



## **Admissions Policy of Ardscoil na mBráithre**

**School Address: Kickham St., Clonmel, Co. Tipperary.**

**Roll number: 65320J**



Iontaobhas Scoileanna Éamainn Rís  
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 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 May 15th 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 Ardscoil na mBráithre's 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:**

Ardscoil na mBráithre is a Catholic all boys 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,

The 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 Ardscoil na mBráithre 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 Mission Statement:**

Ardscoil na mBráithre, founded by the Christian Brothers as a Christian community, aims to promote the personal, spiritual, physical, creative and academic development of its students. The support of the wider school community, and in particular all parents/guardians, is necessary to promote this vision. This Admissions Policy seeks to reflect that Mission within the resources available to the School.

The Admissions Policy is published by the Board in accordance with the provisions of the Section 15 (d) of Education Act 1998 and all related legislative and regulatory requirements.

This Policy is intended to reflect and to give full effect to:

- ❑ the above Mission Statement
- ❑ The rights and obligations of the Patron as set out in the Education Act(s) and related legislation.

The Board wishes to clarify that the current Policy is prepared within the context of:

- ❑ the parameters of all guidelines, regulations and programmes currently made available by the DES and/or by the Patron
- ❑ the funding and resources currently made available to the School by the DES and from any other sources.

The High School admissions policy is informed by the Edmund Rice Schools Trust Charter and there are 5 key elements guiding the policy. These are:

- 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 Edmund Rice Secondary School

The Edmund Rice Schools Trust Charter values are underpinned by a philosophy of education that has at its centre 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 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, providing programmes of language support, help with study, and personal counselling where necessary and developing links with family, working in partnership with parents and guardians.
- **Faith Development:** We have a special commitment to development of the spiritual dimension of the lives of our members. Faith formation and the Religious Education programme play a key role.  
Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith.
- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.
- We hope that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another.

The School supports the principles of inclusiveness, equality of access and participation in the school, and parental choice in relation to enrolment and applications for admission to the School. In and subject to the context outlined above, the School expresses respect for diversity of traditions, values, beliefs, languages and ways of life within the community it serves today.

**Parents seeking admission of their son to the School are invited to carefully read this policy and to recognise that this policy:**

**- Firstly sets out the kind of School and Education they are seeking to admit their son to.**

**- Secondly provides the basis of dealing with their Application.**

**Accordingly, parents/guardians in completing their application to the School:**

**Duly recognize and commit themselves accordingly on their own part (and on behalf of their son) to the School ethos and Mission, in the event that their son is admitted as a student to the School.**

**Duly recognize and accept this Policy as the basis for treating their son's application for admission to the School.**

**Duly accept, acceptance of the High School Code of Behaviour is a condition of admission to the school (copy of behaviour policy enclosed with application form).**

### **3. Admission Statement**

Ardcoil na mBráithre 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.

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.

Ardcoil na mBráithre is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to the school.

Ardcoil na mBráithre 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.

Ardcoil na mBráithre 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.

Ardcoil na mBráithre 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:**

Ardcoil na mBráithre is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for student with ASD and who have a recommendation of a special class placement and may refuse to admit to the class a student who does not have the category of needs specified.

#### **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.

Ardcoil na mBráithre 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.

Ardcoil na mBráithre 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 Ardcoil na mBráithre 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 Board of Management appoints a subcommittee of three people to handle the applications and enrolments on behalf of the School. The subcommittee consists of the school principal, the school

deputy-principal and one nominee of the Board of Management who is not a member of the board. The subcommittee shall take direct responsibility for processing all applications and the Lottery in the manner described below.

#### First Round

The school will examine *all applications* received on or prior to the **closing date** in the *first round review* to determine which applicants have maximum eligibility in accordance with the School's selection criteria mentioned in this Policy and the mission statement and the ethos of the school.

#### **The School's Goals on dealing with Admissions:**

When dealing with Admissions where there are a limited number of places, the School seeks to fulfil the above goals in the following manner, namely to allocate the number of places available:

- Firstly on the basis of its Mission as a Roman Catholic school;
- Secondly on the basis of supporting the family ethos within education by providing education services for the children of families who already have, or have had, a brother or father of the applicant attend the School for his post primary education. This also extends to the son of a current staff member.
- And thirdly to make reasonable provision and accommodation for boys within its *own locality or demographic area*, including students with disability and special educational needs, in accordance with the resources provided by the DES and otherwise available to it.

#### **Selection Criteria:**

##### **First round criteria-**

In the first round, the School ***shall firstly select*** from all of the applications submitted that have **maximum** eligibility in accordance with the following criteria:

Places will be offered to boys whose parents/guardians are seeking to submit their son to a Roman Catholic Education in accordance with the mission statement and Christian Ethos of the school in the following order of priority:

- Category A:** Boys who currently have a brother attending the school. Boys who have a brother that attended the school.
- Category B:** Boys who are the child of a past pupil, up to a maximum of 25% of the total places available. To satisfy the child of a past pupil criterion the applicant must be the biological or legally adopted child of a past pupil. It should also be noted that being a family member does not meet the father or brother criterion. Boys who are the child of a permanent member of staff.
- Category C:** Boys who attended for primary school education at one of the schools listed in Schedule Two, being a school within the locality or demographic area of the School
- Category D:** Boys (living in the catchment area) who are diagnosed with ASD (Autistic Spectrum Disorder) and who meet criteria agreed for the ASD class (as outlined in Schedule 3). The number of places available in the ASD class will be offered first and the total number of remaining places will be subject to the overall annual limit of as specified in the annual admissions notice.
- Category E:** All other applicants
  
- Where the cohort quota has been reached and a twin or triplet etc. comes out of the hat as the final student to be awarded a place according to the annual admissions notice, the Board

of Management will expand the cohort to include the other twin or triplet sibling in such exceptional circumstances.

