

**Admission Policy of C.B.S. CO-ED SECONDARY SCHOOL
JAMES' STREET,
DUBLIN 8**

Roll number: 60410I

School Patron: The Edmund Rice Schools Trust.

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management 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 30th 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 CBS James' St. 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

CBS James' St is a Catholic Co-Educational 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 CBS James' St. 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 characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust 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 Edmund Rice Schools Trust Charter, see www.EdmundRiceSchoolsTrust.ie

In CBS James's Street, 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. The School offers the following programmes: Junior Certificate, Junior Certificate School Programme, Transition Year, Leaving Certificate, Certificate Vocational Programme and Leaving Certificate Applied. James's Street CBS is committed to excellence and all students are challenged to reach their academic and personal potential.

Junior Certificate School Programme

Subject to demand and resources the school may offer this programme.

The programme is an intervention within the Junior Certificate. It provides a curriculum framework, which will assist the school and individual teachers in adopting a student-centred approach to the Junior Certificate. It provides an opportunity for each of those students to obtain a Junior Certificate recording his level of attainment.

For further details contact the JCSP Coordinator

Transition Year

Subject to demand and resources the school may offer this programme.

The Transition Year is a one-year programme taken after Junior Cycle that promotes the personal, social, vocational and educational development of students and prepares them for their role as autonomous, participative and responsible members of society. TY provides a bridge to enable students to make the transition from the more dependent type of learning associated with Junior Cycle to the more independent learning environment associated with the Senior Cycle. It encourages the development of a wide range of transferable critical thinking and creative problem solving skills.

For further details contact the Transition Year Coordinator

At Senior Cycle level students may follow the LCVP programme

The Leaving Certificate Vocational Programme (LCVP) is an intervention designed to enhance the vocational dimension of the Leaving Certificate (established). The strong vocational focus of the LCVP is achieved by arranging Leaving Certificate subjects into Vocational Subject Groupings and through the provision of additional courses of study in work preparation and enterprise known as the Links Modules.

For further details contact the LCVP Coordinator.

Leaving Certificate Applied

The school offers an alternate programme, subject to demand and resources to the traditional Leaving Certificate called the Leaving Certificate Applied Programme . This is a continuous assessment programme and some students may find this course more appropriate to their needs than the normal Leaving Certificate course. This is a two-year programme.

For further details contact the LCA Coordinator.

Extra-curricular Activities

James's Street CBS also provides for a wide range of artistic, cultural, social and sporting activities to develop the talents of all boys and to provide them with the confidence to be involved in various activities in later life. The school also places great emphasis on the development of competitive games for all its students.

The following are catered for in this area:

- ❖ Athletics
- ❖ Table Tennis
- ❖ Quizzes
- ❖ Drama
- ❖ Mentoring
- ❖ Students' Council
- ❖ Leadership Opportunities
- ❖ Edmund Rice Awards
- ❖ Endeavour Awards
- ❖ Junior Achievement
- ❖ Fencing
- ❖ Movie Making
- ❖ India Immersion Programme
- ❖ Chess Club

- ❖ Football
- ❖ Rugby
- ❖ Basketball
- ❖ GAA
- ❖ Yoga
- ❖ Trips
- ❖ European School Tour
- ❖ Ma samba
- ❖ School Magazine.
- ❖ Boxing
- ❖ Knitting
- ❖ Badminton
- ❖ Debating
- ❖ Rapping

Provision of these activities is subject to resources and annual review.

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
- James's Street CBS celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way. We gather in the local Church, St James' Church. At the beginning of the school year we have a mass in the local church. In November we have a mass to remember the deceased members of the school community. We have a mass in the school Library after school hours in November to remember deceased past pupils. We have a service to mark

farewell to our Leaving Certificate Class and we celebrate the Edmund Rice Feast Day.

- In James's Street CBS we have religious images and symbols, a Religious Education Noticeboard, a framed copy of the Edmund Rice Schools Charter which highlights the five Key Elements of an Edmund Rice School and a picture and statue of Edmund Rice. There is a prayer room where students of all Religions can take time out to reflect and pray.

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.

Operating Context

C.B.S James's Street operates within the legal context of

- Relevant sections of:
 - Education Act 1998
 - Education Welfare Act 2000
 - Equal Status Act 2000-2011
 - Education for Persons with Special Educational Needs Act 2004
 - Disability Act 2005
 - Education Act (Miscellaneous Provisions) 2007
 - Education (admissions to Schools) Act 2018
 - Data Protection Acts 1988 and 2003 and the General Data Protection Regulation (GDPR): The school is a Data Controller under the Data Protection Acts and the General Data Protection Regulation (GDPR). Data provided to C.B.S James's Street in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998), the Data Protection (Amendment) Act (2003) and the General Data Protection Regulation (GDPR). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the school principal.

