Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Admission Policy

St. Joseph's C.B.S.

Summerhill, Nenagh, Co. Tipperary, E45F890.
(65370B)

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 13th December 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 St. Joseph's CBS Nenagh 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

St. Joseph's CBS Nenagh 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 St. Joseph's CBS Nenagh 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 St. Joseph's CBS namely:

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

For further information on the Edmund Rice Schools Trust and the Edmund Rice Schools Trust Charter, see www.erst.ie

Our school is rooted in the parish of Nenagh and each year we gather in the church to celebrate mass for the start of the new school year. We also use our own Oratory for November Memorial services and to mark other events of the Liturgical Calendar. Each year we are involved in the celebration of Catholic Schools Week and we have long established links with St. Edmund's College Mazabuka, Zambia. Our school, St. Joseph's CBS Nenagh, prides itself on the contribution we make to charitable causes, both locally and nationally.

3. Admission Statement

St. Joseph's CBS Nenagh 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.

St. Joseph's CBS Nenagh is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St. Joseph's CBS Nenagh 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.

St. Joseph's CBS Nenagh 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.

St. Joseph's CBS Nenagh is a school which has established a number of classes, with the approval of the Minister for Education and Youth, 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.

St Joseph's CBS Nenagh will co-operate 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.

St Joseph's CBS Nenagh 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

St. Joseph's CBS Nenagh, with the approval of the Minister for Education and Youth, has established a class to provide an education exclusively for students with Mild General Learning Difficulties.

St. Joseph's CBS Nenagh, with the approval of the Minister for Education and Youth, has established a number of classes to provide an education exclusively for students with Autism

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

St. Joseph's CBS Nenagh 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.

St. Joseph's CBS Nenagh 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 St. Joseph's CBS Nenagh provides an education exclusively for students with ***Mild General Learning Difficulties*** 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 Reports outlining –

- Diagnosis of Special Educational Needs (MGLD)

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 for Mild General Learning Difficulties

The special classes attached to St. Joseph's CBS Nenagh provide an education exclusively for students with ***Autism*** and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in the class. The following evidence is required in support of such an application –

Professional Reports outlining –

- Diagnosis of Special Educational Needs (*Autism: DSM IV/V or ICD 10/11; psychologist, psychiatrist, multi-disciplinary report*)

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 for Mild General Learning Difficulties

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:

1. Pupils of CBS Primary School Nenagh
2. Brothers of Present Students
3. Brothers of Past Students
4. Sons of Staff Members with at least three years of service to St. Joseph's CBS Nenagh on the closing date of the application
5. Sons of Past Students up to a maximum of 25% of the total places available
6. Applicants living in the Catchment Area (see appendix 1 for parish list)
7. 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:

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 the following -

- a nominee of the Board of Management who is not a serving member of the Board of Management
- the Principal
- a nominee of the Parents' Council who is not a serving member of the Board of Management

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Siblings (e.g. twins and triplets) will be treated as a single application, although all 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 then be offered to the next applicant on the waiting list.

The Board will always have due regard for relevant Department of Education and Skills directives in relation to class size, staffing provisions and any other relevant requirements in relation to accommodation, physical space or the health and welfare of children.

In addition, if the Special Classes (MGLD and/or Autism) 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

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 to the school;

(c) a student's academic ability, skills or aptitude; other than in relation to admission to either of the school's special classes 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 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 St. Joseph's CBS Nenagh 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 St. Joseph's CBS Nenagh, 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 St. Joseph's CBS Nenagh 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 St. Joseph's CBS Nenagh 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 St. Joseph's CBS Nenagh 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

15.1 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:

The School will make every reasonable effort to facilitate a student seeking to transfer into our school. The Principal will decide on application for admission to years/classes other than First Year by applying the following:

- The reasons for the transfer are clearly stated in writing
- The transfer is subject to the School's Admission Policy
- Available space existing in the relevant class/subject
- A suitable reference from the previous school detailing attendance, behaviour and performance

The decision regarding the transfer of a student from another school will be made in the first instance by the Principal. If there is a refusal at this point parents/guardians will be advised of their right of appeal to the Board of Management in accordance with section 18 below.

Where a former student has withdrawn and subsequently seeks to re-enrol, the Board of Management will treat the application as an application to transfer from another school in accordance with this policy, subject to an appeal to the Educational Welfare Service (formerly the National Educational Welfare Board).

15.2 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:

Where St. Joseph's CBS Nenagh is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath applicants whose applications were received by St. Joseph's CBS Nenagh before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by St. Joseph's CBS Nenagh and subsequently St. Joseph's CBS Nenagh's selection criteria will be applied in accordance with this Policy. Where St. Joseph's CBS Nenagh is not oversubscribed and it receives a late application, the School will make every reasonable effort to facilitate a student seeking admission into our school. The Principal will decide on application for admission to years/classes by applying the following:

- The reasons for the late application to the school are clearly stated in writing
- The application is subject to the School's Admission Policy

- The admission is in the best interest, educational and otherwise, of the applicant
- The admission is in the best interest of the school and the students already in the school
- The admission does not compromise the Health and Safety of staff and students
- Available space existing in the relevant class/subject
- A suitable reference from the previous school detailing attendance, behaviour and performance

The decision regarding the admission of students who are not already admitted to the school, after the commencement of the school year late will be made in the first instance by the Principal. If there is a refusal at this point parents/guardians will be advised of their right of appeal to the Board of Management in accordance with section 18 below.

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

The board of St. Joseph's CBS Nenagh or any persons acting on its behalf will not seek payment or contributions 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 St. Joseph's CBS Nenagh 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, St. Joseph's CBS Nenagh 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.

This policy was ratified by the Board of Management on 5th October 2026

Appendix One

The following parishes make up the catchment for St. Joseph's CBS Nenagh:

- Nenagh
- Cloughjordan
- Toomevara
- Templederry
- Silvermines
- Youghalarra
- Monsea
- Moneygall
- Portroe
- Ballinahinch/Killoscully