



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Admission Policy of CBS Secondary School

Mitchell Street, Dungarvan, Co. Waterford.

Roll number: 64880T

School Patron: The Edmund Rice Schools Trust

1. Introduction

This Admissions Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on September 9th, 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for CBS Secondary School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

CBS Secondary School is a Catholic all boys voluntary secondary school with an ethos under the trusteeship of the Edmund Rice Schools Trust

'Catholic Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

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

The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary School, namely:

- Nurturing faith, Christian spirituality, and Gospel-based values
- Promoting partnership
- Excellence in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

For further information on the Edmund Rice Schools Trust and the Edmund Rice Schools Trust Charter, see www.EdmundRiceSchoolsTrust.ie

Our school is one of the leading providers of secondary education in West Waterford. We aim to give every student in our care the very best possible education in order to prepare them for life beyond school. We are a 'Learning Community' which encourages staff, students and parents to involve themselves fully in all aspects of school life. This is based on the core values of Respect, Responsibility, Integrity, Cooperation and Achievement. Our educational program is wide and varied and our record of success in the state exams is outstanding. Students find they can pursue their interests and strengths to the best of their ability and are encouraged to achieve their personal best. We are proud of our record and of our success in helping students achieve their dreams once they leave school.

Our vision of education extends far beyond the classroom; we encourage our students to involve themselves in extracurricular activities. Students have the opportunity to participate fully on the sporting field as well as other personal interests. We expect high standards in all

that we do at CBS Secondary School, Dungarvan. We encourage our students to aim high in their studies, to work hard and to be sensitive to the rights and needs of others.

In CBS Secondary School Dungarvan, the Edmund Rice Schools Trust Charter values are underpinned by a philosophy of education that has at its center the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds - spiritual, ethnic, language, special needs - as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and their family. We welcome and are sensitive to each one, seeking to respond to their individual needs

3. Admission Statement

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

- (a) the civil status ground of the student or the applicant in respect of the student concerned,
- (b) the family status ground of the student or the applicant in respect of the student concerned,
- (c) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (d) the religion ground of the student or the applicant in respect of the student concerned,
- (e) the disability ground of the student or the applicant in respect of the student concerned,
- (f) the ground of race of the student or the applicant in respect of the student concerned,
- (g) the Traveller Community ground of the student or the applicant in respect of the student concerned, or
- (h) 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.

CBS Secondary School Dungarvan is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

CBS Secondary School Dungarvan is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

CBS Secondary School Dungarvan is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

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

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him and that he shall make all reasonable efforts to ensure compliance with such code by the student

CBS Secondary School Dungarvan provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school

CBS Secondary School Dungarvan is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Students whose applications have been received on time will be offered places according to the criteria below. Places will only be offered to students in a given category after all students in each previous category have been offered a place. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery. More details of the lottery are given below.

What criteria do we use to offer places in First Year?

Parents and guardians: Please read the criteria below very carefully and make sure you have full accurate details on your child's application form. The offer of a place will be based solely on what you put on the application form.

Places will be offered to students in the following order, with places being offered to all applicants in each category whose application is received on time before places are offered to applicants in the next category. Where there are insufficient places remaining to make offers to all applicants in a given category, a lottery will apply as specified below.

- Category 1: A boy whose brother is registered as a student in CBS Secondary School on the closing date for applications.

Category 2: A brother of a past pupil of CBS Secondary School.

Category 3: A son of a member of the staff of CBS Secondary School who has at least 3 years' service on the closing date for applications.

Category 4: Sons/Grandsons of past pupils. (up to a maximum of 25% of the total places available)

Category 5: All other applicants.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

How is the lottery conducted?

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by at least 2 of:

- a nominee of the Board of Management who is not a member of the Board.
- the Principal
- a nominee of the Parent Council

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Twins and triplets will be treated as a single application, although both names and all 3 names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.

If a vacancy arises and an applicant is offered a place from the waiting list, the place will be offered to the applicant highest on the list. If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí.
- (b) the payment of fees or contributions (howsoever described) to the school.

- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his parents his parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his family attending or having previously attended the school; : other than (1) siblings of a student attending or having attended the school and (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, the school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

- (g) The date and time on which an application for admission was received by the school; this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to CBS Secondary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

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

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the

student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from CBS Secondary School, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by CBS Secondary School Dungarvan 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 annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

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.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to CBS Secondary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of CBS Secondary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:-

Permanent transfer of a Student into the Dungarvan CBS Procedures

1. Meeting arranged with Principal, potential applicant and Parent/Guardian to discuss reason for transfer.
2. If appropriate Transfer Student Information Request Form given to potential student to be completed by his school where presently enrolled.
3. Transfer Student Information Request Form returned by post by the Principal of the school where presently enrolled.
4. On review of Transfer Student Information Request Form the Principal decides whether or not the potential applicant will be issued with an application form.
5. Application Form will be issued if appropriate.
6. Completed Application Form returned by Parent/Guardian.
7. Principal considers all information supplied and the reason for transfer and makes decision as to whether or not to accept the applicant.

Parent(s)/Guardian(s) have the right to appeal any decision to the Board of Management.

In such cases where a transfer application to our school may be considered, admission to the school will be subject to the following:

- Compliance with the Admission Policy of our school
- In the best interest of the school community
- Suitability of our curriculum provision
- Availability of subject choice
- Availability of space in class or year group
- In the best interest of the student e.g. consequences of midterm transfer
- Is of educational benefit to the student
- That all-relevant information from the former school is made available e.g. disciplinary and attendance record, special needs, as per Section 20 of the Education (Welfare Act) 2000
- Consultation with the Educational Welfare Officer if necessary
- The applicant's presence is unlikely to adversely affect the education of the pupils already enrolled in the school.
- The applicant has no previous history of substance abuse or of the distribution of such substances,
- The applicant has never seriously harassed/assaulted/bullied other pupil or staff member in his previous school(s)
- The applicant has not previously in a serious manner hindered the educational progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to proper educational provision
- The school being satisfied with the reason for the transfer. The Principal reserves the right to refuse an application for admission in accordance with the school's Admission Policy and Permanent Transfer of Student Policy.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Permanent transfer of a Student into the Dungarvan CBS Procedures

8. Meeting arranged with Principal, potential applicant and Parent/Guardian to discuss reason for transfer.

9. If appropriate Transfer Student Information Request Form given to potential student to be completed by his school where presently enrolled.
10. Transfer Student Information Request Form returned by post by the Principal of the school where presently enrolled.
11. On review of Transfer Student Information Request Form the Principal decides whether or not the potential applicant will be issued with an application form.
12. Application Form will be issued if appropriate.
13. Completed Application Form returned by Parent/Guardian.
14. Principal considers all information supplied and the reason for transfer and makes decision as to whether or not to accept the applicant.

Parent(s)/Guardian(s) have the right to appeal any decision to the Board of Management.

In such cases where a transfer application to our school may be considered, admission to the school will be subject to the following:

- Compliance with the Admission Policy of our school
- In the best interest of the school community
- Suitability of our curriculum provision
- Availability of subject choice
- Availability of space in class or year group
- In the best interest of the student e.g. consequences of midterm transfer
- Is of educational benefit to the student
- That all-relevant information from the former school is made available e.g. disciplinary and attendance record, special needs, as per Section 20 of the Education (Welfare Act) 2000
- Consultation with the Educational Welfare Officer if necessary
- The applicant's presence is unlikely to adversely affect the education of the pupils already enrolled in the school.
- The applicant has no previous history of substance abuse or of the distribution of such substances,
- The applicant has never seriously harassed/assaulted/bullied other pupil or staff member in his previous school(s)

- The applicant has not previously in a serious manner hindered the educational progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to proper educational provision
- The school being satisfied with the reason for the transfer. The Principal reserves the right to refuse an application for admission in accordance with the school's Admission Policy and Permanent Transfer of Student Policy.

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

The Board of CBS Secondary School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parents of students and students (over 18) who wish to opt out of RE class should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent/ student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At CBS Secondary School the allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, CBS Secondary School places great importance on the religious or spiritual formation of all its students. Each student has his own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Right of Appeal

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

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). This request must be received by the

board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.