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:

**Second round criteria-**

With respect to all or any remaining places not allocated or accepted in the first round, the lottery will determine the order in which their places shall be filled. The lottery will be monitored by an independent external person. Unsuccessful applicants will be put on 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 preschool 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.
- (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 Ardscoil na mBráithre 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 Ardscoil na mBráithre, 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 Ardscoil na mBráithre 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 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 data 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 Ardscoil na mBráithre 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 Ardscoil na mBráithre 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:

Students (boys only) may transfer into the school at any time subject to:

- ◆ The school's Admissions Policy
- ◆ The school being satisfied with the reason for the transfer. Information will be requested from the student's former school concerning attendance, educational progress, subject choices, term reports, disabilities, special needs & reasons for transfer.
- ◆ The transfer will not impact negatively on existing students and staff
- ◆ Receipt of prescribed written confidential reference from previous school
- ◆ The school regarding the move is in the best interest of the student
- ◆ Availability of appropriate accommodation and staff
- ◆ Curriculum provision being suitable for the student and the availability of subject options
- ◆ Compliance with DES and School subject requirements
- ◆ Consultation with the Educational Welfare Officer, if appropriate

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 above. The Board of Management also reserves the right to refuse an application in exceptional circumstances which might include an established record of poor behaviour.

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

The board of Ardscoil na mBráithre or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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 Ardscoil na mBráithre 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, Ardscoil na mBráithre 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. The 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. 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.

## **Schedule One**

### **Application Form**

## **Schedule Two**

### **Feeder Schools**

SS Peter & Pauls' Kickham St, Clonmel  
St. Oliver's Primary School Clonmel  
St. Mary's Primary School Irishtown Clonmel  
The Church of Ireland Parochial School (St. Mary's) Clonmel  
Kilcash County Tipperary Primary School  
Ballymacarbry County Waterford Primary School  
Kilsheelan County Tipperary Primary School  
Newcastle County Tipperary Primary School  
Powerstown Clonmel County Tipperary Primary School  
Lisronagh County Tipperary Primary School  
Clerihan County Tipperary Primary School  
Ardfinnan County Tipperary Primary School  
Killurney County Tipperary Primary School  
Rathkeevin County Tipperary Primary School  
Gaelscoil Clonmel Primary School  
Grange County Tipperary Primary School  
Killusty County Tipperary Primary School.

## Schedule 3

### ASD Class

The special class for children with Autistic Spectrum Disorder (ASD) has been developed with the cooperation and support of the NCSE and the DES. The class will cater for the catchment area of CBS High School and can accommodate a **maximum** of 24 students (boys) who have a diagnosis of ASD.

- DES policy dictates that all ability levels should be catered for within the ASD class. The Board of Management supports such a policy unless the nature and degree of the needs of the student are such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for other students with whom the student concerned is to be educated. Students with severe behavioural difficulties will not be enrolled.
- Parents who wish to enrol their son into first year should make contact with the Principal of CBS High School on or prior to the Open Evening of the academic year when the child is in 6th class Primary School. Applications for the class must be returned to the High School office on or before the closing date for first year applications as specified in the annual admission notice. The school is obliged to make it clear that no late applications can be considered for the class particularly when places for first year are oversubscribed and that a student wishing to enrol in the ASD class must have attended for his primary school education at one of the schools listed in Schedule Two, being a school within the locality or demographic area of the School.
- Parents/guardians must provide all relevant documents pertaining to their child's diagnosis and to their previous schooling/education. All applicants for the ASD special classes within the High School (irrespective of whether school transport is required or not) must have a recommendation from a psychologist/psychiatrist outlining why a special class placement is appropriate/suitable to meet the student's needs. Such a recommendation will satisfy the Board that the student is appropriately/suitably placed in the ASD special classes. The diagnosis must be in accordance with DSM IV or ICD 10 for resourcing and documentation must also have a recommendation for a "special class placement". It is the responsibility of the parent/guardian to have all relevant reports submitted by the closing date for applications.
- Where a report outlining the student's care or educational needs is deemed inadequate or out of date the Principal may insist that the family obtain an up to date educational and or psychological report.
- As places within the ASD class are limited (total of 24) and if the number of applicants exceeds the number of places, the Principal and Special Class Coordinator will establish the levels of need of each applicant and will offer places accordingly.
- Participation in the ASD class will be subject to on-going review.

Transfers from other second level schools to the ASD class will be in line with the requirements of the High School's admissions policy and applicants also satisfying the criteria for ASD class.

A decision to enrol a student in the ASD class will be made by the principal on behalf of the Board of Management and a decision by the principal is subject to the appeals mechanism specified in section 18 above.

\* The annual availability of places in the ASD class is subject to the overall limit of the number of places specified in the annual admission notice for new applicants.