



Iontaobhas Scoileanna Éamainn Rís  
Edmund Rice Schools Trust



## **Admission Policy of CBS Charleville**

**School Address: Bakers Road, Charleville, Co Cork P56 RX94**

**Phone: 063-81789**

**Email: charvillecbs@gmail.com**

**Roll number: 62440E**

**School Patron: The Edmund Rice Schools Trust.**

**Principal: Ms. Andrea Murphy  
Deputy Principal: Mr. Tony McSweeney**

### **1. 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 patron and with parents of children attending the school.

The policy was approved by the school patron on September 10<sup>th</sup> 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 Charleville 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 Charleville is an all boys Catholic voluntary secondary school with a Catholic 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 Charleville 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."

Within this context of the Department of Education and Skills regulations and programmes, the school endorses the five elements contained in the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values;

- Promoting partnership;
- Excelling in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership;

so that the school supports the following principles:

- ❖ Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs
- ❖ Equality with respect to access to and participation in education and to promote the means whereby students benefit from education
- ❖ Parental choice in relation to choice of school, having regard for the characteristic spirit of the school
- ❖ Respect for the diversity of beliefs, languages, traditions and ways of life in society
- ❖ Implementation of the school plan and policy must have due regard to resources and funding available.
- ❖ The school operates within the regulations laid down by the D.E.S. and follows the curricular programmes prescribed by the D.E.S. These may be amended from time to time in accordance with Section 9 and 30 of the education Act 1998.
- ❖ The Board of Management must comply with D.E.S. guidelines in relation to class size, staffing provisions, accommodation and health and welfare of children.

For further information on the Edmund Rice Schools Trust and the ERST Charter, see [www.erst.ie](http://www.erst.ie)

This admissions policy seeks to reflect the Mission Statement and ERST Charter within the resources available to the school.

### **3. Admission Statement**

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) 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 Charleville is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

CBS Charleville 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 Charleville 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.

CBS Charleville is a school which has established a class, with the approval of the Minister for Education and Skills, 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.

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

CBS Charleville with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

## 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 or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

CBS Charleville 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 Charleville 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.

The special class attached to CBS Charleville provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 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:

The following procedure will be used in selecting students where there are more applicants than places available. If we are over-subscribed then applications will only be considered if they are submitted by the closing date.

1. Students who have a brother or have had a brother in the school
2. A student who is a child of a staff member of the school.
3. Students from the feeder schools. (Appendix 1)
4. A student who is a child of a past pupil of the school. (to a maximum of 25% of available places as per admission notice)

5. For all other applicants thereafter on a lottery basis.

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:

If there are insufficient places available to meet demand in a particular category, it will be necessary to allocate these places on the basis of an independently adjudicated draw. Following the lottery, a waiting list will be established from which students will be subsequently offered a place should one arise. In the event of a lottery the Parent(s)/Guardian(s) of the relevant students will be invited to witness the lottery. The lottery will be carried out in Charleville CBS under the direction of the Principal.

## 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; other than in relation to:
  - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or 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 or her family attending or having previously attended the school; other than, (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school.

In relation to (2) parents having attended, a 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 Charleville 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 Charleville 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 [school name] 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 Charleville 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 Charleville 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:

The decision to admit a student from another school shall rest with the principal of C.B.S. on behalf of the Board of Management. The school shall be mindful in reaching this decision of the needs and requirements of existing students and staff together with the availability of resources. In reaching this conclusion the principal shall be mindful of the school's legal obligations to maintain discipline and safety within the school. The principal shall also be mindful in reaching this decision to consider and to ensure that good order and discipline are maintained in the school and the safety of students and staff is secured.

C.B.S. Charleville will make every reasonable effort to facilitate a student seeking a transfer to our school if he has legitimate reasons for transferring. The school reserves the right to consult with the authorities of his previous school and obtain information regarding behaviour, educational progress, subject choices, term reports, disabilities and special needs. The student will be interviewed in the company of a parent /guardian. The student is required to be truthful and honest about his disciplinary record in his previous school. As part of the application process the school will require from the student and his

parents/guardians a letter detailing any positive contributions the student can make to the school.

The Principal will consult with the Educational Welfare Officer, if appropriate. The Parent/Guardian must present with the student.

The principal on behalf of the Board of Management will decide on an application for admission to any other year other than First Year by applying the following criteria:

1. There must be an available place after the general admissions criteria have been applied.
2. It is in agreement with the School Admission Policy.
3. The transfer must be in the best interest of the student with the school's curriculum provision being suitable for the student.
4. The transfer must be in the best interest of the school and the other students in the school.
5. The transfer must be of educational benefit to the student (e.g. it may not be possible to offer the student certain subject combinations, a place in a certain programme etc.)
6. The School Application Form must be completed.
7. All relevant information from the applicant's former school(s) must be made available, including:
  - (a) Copies of the two most recent school reports for the student.
  - (b) Copies of results of any State Examinations taken by the student.

In arriving at a decision the principal will consult with the student's parents/guardians, his or her former school(s) and the educational welfare officer.

The student will be interviewed (usually in the presence of his/her parent/guardian) by the Principal and one other member of staff in accordance with the criteria outlined above.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided the relevant information requested at 6 and 7 above, the principal shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof.

(Education Welfare Act 2000 (Section 19 (3)).

**Students who are suspended or expelled from another Post-Primary school.**

A student who has either been suspended or expelled from another Post-Primary school and who wishes to be considered for a place at C.B.S. Charleville shall take the following steps:

- (a) Request the standard Application Form from the school.
- (b) Complete the said Application Form fully and provide such reasonable details or documentation as may be requested by the school.
- (c) Complete an interview in the company of the parent(s)/guardian(s) with the school principal and one other staff member.
- (d) The parent(s)/guardian(s) shall be required to furnish to C.B.S. Charleville a copy of the student's school records, psychological reports and any other relevant documentation and furnish same to C.B.S. Charleville.
- (e) The parents must provide a copy of all written communications between the parent(s)/guardian(s) and the school from which the student was either suspended or expelled. A copy of reports or decision as a consequence of any disciplinary hearing at the school from which the student was expelled must be provided.

Further in respect of such application the following shall apply:-

- (1.) The principal reserves the right to refuse an application for admission. This decision shall be reached having considered the documentation and subsequent to the conclusion of the application procedures set out by the school.
- (2.) Where the principal is of the view that the student is or may be a danger to the safety and welfare of other students or staff the student may not be offered a place.
- (3.) Regarding students who are suspended or expelled from another school the principal shall have regard to the school's obligation to enable each student within the school to learn well and develop his full potential as a student and as a citizen while having regard to the characteristic spirit of the school.

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:

**The Board of Management will not accept applications from students currently in other Secondary Schools, during the school year, except where the family is moving into the local area.**

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

The board of CBS Charleville 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 Charleville 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 Charleville 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.

All students will be expected to engage in an opportunity to learn about the founder of Edmund Rice schools and understand the ethos of the school, and to visit the birthplace of Blessed Edmund so as to recognise the importance of his legacy to our school and those within the E.R.S.T. This is separate to religious instruction.

## 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.

## **APPENDIX 1 – FEEDER SCHOOLS**

**C.B.S Primary Charleville, Co Cork**

**Shandrum National School, Newtownshandrum, Co Cork**

**Milford National School, Milford Co Cork.**

**Ballyhea National School, Ballyhea, Co Cork**

**Dromina National School, Dromina, Co Cork**

**Effin National School, Effin, Co Limerick**

**Bruree National School, Bruree, Co Limerick**

**Dromin/Athlacca National School, Co Limerick**

**Ballyagran National School, Co Limerick**