



Iontaobhas Scoileanna Éamainn Rís  
Edmund Rice Schools Trust

## **Admission Policy of St. Mary's CBS The Green**

**School Address: Dan Spring Road, Tralee, Co. Kerry**

**Roll number: 61440W**

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



*'An Edmund Rice School'*

## **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 August 4<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 St. Mary's CBS The Green 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**

St. Mary's CBS The Green 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,

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 St. Mary's CBS The Green 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**

***“The Green strives for excellence in all of its endeavours as a school community”***

St. Mary's CBS the Green is run in accordance with the Edmund Rice Schools Trust Charter and in accordance with the Rules and Regulations of the Department of Education and Skills. The following 5 key elements contained in Charter are the guiding principles for this policy.

#### **1. Nurturing faith, Christian spirituality and Gospel-based values**

St. Mary's CBS The Green Secondary School is faithful to the life of Jesus Christ, develops the whole person, promotes a distinctive spirituality and celebrates diversity.

#### **2. Promoting partnership**

St. Mary's CBS The Green Secondary School recognizes the value of partnership, works in partnership with parents/guardians, seeks to build community embodies the principles of inclusiveness, respects the earth, fosters a sense of belonging to parish and promotes networking.

#### **3. Excelling in teaching and learning**

St. Mary's CBS The Green Secondary School focuses on purposeful teaching and learning, nurtures the holistic development of students, recognizes the uniqueness of every student, promotes personal and professional development raises awareness of the interconnectedness of the world in which we live, uses information technology with critical awareness and responds to a changing world.

#### **4. Creating a caring school community**

St. Mary's CBS The Green Secondary School develops a sense of community, identifies and serves the needs of students, promotes care and responsibility, works for social justice, fosters care for the environment and seeks to provide a safe and respectful working environment.

### **5. Inspiring transformational leadership**

St. Mary's CBS The Green Secondary School fosters visionary leadership, encourages ownership of the vision, shares leadership roles, encourages the active participation of parent/guardians welcomes innovative leadership of teachers, elicits leadership and responsibility in students, promotes spiritual and moral values, inspires courage and confidence and encourages a work ethos and innovation.

### **3. Admission Statement**

St. Mary's CBS The Green 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.

St. Mary's CBS The Green is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Mary's CBS The Green 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.

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

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

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

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

St. Mary's CBS The Green 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.

St. Mary's CBS The Green is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

#### **6. Oversubscription**

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

“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:

### **Criteria for Selection**

Only applicants whose applications have been received on time will be considered for a place in accordance with the criteria below.

1. Applicants whose brothers are at present attending the school and applicants whose brothers attended the school in the past.
2. Applicants who are enrolled in C.B.S. Clounalour.
3. Applicants who are sons of staff in the school. (Staff must have at least three years service in the school.)
4. Applicants whose father attended the school, up to a maximum of 25% of the total number of places.
5. And thereafter by means of Lottery – This will be conducted by the Chairman of the Parents Council and the Principal.
6. If a vacancy arises after this process, it will be offered to the applicant highest on the waiting list as determined in the lottery above.

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:

Allocation of places by means of Lottery – This will be conducted by the Chairman of the Parents Council and 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
- (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 and 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 St. Mary's CBS The Green 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 St. Mary's CBS The Green, 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 St. Mary's CBS The Green 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 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 St. Mary's CBS The Green 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 St. Mary's CBS The Green 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:

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into a new area) as a matter of general policy transfers into the school are discouraged in the overall interests of the continuity of the student's education.

In general, it is the policy of the Board of Management not to accept transfer applications from applicants previously enrolled in other local post-primary schools once the academic year has commenced. In certain circumstances, however (e.g. family have moved into the area and applicant is not currently enrolled in a local post-primary school) the school will make reasonable efforts to facilitate an applicant seeking to enrol in accordance with the criteria stated in this policy.

The Principal shall have the authority to decide on applications for admission. Applicants then have the right to appeal the decision in writing to the Board of Management in accordance with section 18 below. When considering an application, the following criteria will be used;

- School's Admission Policy.
- The school being satisfied with the reasons for the application.
- The school being satisfied that the admission to be in the best interest of the applicant.
- The school being satisfied that the admission be compatible with the best interest of the students currently enrolled in the school.
- Consideration of issues relating to midyear/programme transfer such as class sizes, subject options and availability of resources.

The school must be satisfied that it can meet, in full, the curriculum needs of the applicant with regard to subject options/levels, can provide a full timetabled curriculum and that students have a sufficient background in subjects to be able to progress.

- Advice of Educational Welfare Officer if appropriate.
- Applications for admission into groups due for State Examination the following June will only be facilitated provided that the school is satisfied that it can adequately meet existing students' needs and ensure all elements of their required curriculum are covered.

