

***Meánscoil na mBráithre Críostaí, Cill Chainnigh***  
**Christian Brothers Secondary School, Kilkenny.**

Phone: 056 7721402

Fax: 056 7763652

email: [office@cbskilkenny.ie](mailto:office@cbskilkenny.ie)



ADMISSION POLICY 2019 - 2020

CBS Kilkenny

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The school is grant aided by the Department of Education & Skills and is a single sex (boys) school.
<b>School Management:</b>	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

**Mission Statement**

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian community that promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

## **Contents**

1	Objective.....	3
2	Ethos .....	3
3	Vision.....	4
4	Operating Context.....	4
5	Application Procedure for enrolment into First Year .....	6
6	Application Procedure for enrolment into the Transition Year Programme .....	9
7	Application Procedure for enrolment when transferring from other Schools .....	10
8	Right of the Board of Management to refuse Admission .....	11
9	Enrolment of Boys with Special Education Needs.....	11
10	Right of Appeal.....	12
11	Review .....	12
12	Approval .....	12

## 1 Objective

It is the objective of this policy to ensure that each boy who applies for enrolment into CBS Kilkenny receives fair and equitable treatment in line with all legal requirements and according to the Edmund Rice Schools Trust (ERST) Charter. The Board of Management reviews this policy annually.

## 2 Ethos

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

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

In CBS Kilkenny, the charter values are underpinned by a philosophy of education that has at its 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 his family. We welcome each student and seek to respond to his individual needs through:

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

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

**Faith Development:** We have a special commitment to 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 that is suitable for students of all faiths and those of no faith.

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

### **3 Vision**

CBS Kilkenny is a school that:

- is inclusive in intake
- supports the principle of equality of access to and participation in education
- recognises and supports the rights of parents to choose with regard to admission in secondary school
- welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject to available resources and support for the ethos of the school.

### **4 Operating Context**

CBS Kilkenny operates within the legal context of relevant sections of:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Educational Needs Act 2004
- Disability Act 2005
- Education Act (Miscellaneous Provisions) 2007
- Children First Act, 2015,  
“Children First: National Guidance for the Protection and Welfare of Children”  
published by the Minister for Children and Youth Affairs in 2017  
“Child Protection Procedures for Primary and Post-Primary Schools 2017”  
published by the Minister for Education in 2017
- Data Protection Acts 1988 and 2003 and the General Data Protection Regulation (GDPR) that came into force on 25th May 2018. The school is a Data Controller under the Data Protection Acts. Data provided to CBS Kilkenny in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data Protection (Amendment) Act (2003). We rely on parents/guardians to provide us with complete and accurate information and to update us in relation to any change in the information provided. All admissions are made on the basis that information from parents/guardians is truthful, complete and accurate. In the event that information has not been submitted in this manner, the Board of Management reserves the right to withdraw admission. Should you wish to update or access your son’s personal data, you should write to the Principal, CBS Secondary School, James’s St, Kilkenny, R95 H985.

CBS Kilkenny also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills (DES)
- The rights of trustees as set out in the Education Act, 1998
- The Edmund Rice Schools Trust Charter
- The Articles of Management of Catholic Secondary Schools
- The regulations of the DES and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act, 1998.
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the DES, voluntary contributions and occasional fundraising.

## 5 Application Procedure for enrolment into First Year

To be eligible for admission into first year in CBS Kilkenny, a student must:

- have reached the age of twelve years by 1st of January of the calendar year following entry into first year. This is a DES requirement. A birth certificate must be provided on the day of the assessment exam.
- have completed sixth class in primary school or equivalent.
- be willing to sit an assessment test, the date of which will be communicated in writing to the parents / guardians of the students accepted for admission to the school. This assessment test is not an entrance examination as the student has already been allocated a place in the school.
- be willing to complete the detailed Student Data Form that will be issued following acceptance for admission.

In completing their application to the school, parents/guardians must:

- duly recognise and commit themselves on their own part (or 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 recognise and accept this policy as the basis for treating their son's application for admission to the school
- duly accept and sign the school's Code of Behaviour
- familiarise themselves with all policy documents which are available on the school website, **[www.cbsskilkenny.ie](http://www.cbsskilkenny.ie)**
- familiarise themselves with all relevant closing dates and deadlines which are published on the school website, **[www.cbsskilkenny.ie](http://www.cbsskilkenny.ie)**
- Send a completed Application Form to: Office, CBS Secondary School, James's St, Kilkenny, R95 H985.

## **2019 – 2020 Admission**

**130 places will be available for First Year for the 2019 - 2020 academic year.**

- Application can be made only on the official school Application Form that is available from the school office.
- The closing date for receipt of applications for first year places 2019 – 2020 **is 1pm on Monday, October 8<sup>th</sup> 2018.**
- Requests for places received before **Monday, October 8<sup>th</sup> 2018** will be placed on a mailing list, and these families will be sent confirmation in September that their Application Forms will become valid on **Monday, October 8<sup>th</sup> 2018.**
- The school may hold an Open Night in September. Parents are invited to avail of this opportunity to visit the school and to speak to teachers and management.
- All decisions on enrolment will be communicated in writing within 21 school days of the deadline for applications (Section 19(3) Education Welfare Act).
- When an Application Form is received, properly completed and signed, 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.
- Late applications will be considered only after all applications received on time have been fully processed.
- In order to finalise the enrolment procedure, applicants must sit an assessment test after admission. The objective of the test is to assist the school in its task of endeavouring to meet the individual needs of all its students.

