



Admission Policy

C.B.S. Thurles, Secondary School, Rossa Street:

Roll Number:65450W

School Patron: 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 10th September 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 C.B.S. Thurles' 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

C.B.S. Thurles is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of 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 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 C.B.S. Thurles 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.

Mission Statement C.B.S. Thurles

'Thurles C.B.S. is a place of learning where students are prepared for adult life, academically, emotionally, spiritually and culturally. We strive for a safe environment, free from bullying. We aim to promote the Christian values inspired by the vision of Blessed Edmund Rice. We seek to create an atmosphere of respect for the needs and talents of all members of our school community, while challenging all to reach their potential.'

General Objectives of C.B.S. Thurles.

Characteristic Spirit

The characteristic spirit of our school is based on the vision and values of the ERST 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 ERST Charter, see www.erst.ie. As an Edmund Rice School, C.B.S. Thurles seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter.

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 is open to and welcomes all who share this vision and wish to benefit from it.

3. Admission Statement

C.B.S. Thurles 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.

C.B.S. Thurles is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

C.B.S. Thurles 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.

C.B.S. Thurles 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

Not applicable

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.

C.B.S. Thurles 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.

C.B.S. Thurles is a Catholic School and may refuse to admit as a student a person who is not of Catholic 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:

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

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

Eligibility of applicants and admission Procedures:

This section sets out the policy of the school with regard to eligibility of applicants and admission procedures and for entry into First Year.

Students eligible for admission to First Year

To be eligible for admission to First Year, students must;
have reached the age of 12 years by 1st of January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations).
have completed Sixth Class in Primary School or its equivalent.
C.B.S. Thurles only accepts completed applications from students during 6th class of primary school, as specified in the annual admission notice.

Admission Procedures

When an application form, properly completed and signed is received, it will be stamped with the date on which it was received.
Properly completed application forms will be acknowledged.
Incomplete application forms will not be processed but will be returned to the parents/guardians for completion.
Late applications will be considered only after all applications received on time have been fully processed.

Allocation of Places in First Year

Decisions regarding student admissions are a matter for the Principal, on behalf of the Board of Management.

In the event that applications for admission exceed the number of places specified in the annual admission notice the Board of Management will allocate places in accordance with the following procedure:

Brothers of students, past or present.

Pupils of Scoil Ailbhe (E.R.S.T.) National School, Thurles.

Staff members' sons

Students from within the traditional catchment area as defined by the listed feeder schools.

All other applicants

Ballagh	Clonoulty	Holycross	Loughmore	Templetuohy
Ballycahill	Crosspatrick	Inch	Moycarkey	Thurles
Ballysloe	Gaile	Johnstown	Moyne	Two-Mile-Borris
Ballytarsna	Galmoy	Leugh	Rahealty	Upperchurch
Boherlahan	Gortnahoe	Littleton	Rossmore	Urlingford

At whatever stage in the above listed criteria that demand may exceed the remaining places then; a public lottery will be held in the school to select students from that stage of the criteria to fill the remaining places in first year.

The lottery will be conducted as follows:

The lottery will be supervised by at least three of – A member of the Garda Síochána, the Principal, the Chairperson of the Parents Council.

Names will be drawn until all places are filled.

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

If a vacancy arises it will be offered to the applicant highest 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 naionrai,
- b) the payment of fees or contributions 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 or her family attending or having previously attended the school; other than, siblings of a student attending or having attended the school.
- 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 C.B.S. Thurles 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 C.B.S. Thurles, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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 C.B.S. Thurles 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.
- (v) The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

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 C.B.S. Thurles 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 C.B.S. Thurles 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.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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:

Application Procedure for enrolment when transferring from other schools.

Students (boys only) may transfer into the school subject to

Enrolment criteria

1. The applicant and his family must agree, in writing, to allow the principal to seek all records relating to the applicant from his previous school(s).
2. Enrolment is subject to the applicant's subject choices being available (on the curriculum and not

- exceeding maximum class size) and not exceeding the maximum number in a year group.
3. All students entering the school must supply a Birth Certificate or other appropriate identification.
 4. The school reserves the right to refuse to admit a student in exceptional circumstances.
 5. The application satisfies the Admission's Policy.
 6. The overall capacity of the school is approximately 575 students. The desired number in any year group is 96 per year, except for TYO which will have no more than 80 students.
 7. The school being given adequate and appropriate resources by the Department of Education and Skills to meet the student's needs.
 8. Parents and students agree to sign the Code of Behaviour.
 9. The school being satisfied that there is no history of the applicant being involved in violent behaviour like to pose a danger to other students or staff as per Health and Safety legislation.
 10. The principal on behalf of the Board of Management believing that the move will be in the best interest of the student and will not have an adverse impact on the learning environment of other students and staff in 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:

Procedure

1. Following initial contact with the school, intending applicants will be required to meet with the Principal accompanied by parents or guardians.
2. Applicants should complete the application form, giving all of the details required. Incomplete forms will be returned to parents/guardians.
3. Applicants will be required to provide details about the second-level education in their previous school(s) including copies of their two most recent school reports that set out the results of in-house examinations. Where an applicant has attended more than one second-level school they may be required, at the discretion of the principal on behalf of the Board, to submit reports from each school and copies of the results of any State examinations.
4. Where it is considered necessary by the school, an applicant may be required to complete a further information form regarding their child's educational progress and/or to provide a current education psychological assessment report.
Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in an applicant being refused admission to the school.
5. Only in unavoidable circumstances will applications be accepted for entry to a year group sitting a state examination i.e. 3rd year and or 6th year.
6. The closing date for transfer applicants is 30th February.

All applications are subject to approval by the principal on behalf of the board. The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

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

The Board of C.B.S. Thurles 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

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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 student and student 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 C.B.S. Thurles 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 Edmund Rice Schools Trust Charter, C.B.S. Thurles 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 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. This request must be 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.

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.

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.