C.B.S James's Street operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- 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 Department of Education and Skills 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 Department of Education and Skills, voluntary contributions, and occasional fundraising. Implementation of the school plan and school policy has due regard to the resources and funding available.

➤

Within this operating context, James's Street CBS 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 only to available resources and support for the ethos of the school

3. Admission Statement

CBS James' St. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,

- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

CBS James' St. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

CBS James' St. 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.

CBS James' St. 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

CBS James' St, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students within the SEN Criteria – Autism Class plus additional needs

5. Admission of Students

This school shall admit each student seeking admission except where –

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

CBS James' St. 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 CBS James' St. provides an education exclusively for students with [specify category or categories of special educational needs] 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 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:

- a) Applicants who have a sibling currently attending the school.
- b) Applicants who have a sibling who is a past pupil of the school.
- c) Applicants who are children of past pupils subject to a maximum of 25% of the total number of places as specified in the annual admission notice
- d) Applicants from the main feeder primary school, St. James' Primary School, Basin Lane.
- e) Applicants from CBS Primary Francis St., CBS Scoil Treasa Donore Avenue, St. Audeon's, Our Lady of Lourdes Goldenbridge.
- f) Other Applicants

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:

1. Only students whose applications have been received on time will be offered places in accordance with the criteria above. Late applicants will be put on the waiting list in order of application.
2. Places will only be offered to students in a given category after all students in each previous category have been offered a place
3. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery.
4. The lottery will be conducted as follows:
 - g) The lottery will be supervised by at least two of – the Principal, the Chairperson of the Parents Council.
 - h) Siblings (e.g. twins or triplets) will be treated as separate applicants and allocation of a place to one does not guarantee allocation of a place to another.
 - i) Names will be drawn until all places are filled.
 - j) When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
 - k) 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 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 and/or
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her 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, i (1) siblings of a student attending or having attended the school and (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 CBS James' St. 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 CBS James' St., 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 [school name] 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 CBS James' St. were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of CBS James' St. 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:

James's Street CBS does not generally accept applications to years other than first year and mid-year applications, except in exceptional circumstances. **As it is not possible to arrange board meetings for these applications the Board of Management delegates decisions on applications to the Principal.** A parent/guardian may appeal a decision of the Principal to the Board of Management in accordance with procedures set out in Section 18 below.

In the event that an application to years other than first year or a mid-year application is being considered the following steps will be followed:

- a) Parents/guardians should complete the official James's Street CBS application form which is available from the school office and from the school website.
- b) The student along with a parent/guardian will meet with the Admissions Committee. The Deputy Principal and three teachers are on the Admissions Committee. A **full and honest** account of the student's educational history must be given to the Admissions Committee. References and reports will be got from the student's current school.
- c) The Admissions Committee will pass on the information to the Principal. The Principal must be satisfied that the enrolment is in the best interests of the student and the school. The Principal will consider whether admission of the applicant may have a detrimental impact on the common good of the school or a class or may be a risk to health and safety of staff and students. He will also take into account whether the school is equipped to cater for the needs of the student.
- d) Parents /Guardians as well as students must be willing to accept the school's Code of Behaviour and other policies authorised by the Board of Management. Confirmation of acceptance is required in writing by both parent/guardian and student. This is done by signing the relevant part of the application form. Acceptance of a place in the school is also deemed to be a commitment to adhere to all policies and codes.

e) The consequences of enrolment/transfer at particular times of the academic year will be taken into account. Admission may be postponed until the beginning of the next academic year.

f) In the case of transfer from local second level schools, the Principal must be satisfied that there are valid reasons for the transfer.

g) Consultation with the Educational Welfare Officer may take place where deemed appropriate.

h) Admission is subject to a satisfactory probationary period of one month. After this period the parent/guardian will meet the Principal and/or a representative of the school to ensure the student has adhered to the Code of Behaviour. Admission will be ratified after this review.

N.B- In all cases the Principal must be confident that the school can meet the needs of each applicant before admission is granted.

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 above.

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

The board of CBS James' St. 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 CBS James' St. 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, CBS James' St. places great importance on the religious or spiritual formation of all its students. Each student has his/her own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

18. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998 this request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998 this request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management this request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management) this request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy. Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.