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## **Admission Policy of Coláiste na Toirbhirte**

**Bandon Co. Cork**

**62061T**

**CEIST**

### **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.

This policy was approved by the school patron on December 8<sup>th</sup> 2022. 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 Coláiste na Toirbhirte, Bandon 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 Coláiste na Toirbhirte, Bandon**

Coláiste na Toirbhirte, Bandon is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Coláiste na Toirbhirte, Bandon 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.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

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- (a) the full and harmonious development of all aspects of the person, 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

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.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

Coláiste na Toirbhirte, Bandon draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charisma of our founder Nano Nagle of the Presentation Order who began this school is of very significant importance in the life of the school.

As a CEIST school, Coláiste na Toirbhirte, Bandon values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- ***Promoting Spiritual and Human Development***
- ***Achieving Quality in Teaching and Learning***
- ***Showing Respect for Every Person***
- ***Creating Community***
- ***Being Just and Responsible***

Coláiste na Toirbhirte, Bandon is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, Coláiste na Toirbhirte, Bandon provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Coláiste na Toirbhirte, Bandon offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Coláiste na Toirbhirte, Bandon the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

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As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

## **MISSION STATEMENT**

Coláiste Na Toirbhirte, Bandon, is a Presentation School under the Trusteeship of CEIST (Catholic Education, an Irish Schools Trust), providing second level education for girls and boys, in the traditions of Nano Nagle, Foundress of the Presentation Congregation. Catholic Christian principles underlie the philosophy of education in the School. Our school is a community seeking to develop the full potential of each student – intellectual, spiritual, emotional and social.

To achieve this Coláiste na Toirbhirte seeks:

- To provide a broad and balanced curriculum suited to the needs of each individual and the demands of a changing world.
- To recognise and affirm individual skills and abilities through curricular and extra-curricular activities.
- To encourage positive interaction and good communication among students, staff, parents/guardians and the wider community.
- To continue to develop and provide a framework of support and care which meets the needs of individual students and staff.
- To continue to provide religious education and spiritual development enabling the students to celebrate the Christian vision of life.
- To maintain and foster our willingness for and openness to ongoing staff development.

Inspired by these values, we dedicate ourselves to the ongoing development of our school.

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### 3. Admission Statement

Coláiste na Toirbhirte, Bandon 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.

#### **Post-primary denominational schools**

Coláiste na Toirbhirte, Bandon 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 Catholic Denomination in preference to others.

#### **All denominational schools**

Coláiste na Toirbhirte, Bandon 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 Catholic Denomination and it is proved that the refusal is essential to maintain the ethos of the school.

#### **Schools with special education class(es)**

Coláiste na Toirbhirte, Bandon 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.

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

Coláiste na Toirbhirte, Bandon with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD (Autism Spectrum Disorder)

#### 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.

##### **All denominational schools**

Coláiste na Toirbhirte, Bandon is a Catholic School and may refuse to admit as a student a person who is not of Catholic Denomination where it is proved that the refusal is essential to maintain the ethos of the school.

##### **School with special education class(es)**

The special class attached to Coláiste na Toirbhirte, Bandon provides an education exclusively for students with ASD (Autism Spectrum Disorder) 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.

Coláiste na Toirbhirte will operate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Coláiste na Toirbhirte will comply with any direction served on the Patron or the Board as the case may be, under section 37A and any direction served on the Board under section 67 (4B) of the Education Act.

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## **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:

### Criteria for Enrolment

In the event of the school having more applications than places available, the following criteria (starting with the first category and following sequentially) will be used to prioritise students for enrolment:

1. Siblings of current students
2. Students from local Primary schools\*
3. Students who are resident in Bandon Parish
4. Siblings of past students
5. Children of current staff members
6. Children of past students
7. All other students applying

\*Local Primary schools are: Ahiohill National School; Ballinadee National School; Ballyheada National School; Ballymoney National School, Bandon Bridge N.S; Bishop Galvin Central School, Newcestown; Castlelack National School; Clogagh national School; Coppeen National School; Crossmahon National School (Scoil Bhríde); Gaelscoil Droichead Na Bandan; Goggins Hill National School; Gurranes National School; Gurraneasig National School; Kilbrittain National School; Kilcolman National School; Kilmurry National School; Laragh National School; Presentation Primary School, Bandon; Scoil Eoin Innishannon; Scoil Mhaoilíosa Knockavilla, Scoil Phadraig Naofa Bandon, St. Mary's National School, Enniskeane; Timoleague National School.

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:

*If when any one of the above categories is reached and the full quota of places would be exceeded if all qualified applicants within the category were accepted, the final places will be filled by means of a lottery involving all the qualified applications within that category. Such lottery will be carried out under the direction of the BOM. The remaining applications in the category will be placed on a "Waiting List". Applications in the next category will not be considered until all applicants on the "Waiting List" of the preceding category have been accommodated.*

*Applications received after the closing date will not be considered until all on-time applicants have been accommodated. Late applications will be processed on a first-come, first-served basis.*

## **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,

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- (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:  
- 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
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or 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/her family attending or having previously attended the school;  
(other than, in the case of the school wishing to include a selection criteria based on  
(1) siblings of a student attending or having attended the school and/or  
(2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria 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 Coláiste na Toirbhirte, Bandon will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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



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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 Coláiste na Toirbhirte, Bandon, 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Coláiste na Toirbhirte, Bandon 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.

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. In addition, the Board of Management has is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.”

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## 12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005 ).

## 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 Coláiste na Toirbhirte, Bandon 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 Coláiste na Toirbhirte, Bandon is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## 14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

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## 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:

### Transfer from Another School

The School will make every reasonable effort to facilitate a student seeking a transfer to our school. The Board will decide on applications for admission to any year other than First Year by applying the following criteria:

The Board will decide whether or not a transfer: -

- a) Is in agreement with the school Admission Policy
- b) Is in the best interest of the student
- c) Is in the best interest of the school
- d) Includes all relevant information from the former school is made available.
- e) Necessitates a consultation with the Educational Welfare Officer.

Where a student is considered for a place, the Board of Management will decide, in consultation with the student's parents/guardians, their former school and the Education Welfare Officer, whether such a place may be offered immediately or whether it would be better to wait until the beginning of the next academic year. Response to an application will be notified to the parent/guardian within 21 days on receipt of full application form and required documentation.

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:

### Transfer from Another School

The School will make every reasonable effort to facilitate a student seeking a transfer to our school. The Board will decide on applications for admission to any year other than First Year by applying the following criteria:

The Board will decide whether or not a transfer: -

- a) Is in agreement with the school Admission Policy
- b) Is in the best interest of the school
- c) Includes all relevant information from the former school is made available.
- d) Necessitates a consultation with the Educational Welfare Officer.

Where a student is considered for a place, the Board of Management will decide, in consultation with the student's parents/guardians, their former school and the Education Welfare Officer, whether such a place may be offered immediately or whether it would be better to wait until the beginning of the next academic year. Response to an application will be notified to the parent/guardian within 21 days on receipt of full application form and required documentation.

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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. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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

The board of Coláiste na Toirbhirte, Bandon or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

### **17. Arrangements regarding students not attending religious instruction**

A parent of a student, or a student who has reached the age of 18, who wishes to attend Coláiste na Toirbhirte, Bandon without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

### **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.

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.

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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.

### **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)

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)

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.

The Admissions Policy was approved by CEIST at their meeting of the Board of Directors on December 8<sup>th</sup> 2022.

The Coláiste na Toirbhirte Admissions Policy is published on the School's website and will be made available in hardcopy, on request, to any person who requests it.

Dec 2022