

MEÁNSCOIL IOGNÁID RÍS, (NAAS CBS).



Admission Policy of Meán scoil Iognáid Rís

School Address: Naas, Co Kildare

Roll number: 61710c

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 20/12/22. 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 Meán scoil Iognáid Rís 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

“Meánscoil Iognáid Rís 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 Meánscoil Iognáid Rís 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.”

Characteristic Spirit

The terms of this Admissions Policy have been informed by the *Vision, Mission and Five Key Elements* of the *Edmund Rice Schools’ Charter*:

- (a) *Vision: promoting full personal and social development in caring Christian communities of learning and teaching*
- (b) *Mission: to provide Catholic Education in the Edmund Rice Tradition*
- (c) *The Five Key Elements:*
 - *Nurturing Faith, Christian spirituality & Gospel based values*
 - *Promoting partnership in the school community*
 - *Excelling in teaching & 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

In Meánscoil Iognáid Rís, the ERST 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, race—

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 student, 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 them with extra support and care where necessary and 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 school community. Faith formation and the Religious Education programme play a key role.

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.

The characteristic spirit of Meánscoil Iognáid Rís is reflected in the manner in which we live out our Christian ethos every day in the school. Meánscoil Iognáid Rís is a Catholic school where every student is valued equally and given a genuine experience of belonging. Our school is open to the admission of pupils of all faiths and none. Meánscoil Iognáid Rís celebrates diversity and values difference, and every student is cherished for his uniqueness and individuality. The presence of children from other denominations is seen as an enrichment of the educational experience offered by the school and as a practical expression of our commitment to inclusivity. We strive to create a school atmosphere where faith and Christian values of respect, justice and integrity are nurtured. A feature of our school is the warm, welcoming atmosphere where positive relationships between our staff, parents and students are highly valued and of utmost importance to us.

Meánscoil Iognáid Rís is committed to the moral, social and spiritual development of each student and all students are encouraged to strive for excellence in all areas of life. We want them to be the best they can be. Academic excellence and participation in sport and the arts are strongly fostered and encouraged. The Catholic ethos of the school is reflected in many ways.

- The ethos of the school is alive and active in what we do every day.

- In Meánscoil Iognáid Rís, Religious Education is a core subject on the school curriculum and an integral part of the school, and students encounter our Christian values during R.E. classes.
- Prayer and sacramental experience play an important role in our school. We celebrate together to mark key times throughout the year.
- Mass is celebrated at the Sixth year graduation and we have many liturgical services throughout the school year.
- A retreat is undertaken by all Transition Year students and is also available to our 6th years.
- Students are encouraged to live out the spirit of Edmund Rice by playing an active role in responding to the needs of others.
- Charity work is an integral part of how we as a school foster a sense of care, compassion and community. An awareness of social issues and action for social justice is at the forefront of our response to our ethos as an Edmund Rice School. We undertake an immersion trip to Zambia every second year to work with the children in Mazabuka. We have associations with many local charities such as St. Vincent de Paul, Focus Ireland, Concern and Pieta House. Through working with and experiencing the work of these various charities students are encouraged and challenged to become agents of social change.
- Catholic Schools Week is celebrated each year in our school and is a time of special importance in our school calendar.
- Edmund Rice Day is celebrated every year in May.

3. Admission Statement

Meánscoil Iognáid Rís 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.

Meánscoil Iognáid Rís is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Meánscoil Iognáid Rís 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.

Meánscoil Iognáid Rís 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.

Meánscoil Iognáid Rís will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Meánscoil Iognáid Rís will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Meánscoil Iognáid Rís 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.

Meánscoil Iognáid Rís 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:

Application Process

How does the process of offering places work?

Students whose applications have been received on time will be offered places according to the criteria below. Places will only be offered to students in a given category after all students in each previous category have been offered a place. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery. More details of the lottery are given below.

Enrolment Criteria

In the event of the school receiving more applications for places than are available, places will be allocated according to the following criteria and in the following order (with those in Category One getting first priority):

1. **(a) Sixth Class boys of St. Corban's Primary School, Naas, who have attended that school for the previous three years i.e. 4th, 5th & 6th Class and**
(b) Boys of St Corban's Primary School, who were registered pupils in that school in Third Class but transferred to a recognised Special School while in Fourth, Fifth or Sixth Class
2. **Brothers of past or present pupils of Meánscoil Iognáid Rís;**
3. **Sons of serving staff of Meánscoil Iognáid Rís;**
4. **Sons of past-pupils of Meánscoil Iognáid Rís, up to a maximum of 25% of the total places available**
5. **All other boys who have applied from a primary school listed in Appendix 1**
6. **All 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:

How is the lottery conducted?

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by **at least 2 of:**

- a nominee of the Board of Management
- the Principal,
- a nominee of the Parent Council.

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Twins and triplets will be treated as a single application, although both names or all 3 names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

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

Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.

If a vacancy arises and an applicant is offered a place from the waiting list, the place will be offered to the applicant highest on the list. If for any reason a place is not accepted that place will be offered to the next applicant 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) a student's academic ability, skills or aptitude,
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his family attending or having previously attended the school; other than, (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school. In relation to (2) parents having attended, the school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's admission notice.

- (f) 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 Meánscoil Iognáid Rís 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 Meánscoil Iognáid Rís, 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 Meánscoil Iognáid Rís 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.

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 Meánscoil Iognáid Rís 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 Meánscoil Iognáid Rís 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:

Applications for places in other Year Groups or during the school year

- a. In the case of new applicants to any year in Junior Cycle, their names will be placed at the bottom of the waiting list for the relevant school-year and will be dealt with on a first come, first served basis in the event of a place coming available.
- b. All waiting lists for Junior Cycle expire at the end of Third Year. However, parents of boys on the waiting list who wish to be considered for Senior Cycle must apply formally and separately for a senior cycle place.
- c. Applications to 4th Year (Transition Year) will be dealt with in the following manner: The maximum number in Transition Year will be subject to annual review. Existing students of the school will have first call on places in 4th Year (pending successful interview and school record) and all new applicants will be dealt with on a first come, first served basis but also pending success at interview.
- d. The maximum number in a subject-group in 5th & 6th year will be 30 students but 24 for practical subjects. Existing students coming into 5th Year will have first call on places in the various subject-groups and it will be only after existing pupils are facilitated that new applicants will be considered. Applications to 5th & 6th Year will be dealt with on a first come, first served basis.
- e. In all cases of students applying to any year-group under this section, the school will require to see a copy of recent school reports and a reference from the former school.
- f. Only in very exceptional circumstances will applications to repeat the Leaving Certificate be accepted. The principal will have the right to decide on the merits of any application and in the case of a refusal, the parents (or in the case of a student over 18 years of age, the student himself) will have a right to appeal the decision of the principal to the Board of Management.

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:

[See section 15 above.](#)

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

The board of Meánscoil Iognáid Rís 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 Meánscoil Iognáid Rís 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, Meánscoil Iognáid Rís 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 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.