wish their daughter/son to be considered for both colleges they must lodge an application form with both colleges indicating their first and second preference.

H. Enrolment Procedures at Luttrellstown CC

For those students wishing to enrol in First Year in Luttrellstown Community College an official Application Form must be completed and returned to Príomhoide Fionnuala Ní Chaisil by the date stated at the end of that form. **For 2018/19 an online application will be available**.

Both Colleges will liaise closely throughout the enrolment process

In the Calendar Year preceding entry the following stages will apply:

The Board has decided that the total number of places available in First Year in 2018/19 is 180.

Coláiste Na Tulchann will set a distinct separate student number limit and this will be a minimum of 20 students and a maximum of 40 students for 2018/19

In June of 2017 enrolment information will be distributed to the following primary schools:

- St. Brigid's N.S., Castleknock, Dublin 15.
- Scoil Choilm C.N.S. Porterstown, Dublin 15.
- Scoil Thomáis N.S., Laurel Lodge, Castleknock, Dublin 15.
- St. Mochta's N.S., Porterstown, Dublin 15.
- Castleknock N.S., Main St., Castleknock, Dublin 15.
- Scoil Oilbhéir N.S., Clonsilla Road, Dublin 15.
- Castleknock Educate Together N.S., Beechpark Avenue, Dublin 15.
- St. Patrick's N.S., Diswellstown, Dublin 15.

For those pupils who are resident in the area but not attending the above schools; enrolment information will be forwarded on request, to Parent(s)/Guardians(s).

Enrolment online will be available for 2018/19 year group and a PDF copy of the enrolment form will be available from the Luttrellstown CC website. A receipt will issue and it is a **guardian/parent's responsibility to ensure the application is confirmed by the closing date**.

 $All\,necessary\,documents\,relating\,to\,students\,with\,additional\,needs\,should\,also\,be\,forwarded\,to\,Pr\'iomhoide\,at\,this\,time.$

The Admissions Policy will be available on the website: www.luttrellstowncc.ie

The Closing date for applications for First Year 2018/19 is Friday 8th September 2017 @ 4.00p.m.

The Board will meet in mid-September to consider all applications and thereafter places will be offered. Parent(s)/guardian(s) will be requested to confirm in writing their acceptance or not of the offer.

ROUND One will be offered by 29th September 2017. All other initial correspondence will be issued by early October.

Open Information events take place annually in Luttrellstown CC. Details will be posted on our website: www.luttrellstowncc.ie

Acknowledgement of Receipt of Application Form

- All applications should be forwarded directly to Fionnuala Ní Chaisil, Príomhoide Luttrellstown Community College.
- A form of acknowledgement/receipt will be issued for each application received within a two week period of lodging the
 application form. Parent(s)/Guardian(s) who have not received an acknowledgement within this period are advised to contact
 the College immediately.

Proof of delivery of applications to the school will be the responsibility of Parent(s)/Guardian(s).

I. Administrative Procedures/Dates

- Following the closing date for applications for First Year 2018/19 on Friday 8th September 2017 the office will report the receipt
 and confirmation of all applications to the Board of Management. The Board will then meet to approve the list of applicants. No
 guarantee of a place in the College can be made to any applicant until the Board of Management has approved the appropriate
 quota of applications.
- **Confirmation of Places:** Following a meeting of the Board of Management in mid-September Parent(s)/Guardian(s) will be informed in writing whether a place is being offered to first preference applicants **by late September/early October 2017**.
- Arrangements for payment of a universal school contribution will be made once a place has been confirmed. LCC encourage all
 payments to the school be made through our website www.luttrellstowncc.ie
- Our induction process requires Parent(s) / Guardian(s) and our incoming first years to attend An Information Evening which will be held in term two 2018. This meeting will address the themes of choosing subject options, pastoral care and discipline structures within the school etc. At this stage we will distribute our various policies that must be read and signed.
- On Saturday 3rd February 2018 students will sit their Entrance Assessments. Both colleges will hold this assessment on the same day. This is a compulsory part of the enrolment process.
- In May/June, Parent(s) / Guardian(s) of Special Educational Needs Students will be invited to the school for a meeting, which helps us become familiar with our incoming students and to raise awareness around all educational needs they may have.
- School begins for First Year classes in late August 2018 (unless otherwise determined by the Board of Management).

Proof of Residence

- Due to the increasing demand for places in the College, the Board of Management has decided that proof of residence in the
 catchment area will be required at the time of formal enrolment. Parents/guardians of applicants must be resident in Ireland and in
 the catchment area at time of application. You will be notified by the College when this documentation will be required. Parents
 will be required to produce when requested, two recent, original utility bills and photocopies (to be retained by the college) e.g.
 Electricity/Gas bill. The Board of Management reserves the right to make enquiries to ascertain proof of residence, including
 reference to the Electoral Register.
- The onus will be on the Parent(s)/Guardian(s) to offer evidence with regard to the criteria required concerning proof of residency in the catchment area.

Late Applications/Waiting List

- Applications received, following the closing date, will be placed on a waiting list.
- Each application will be considered, according to the agreed criteria.
- Parent(s)/Guardian(s) of pupils on the waiting list will be informed whenever a suitable vacancy occurs and the parent(s) will have the option to accept or refuse the place offered to their child.
- The waiting list will remain open until the last Friday in May 2019. Following this date Parent(s)/Guardian(s) of the remaining
 applicants will be contacted and informed that the waiting list is no longer active.
- A successful application for one year cannot be postponed for another year. A new application for each school year must be entered.
- Subsequently, should Parent(s)/Guardian(s) still wish their daughter/son to be considered for a place in the College they must reapply and complete a new application form.

Entrance Assessments

Incoming First Year students are required to sit the College's Entrance Assessment in LCC. The purpose of this test is:

- · To ensure students are placed in their first year classes in keeping with our Mixed Ability philosophy.
- To screen for students who may require learning support from the College.

Both Colleges will liaise closely throughout the enrolment process.

Both Luttrellstown Community College and Castleknock Community College have agreed to hold a full review of this Admissions Policy and Procedures during 2017/2018. Our patron DDLETB will be involved in the process.

As outlined in this document shared arrangements will continue for 2018/19 with Castleknock Community College.

- We will issue a statement on consultation and review of enrolment arrangements by mid-2017.
- LCC have included proposed statements on the 'Aonad LánGhaeilge' in this document and will issue further documentation should this proposal proceed.
- Both colleges will consult with the community and outline how circumstances have changed. We will seek local opinion in this
 new arena.
- We will hold a Public Meeting to introduce the way forward.
- We hope to set up links from both schools websites to invite the community to answer a Questionnaire. This process will accept
 additional documents on behalf of community groups who wish to make additional submissions.



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