The maximum number of students in standard class groups will be 30 students and 24 in practical subjects.

Before Admission Application Forms will be issued, applicants and their parents are required to meet with the Principal. This is to help determine whether or not the school can meet the individual curriculum needs of the applicant as well as their personal, social and emotional needs, in line with our mission & ethos. School management will also contact the current/former school of the applicant.

Applicants may then submit an Admission Application Form. Applications will only be deemed complete once the following documentation has been received by the school.

1. Completed Admission Application Form.
2. School reports from previous 2 years.
3. A written reference from the previous school.
4. Copies of Junior / leaving Certificate results / equivalent state exams from other countries (where applicable).
5. An Educational Psychology Assessment Report and / or medical documentation outlining Special Educational Needs (where applicable).
6. Copy of applicant's birth certificate.
7. Passport photo.

St. Mary's CBS The Green also reserves the right to request a confidential reference from the authorities in previous school(s) and such other background checks as may be deemed appropriate in order to properly consider the application.

Once an application is deemed complete the school will process the applications in line with this policy and the relevant legislation.

The school reserve the right to refuse any application in particular circumstances, which might include but are not confined to the following:

1. An established prior record of poor behaviour and, in particular, any propensity towards violence against other pupils and / or members of staff;
2. Lack of adequate resources to cater for particular needs;
3. Insufficient educational attainment/coverage of course content in previous school to make sufficient progress viable, without compromising the needs of the existing student cohort.

Applications for admission into the school will be considered having regard to the overall wellbeing of existing students and the availability of physical space and resources.

Following consideration by the Principal of individual applications for admission into the school, where the Principal has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and / or the applicant to accept such an admission, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of on-going disciplinary proceedings in another school which includes any on-going statutory procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000.

“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.”

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:

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into a new area) as a matter of general policy transfers into the school are discouraged in the overall interests of the continuity of the student's education.

In general, it is the policy of the Board of Management not to accept transfer applications from applicants previously enrolled in other local post-primary schools once the academic year has commenced. In certain circumstances, however (e.g. family have moved into the area and applicant is not currently enrolled in a local post-primary school) the school will make reasonable efforts to facilitate an applicant seeking to enrol in accordance with the criteria stated in this policy.

The Principal shall have the authority to decide on applications for admission. Applicants then have the right to appeal the decision in writing to the Board of Management. When considering an application, the following criteria will be used;

- School's Admission Policy.
- The school being satisfied with the reasons for the application.
- The school being satisfied that the admission to be in the best interest of the applicant.
- The school being satisfied that the admission be compatible with the best interest of the students currently enrolled in the school.
- Consideration of issues relating to midyear/programme transfer such as class sizes, subject options and availability of resources.

The school must be satisfied that it can meet, in full, the curriculum needs of the applicant with regard to subject options/levels, can provide a full timetabled curriculum and that students have a sufficient background in subjects to be able to progress.

- Advice of Educational Welfare Officer if appropriate.
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7. Passport photo.

St. Mary's CBS The Green also reserves the right to request a confidential reference from the authorities in previous school(s) and such other background checks as may be deemed appropriate in order to properly consider the application.

Once an application is deemed complete the school will process the applications in line with this policy and the relevant legislation.

The school reserve the right to refuse any application in particular circumstances, which might include but are not confined to the following:

1. An established prior record of poor behaviour and, in particular, any propensity towards violence against other pupils and / or members of staff;
2. Lack of adequate resources to cater for particular needs;
3. Insufficient educational attainment/coverage of course content in previous school to make sufficient progress viable, without compromising the needs of the existing student cohort.

Applications for admission into the school will be considered having regard to the overall wellbeing of existing students and the availability of physical space and resources.

Following consideration by the Principal of individual applications for admission into the school, where the principal has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and / or the applicant to accept such an admission, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of on-going disciplinary proceedings in another school which includes any on-going statutory procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000.

“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 St. Mary's CBS The Green 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 St. Mary's CBS The Green 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, St. Mary's CBS The Green 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.

### **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.

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**

### **List of Feeder Schools**

1. CBS Primary Clounalour
2. Listellick N.S.
3. Spa N.S.
4. O'Brennan N.S.
5. Nohoval N.S.
6. Clogher N.S.
7. Caherleaheen N.S.
8. St. John's Ashe St.
9. Moyderwell Primary School
10. Scoil Mhic Easmain
11. Flemby
12. Abbeydorney N.S.
13. Kilflynn N.S.
14. Ardfert N.S.
15. Lixnaw N.S.
16. Kilmoyley N.S.
17. Holy Family Primary School
18. Balloonagh Primary School
19. Fenit N.S.
20. Blennerville N.S.
21. Derryquay N.S.