When a place in the school is offered, parents / guardians will be required to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.

### **Decision Making Process**

All decisions to enrol students in CBS Kilkenny are made by the Board of Management of the school in accordance with the school's Admission Policy, the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000-2008. The Board will have regard for any relevant DES provisions in respect of class size, staffing and any other relevant requirements concerning accommodation, such as physical space or the health and welfare of students. Parents / Guardians will be notified in writing of the Board's decision within 21 days of the closing date for enrolment.

The following criteria will apply in cases where the number of applications received by the closing date is greater than the number of places available:

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

With respect to applicants not awarded a place, a waiting list will be created following the closing date of receipt of acceptances. **Those who wish to have their son's name placed on such a list must seek a place on this waiting list.** The list will terminate on the first day the school is open for the school year in question. A lottery will take place to determine the order in which the waiting list will be filled. This lottery will be overseen by a representative of the Board of Management and independently verified.

The lottery will operate under the following conditions:

- It will be supervised by at least three of – a member of the Garda Síochána, the Principal, an officer of the Parents Council and a member of the Board of Management.
- Twins or triplets will be treated as a single application.
- Names will be drawn until all places are filled.



## **6 Application Procedure for enrolment into the Transition Year Programme**

It is the stated intention of the Board of Management of CBS Kilkenny that as many students as possible experience the Transition Year Programme in the school. This programme is designed to broaden the educational experience of the student and to further prepare him for the Leaving Certificate Programme. A copy of the Transition Year Programme is available in the school office.

### **Procedure for Applying**

All students wishing to follow the Transition Year Programme must complete an Application Form that is available from the TY Coordinator. Because of the finite nature of resources, it may not be possible to accept all students that apply. In such circumstances, the following limits and criteria will apply:

1. Students must have displayed a reasonable willingness, cooperative spirit and capability to follow programmes that allow varying levels of supervision.
2. Where demand exceeds space then a lottery will be held amongst the qualifying applicants. The Principal, TY Coordinator and a member of the Board of Management, will oversee this lottery.
3. In the event that an application to enter TY is refused, the parents/guardians of the student may lodge an appeal by writing to the Principal, CBS Secondary School, James's St, Kilkenny, outlining the grounds for their appeal. The principal, the TY Coordinator and parents/guardians will seek to reach an outcome that is satisfactory to all parties. In the event that this is not possible, the Board of Management reserves the right to arbitrate, taking account of the views of all parties and the welfare of other students and staff.
4. In a small number of cases, students who have had a record of unsatisfactory behaviour in Junior Cycle may be facilitated to access the TY programme under a Behaviour Contract. This provides them with the opportunity to improve their attitude and to prove that they can make a meaningful and positive contribution to the TY Programme.

## **7 Application Procedure for enrolment when transferring from other Schools**

Applications can be made only on the official Application Form that is available from the school office. All applications will be considered before the June meeting of the Board of Management.

Applications will be considered subject to:

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

Where a former student has withdrawn and subsequently seeks to re-enrol, the Board of Management will treat the application as an application to transfer from another school in accordance with this policy, subject to an appeal to the Educational Welfare Service (formerly the National Educational Welfare Board).

## **8 Right of the Board of Management to refuse Admission**

The Board of Management reserves the right to refuse an application for admission from a boy in exceptional circumstances. Such a circumstance could arise where:

- The student has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the student with an appropriate education.
- In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

The final decision with regard to all matters of enrolment rests with the Board of Management.

## **9 Enrolment of Boys with Special Education Needs**

The Board of Management of CBS Kilkenny welcomes the application for enrolment of children with special needs where the DES provides the necessary resources for the student. The Board of Management reserves the right to examine Application Forms and to identify students with special needs. The Board of Management may require a copy of the child's medical / psychological report / individual educational report. Prior to enrolment, the Board of Management will apply to the DES for the resources required to meet the needs of the child.

It may be necessary for the Board of Management to defer enrolment of a child pending the provision of appropriate resources. The Board of Management will direct that the principal meets with the parents/guardians of the child and consults with them to discuss the child's needs and the capability of the school to meet those needs. Should it not prove possible to provide these necessary resources the Board of Management reserves the right to refuse an application for a place in the school.

## **10 Right of Appeal**

The Board of Management advises parents/guardians that in the event of a boy being refused entry to CBS Kilkenny, an appeal may be made under Section 29 of the Education Act 1998 to the Board of Management, and subsequently if necessary to the DES. This appeal must be made within 42 days of receipt of the Board of Management's decision.

## **11 Review**

Copies of this Admission Policy are available from the school secretary at CBS Secondary School, James's Street, Kilkenny, R95 H985 and on [www.cbaskilkenny.ie](http://www.cbaskilkenny.ie).

The Admission Policy is reviewed annually by the Board of Management and approved for publication by the Trustees.

## **12 Approval**

This policy has been approved by CBS Kilkenny Board of Management.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_

The Edmund Rice Schools Trust has agreed this policy for publication on \*\*\*\*\*