



Christian Brothers School

MOUNTGARRETT, NEW ROSS, CO. WEXFORD

Admissions Policy of Christian Brothers School, New Ross

Roll Number: 63600F

School Patron: The Edmund Rice Schools Trust

**Ratified by
The Board of Management
on 9th December 2025**



**Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust**

Admissions Policy of Christian Brothers Secondary School, New Ross

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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 **27th November 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 Secondary New Ross 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 Secondary New Ross 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.

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 CBS New Ross namely:

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

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of CBS Secondary New Ross 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.

CBS Secondary New Ross is an inclusive school where students' beliefs and faiths are respected. Within this school the potential student and his/her parents/guardians must respect the values of Edmund Rice Schools Trust.

CBS Secondary New Ross is dedicated to providing and developing a Catholic education that cultivates a living faith, fosters Christian spirituality and educates people in Gospel values. We promote inclusiveness, mutual respect and a sense of inter-dependence for the development of the school as a community where personal growth is facilitated.

Career Guidance Counsellor. The school offers the service of a qualified career guidance counsellor based on the general teacher allocation available in the school. We ensure that every student has the opportunity to access the service of the guidance counsellor. When it is required, the guidance counsellor can make contact with individual students to assist and support their wellbeing, educational needs and career choices.

Our school community of people is dedicated to the pursuit of excellence in all its endeavours and in all aspects of teaching and learning. We especially care for those who are vulnerable or disadvantaged in any way.

3. Admission Statement

CBS Secondary New Ross 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 Secondary New Ross 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 Secondary New Ross 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 Secondary New Ross 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 Secondary New Ross will comply with any direction served on the board under section 37A and 67(4)(b) of the Education Act 1998

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

CBS New Ross welcomes students with Special Educational Needs. The school caters for students with a wide variety of special needs including:

- Specific Learning Difficulties (for example, Dyslexia, Dyscalculia, Dysgraphia, Autistic Spectrum Disorders - Asperger's syndrome);
- General Learning Difficulties;
- Emotional Disturbance and /or Behavioural difficulties (for example ADHD, ADD, ODD);
- Speech and Language disorders;
- Dyspraxia (DCD);
- Processing deficits;
- Sensory Impairments (for example Hearing Impairments, Visual Impairments).

This list is not exhaustive.

However, the school does not have an established Special Class for students with particular special needs.

CBS New Ross has not yet been asked to open a Special Class. We will do so when asked by the NCSE.

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 Secondary New Ross 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:

Students will be offered places strictly in the following order:

1. Children of current and former teaching and non-teaching staff with at least one year's service in the school on the closing date for applications.
2. Siblings of existing or past pupils.
3. Children of past pupils (up to a maximum of 25% of total places available as specified in the Admissions Notice).
4. Children from Bunscoil Ris and other schools in the catchment area, namely;
 - Ballycullane National School
 - Ballyfacey National School
 - Ballyhack National School
 - Clongeen National School
 - Cushinstown National School
 - Donard National School
 - Duncannon National School
 - Educate Together National School
 - Glenmore National School
 - Gusserane National School
 - Inistioge National School
 - Listerlin National School
 - Marymount National School
 - Newbawn National School
 - Poulfur National School
 - Raheen National School
 - Rathnure National School
 - Scoil Mhuire National School Horeswood
 - Scoil Naomh Aine National School
 - Shanbough National School
 - St. Leonard's National School
 - St.Canice's National School
5. 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:

- (1) Only students whose applications have been received on time will be offered places in accordance with the criteria above.
- (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 at least two of:
 - the Principal / Acting Principal,
 - a nominee who is not a member of the Board of Management,
 - a nominee of the Parents Council,
 - an independent person from outside the school.
 - b) Sometimes two or more siblings might be in the lottery. In these cases, parents will be given the choice of the siblings being treated as one entry in the lottery or being treated as individuals.
If they were to be treated as one entry, then all the siblings would get a place if picked out. If treated as individuals, then it would be possible for one sibling to get a place and another sibling not to get a place.
 - 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.
 - e) Late applicants are placed on the waiting list in order of date of application.
 - f) If a vacancy arises it will be offered to the applicant highest on the waiting list.
 - g) The waiting list will be terminated at the end of the year of intake into first year.

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;

- (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 (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 Secondary New Ross 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 Secondary New Ross, 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 CBS New Ross 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 CBS Secondary New Ross 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 Secondary New Ross 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 Forms are available on request from the school office. An offer of a place can only be made if there is space in the year group in question.
- If there is no place available, the student will be placed on the school's Waiting List.
- All such applications for admission 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.

Transfer requests will be reviewed by the principal on behalf of the Board of Management in accordance with the following considerations:

- Agreement with the School Admissions Policy.
- Dependant on a place being available in the particular year group.
- Space in all classes e.g. practical classes must comply with Department of Education capacity limits.
- Compatibility between the subjects being studied by the applicant and the subjects offered by the school.

The parents/guardians of the student concerned will be notified within 21 days of the school receiving the full information required for the application for enrolment.

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:

- Application Forms are available on request from the school office. An offer of a place can only be made if there is space in the year group in question.
- If there is no place available, the student will be placed on the school's Waiting List.
- All such applications for admission 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.

Transfer requests will be reviewed by the principal on behalf of the Board of Management in accordance with the following considerations:

- Agreement with the School Admissions Policy.
- Dependant on a place being available in the particular year group.

- Space in all classes e.g. practical classes must comply with Department of Education capacity limits.
- Compatibility between the subjects being studied by the applicant and the subjects offered by the school.

The parents/guardians of the student concerned will be notified within 21 days of the school receiving the full information required for the application for enrolment.

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

The board of CBS Secondary New Ross 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 years of age) 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 years of age) 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 Secondary New Ross, 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 Secondary New Ross 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.

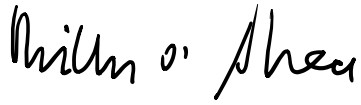
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Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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.

This policy was agreed on the date noted below and will be reviewed every three years.

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Signed:

Mr Billy O'Shea, Chairperson of Board of Management

Date: 9th December 2025



Signed:

Ms Sarah Rice, Principal

Date: 9th December 2025