



Admission Policy of CBS, James's Street, Dublin 8

School Address: CBS James's Street, Basin Lane, Dublin 8

Roll number:60410I

School Patron: The Edmund Rice Schools Trust. 2025-2026

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.

CBS, James's Street 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. CBS, James's Street will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The policy was approved by the school patron on 17/10/2025 . 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's Street 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's Street is a Catholic voluntary secondary school. The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter.

'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's Street 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 ERST Charter, see www.erst.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 Cycle/ Junior Certificate School Programme, Transition Year, Leaving Certificate (5th year only), Leaving Cert Applied, Leaving Certificate Vocational Programme. CBS James's Street is committed to excellence and all students are challenged to reach their academic and personal potential.

Junior Certificate School 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-centered approach to the Junior Cycle. It provides an opportunity for each of those students to obtain a Junior Cycle recording his/her level of attainment.

Transition Year

Subject to demand and resources the school may offer this programme. The capacity of this programme is 20 students.

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.

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.

Extra-curricular Activities

CBS James's Street also provides for a wide range of artistic, cultural, social and sporting activities to develop the talents of all boys and girls 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
- ❖ Mentoring
- ❖ Students' Council
- ❖ Kindness Awards
- ❖ Coding
- ❖ Fishing
- ❖ Leadership Opportunities
- ❖ Edmund Rice Awards
- ❖ Endeavour Awards
- ❖ Junior Achievement
- ❖ Movie Making
- ❖ Gaisce Awards
- ❖ Chess Club
- ❖ Football
- ❖ Basketball
- ❖ GAA
- ❖ Yoga
- ❖ School Trips
- ❖ School Tour
- ❖ Boxing
- ❖ Knitting
- ❖ Badminton

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 the 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.
- CBS James's Street 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. During the year we have mass said in the local church. We have a service to mark farewell to our Leaving Certificate Class and we celebrate the Edmund Rice Feast Day.
- In CBS James's Street 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.

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.

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.

3. Admission Statement

CBS, James's Street 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,
- (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's Street is a co-educational 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's Street 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's Street is a school which has established a special 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's Street with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with autism spectrum disorder (ASD).

Please see Appendix (A) for more details.

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's Street provides education for boys and girls.

The special class attached to CBS, James's Street provides an education exclusively for students with autism spectrum disorder (ASD) 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.

CBS James's Street 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'S STREET** provides an education exclusively for students with ASD 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. The following evidence is required in support of such an application:

Professional report(s) outlining:

- Diagnosis of Special Educational Needs - Autism
- AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
- AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
- AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class ASD

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:

Offer of Places: Pupils will be offered places strictly in the following order:

1. Boys and Girls attending our feeder primary schools in the following order of priority:
 - a) St. James's Primary School Basin Lane
 - b) Scoil Treasa, Donore Avenue
 - c) St. Audeons
 - d) CBS Primary, Francis St.
 - e) South City National School
 - f) Scoil Mhuire Gan Smal.
 - g) Our Lady of Lourdes Goldenbridge
2. Applicants who have a sibling who is a past pupil of the school.
3. Applicants who are children of past pupils up to a maximum of 25% of the total places available.
4. Other applicants

IN ADDITION IF THE SPECIAL CLASS IS OVERSUBSCRIBED PRIORITY MAY BE GIVEN TO

- Students already enrolled in the school with the required diagnosis as outlined in Section 4 and the supporting evidence as outlined in Section 5.

Excess of applicants

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:
 - a) The lottery will be supervised by two of the following: the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Council.
 - b) 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.
 - c) Names will be drawn until all places are filled.
 - d) When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
- 5) 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.
- 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, (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, 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's Street, 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's Street, 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.
- (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 CBS James's Street, where:

- (i) it is established that information contained in the application CBS James's Street, 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.
- (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 CBS James's Street, 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's Street, 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:

Application to a year other than first year

The school will make every reasonable effort to facilitate a student seeking a transfer to our school. A parent/guardian may appeal a decision of the Principal to the Board of Management. In the event that a mid-year application is being considered the following steps will be followed:

- Parents/guardians should complete the official CBS James's Street application form which is available from the school office and from the school website.
- 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.

Review/Appeals

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 29 C 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. 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.

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

The board of CBS James's Street 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 students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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. The non-instructional nature of the RE class, the emphasis on studying world religions and the opportunity for inter-faith dialogue will be pointed out in these

discussions. 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's Street, 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 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's Street, 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 cannot be offered extra tuition or study periods.

18. Reviews/appeals

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). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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

Appendix (A) Special Class CBS James's Street.

CBS James's Street Secondary School Autism Spectrum Disorder (ASD) Class.

The school will enrol students whose educational needs can be met by the available professional service.

Students who apply must have a diagnosis of Autism Spectrum Disorder and supporting documentation in order to be considered for enrolment in the ASD class from the age of 12-16 years in the applying year. The most recent assessment should recommend placement in an ASD special class in a mainstream post-primary setting.

An educational placement in the ASD class must be appropriate and beneficial to the student in question.

Where the number of students meeting the above criteria to an equal degree exceeds the number of places available, priority will be given in accordance with the criteria of mainstream enrolment policy. The Principal and ASD Coordinator will carry out the enrolment procedures on behalf of the Board of Management. Following the procedures, the applicants will be brought to the Board of Management for the selection of students who will be offered places in the ASD class.

In making its decision the Board of Management will have regard for relevant Department of Education guidelines in relation to special class size and staffing provisions and all relevant requirements.

All applications, offers of enrolments and continuing enrolment are subject to signing of, adherence to and ability to adhere to the school's Behaviour Policy.

Signed: _____

Mr. M.Duggan

Chairperson of Board of Management

Date; 18/11/2025

Signed: _____

Ms. P. Queally

Principal/Secretary to the Board of Management

Date: 18/11/2025