



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Admission Policy of CBS Secondary School Kilkenny

School Address: James's St, Kilkenny, R95 H985

Roll number: 61550G

School Patron: The Edmund Rice Schools Trust



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 (BOM) of CBS Kilkenny has consulted with school staff, the school patron and with parents of children attending the school.

CBS Secondary School Kilkenny will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

CBS Secondary School Kilkenny will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The policy was approved by the school patron, the Edmund Rice Schools Trust (ERST) on Nov 28th 2023. It is published on **cbskilkenny.ie**, 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 Kilkenny admission process are set out in the CBS Secondary School Kilkenny 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. Once the admission notice is published the relevant application forms will be available to download from **cbskilkenny.ie**, 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 Kilkenny is a boys voluntary secondary school with a Catholic ethos under the trusteeship of the Edmund Rice Schools Trust (ERST). '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 student, 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 students 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 Kilkenny 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.

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements espoused by the ERST Charter:

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

In CBS Kilkenny, the 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 his family. We welcome each student and seek to respond to his individual needs through:

The Curriculum: We provide a broad range of subject areas, encouraging students to take increasing responsibility for their own learning and decision-making.

Pastoral Care: We support and challenge our students to make the most of their time in school by providing language support, extra-tuition, personal counseling where necessary and developing links with family by working in partnership with parents and guardians.

Faith Development: We have a special commitment to the development of the spiritual dimension of the lives of our members. Faith formation and the Religious Education program play a key role. Students follow the state program in Religious Education that is suitable for students of all faiths and those of no faith.

We hope that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviour of all members of the school community and that we will find expression in their respect and care for one another.

3. Admission Statement

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

CBS Kilkenny 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 Kilkenny 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

No special classes.

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 Kilkenny 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 Kilkenny 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 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.

Subject to the above, the selection criteria are as follows:

1. Brothers of present students, provided application is made by due date.
2. Sons of serving staff members, provided application is made by due date.
3. Boys who are students of Scoil Iognaid de Rís, Kilkenny and who were students in the school on or before the commencement of Third Class, provided application is made by due date.
4. All other applicants, provided application is made by due date.

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:

A lottery will take place to determine the order in which places will be filled. The lottery will take place as soon as is practicable after enrolment day and will operate under the following conditions:

- It will be supervised by three of – the school principal, deputy principals, nominee(s) of the Board of Management who are not members of the Board.
- Twins or triplets will be treated as a single application.
- Names will be drawn until all places are filled.

When all available places are filled, a further lottery will take place to determine a 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, 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 the school (2) sons of a serving staff member, provided application is made by due date.
- (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 Kilkenny will be based on the following:

- The school's admission policy
- The school's annual admission notice
- 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 Kilkenny, 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 Kilkenny 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 Kilkenny 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 Kilkenny 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 the school’s

admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.-Where a waiting list is in place, late applications will be added to the end of the waiting list.

15. Procedures for Admission of Students to other Years and after the Commencement of 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:

Admission to 2nd, 3rd, 4th, 5th, 6th Year FOR the Commencement of the School Year

Procedure for Applying

Applications must be made on the official Application Form that is available from the school website. A Principal Appraisal Form (also available on the school website) must also be completed and submitted with two recent (max one year old) academic reports. All applications will be considered at a meeting of three of - the school principal, deputy principals, nominee(s) of the Board of Management who are not members of the Board.

Applications will be considered subject to:

- the school's Admission Policy.
- the school being satisfied with the reasons for the transfer. To this end, information will be required from the student's former/present school concerning attendance, behaviour record, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer etc.
- the Board of Management believing that the move will be in the best interests of the student and will not have an adverse impact on the learning environment of other students and staff in the school.
- available space in the relevant class or subject group.
- consultation if appropriate with the Education Welfare Officer.
- parents/guardians and the transferring student accept the Code of Behaviour of CBS Kilkenny.
- an appropriate psychological assessment being provided to the school, in the event of a student having special educational needs.

Where a former student has withdrawn and subsequently seeks to re-enrol, the application will be treated as an application to transfer from another school in accordance with this policy, subject to an appeal to the Educational Welfare Service.

Admission to 1st Year AFTER the Commencement of the School Year

Where a Waiting list for 1st Year is currently in place, an application made after commencement of 1st Year, will be added to the bottom of the Waiting List.

Where a Waiting List for 1st Year is not currently in place, an application made after commencement of 1st Year will be considered at a meeting of three of - the school principal, deputy principals, nominee(s) of the Board of Management who are not members of the Board, and considered subject to:

- the school's Admission Policy.
- the school being satisfied with the reasons for the transfer. To this end, information will be required from the student's former/present school concerning attendance, behaviour record, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer etc.
- the Board of Management believing that the move will be in the best interests of the student and will not have an adverse impact on the learning environment of other students and staff in the school.
- available space in the relevant class or subject group.
- consultation if appropriate with the Education Welfare Officer.
- parents/guardians and the transferring student accept the Code of Behaviour of CBS Kilkenny.
- an appropriate psychological assessment being provided to the school, in the event of a student having special educational needs.

Admission to 2nd, 3rd, 4th, 5th, 6th Year AFTER the Commencement of the School Year

Procedure for Applying

Applications must be made on the official Application Form that is available from the school website. A Principal Appraisal Form (also available on the school website) must also be completed and submitted with two recent (max one year old) academic reports. All applications will be considered at a meeting of three of - the school principal, deputy principals, nominee(s) of the Board of Management who are not members of the Board.

Applications will be considered subject to:

- the school's Admission Policy.
- the school being satisfied with the reasons for the transfer. To this end, information will be required from the student's former/present school concerning attendance, behaviour record, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer etc.
- the Board of Management believing that the move will be in the best interests of the student and will not have an adverse impact on the learning environment of other students and staff in the school.
- available space in the relevant class or subject group.
- consultation if appropriate with the Education Welfare Officer.
- parents/guardians and the transferring student accept the Code of Behaviour of CBS Kilkenny.
- an appropriate psychological assessment being provided to the school, in the event of a student having special educational needs.

Where a former student has withdrawn and subsequently seeks to re-enrol, the application will be treated as an application to transfer from another school in accordance with this policy, subject to an appeal to the Educational Welfare Service.

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

The BOM of CBS Kilkenny or any persons acting on its behalf will not charge fees for or seek payment or contributions 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/guardians 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/Guardians of students and students (over 18) who wish to opt out of Religious Education (RE) class should make a written request to the principal. A meeting will then be arranged with the parent/guardian 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 Kilkenny the allocated time on the timetable for Religious Education (RE) 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 Kilkenny 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.

Chairperson, BOM

Date _____

Secretary, BOM

Date _____