



**SCHOOL ADMISSION POLICY  
FOR SCHOOL YEAR 2023-2024  
DIOCESE OF KILDARE & LEIGHLIN**



**NAME OF SCHOOL:** ST CORBAN'S BOYS NATIONAL SCHOOL

**ADDRESS:** FAIRGREEN, NAAS, CO. KILDARE

**ROLL NUMBER:** 17254C

**CHARITY NUMBER:** 20124472

**PATRON:** Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

### **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, parents and with children attending the school.

The policy was approved by the school Patron on December 20<sup>th</sup> 2022 and ratified by the Board of Management on 13<sup>th</sup> 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 Corban's BNS admission process are set out in the school's annual admission notice that 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 from the Main Office to any person who requests it.

### **2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL**

St Corban's BNS is a Catholic all boys primary school with a Catholic ethos. The Bishop of Kildare & Leighlin is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'.

*'The Catholic Preschool & Primary Religious Education Curriculum p15'*

Catholic Ethos in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith,
- and which school provides religious education for the pupils 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 Corban's BNS 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.

### **Mission Statement**

St Corban's BNS is a Roman Catholic School that aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. It provides Religious Education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

St. Corban's B.N.S. endeavours to continue in the rich tradition and Christian Ethos of Edmund Ignatius Rice as it was formerly a Christian Brothers school. The vision and enthusiasm of each of its members combine to seek to develop to its full, the potential of each individual within the school community.

Offer of a place is contingent on the availability of a suitable vacancy for the applicant in the appropriate class level in the school at the time.

### **School Context**

St Corban's BNS is recognised by the Department of Education and Skills as an all-boys 16 Classroom Teacher Primary School. However, due to automatic rights of transfer from other parish schools, the school is currently a 19 Classroom Teacher school. In St Corban's, class sizes will not exceed 26:1. Where pre-existing classes exceed this ratio due to automatic transfers from Mercy Convent, the school will do all in its power to move to the agreed ratio by not replacing boys who leave until we reach the correct ratio of 26:1.

### **3. ADMISSION STATEMENT**

St Corban's BNS 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 Corban’s BNS will cooperate 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.

St Corban’s BNS 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.

### **Single Gender School**

St Corban’s BNS is an **all-boys school** and does not discriminate where it refuses to admit a girl applying for admission to this school. St Corban’s BNS 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.

### **All Denominational Schools**

St Corban’s BNS is a school whose objective is to provide education in an environment that promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

### **Categories of admission**

This policy sets out the criteria used to determine admission in the following categories:

1. Applications for admission of boys into junior infants in September 2023.

2. The automatic admission entitlement for male pupils who have completed senior infants in Naas Mercy Convent Primary School to admit into first class in St. Corban's B.N.S. under a pre-existing local arrangement.
3. Pupils who are applying for a place in classes outside the official Junior Infant Admission period and process.
4. Pupils whose educational needs are best served by transferring from a feeder school to a special school or by transferring from St. Corban's for a specified period to a special school to avail of specialised educational tuition e.g. St. Roses, Tallaght, will be entitled to deferred rights of entry subject to written notification being sent to the Principal, St. Corban's B.N.S. at least 2 months before the pupil is due to transfer to or from St. Corban's.

#### **4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS**

St Corban's BNS does not have a Special Class or an ASD Unit for pupils with special needs. St Corban's accepts applications from all pupils for whom mainstream classroom is an appropriate setting.

#### **5. ADMISSION OF STUDENTS**

This school shall admit each student seeking admission, subject to the conditions outlined above, 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.
- c) the pupil applying is not male, as St Corban's is a boys only school.
- d) there is no place available in the class level for which the pupil has applied.

#### **All Denominational Schools**

St Corban's BNS is a Catholic School and may refuse to admit as a student a person who is not Catholic 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:

The criteria for admission, in priority order 1–4 below, are used to determine admission, where the number of applications received outnumbers the number of places available in junior infants.

It is to be noted that reference to brothers is to be taken as including reference to step brothers.

### **Criteria**

1. Brothers of pupils already enrolled in St. Corban's B.N.S.
2. Sons of staff currently working in St. Corban's B.N.S.
3. Boys living within the parish of Naas with priority to the oldest.
4. All other applicants with priority to the oldest.

**Children will receive priority in the order 1, 2, 3, 4.**

In the event that the number of applicants, in any one of the categories, outnumbers the places available, applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest, until all available places have been filled.

### **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 the inclusion of a selection criteria of brothers of boys attending the school as outlined in Section 6 above.
- (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 Corban's BNS 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 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 Corban's BNS, 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.

## **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 Corban's BNS 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.

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 St Corban’s BNS 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 Corban’s BNS 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

#### **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:

##### **AUTOMATIC ADMISSION INTO FIRST CLASS IN ST. CORBAN'S BNS UNDER A LOCAL ARRANGEMENT WITH THE MERCY CONVENT PRIMARY SCHOOL**

1. On completion of senior infants in the Mercy Convent Primary School Naas, male pupils enrolled there will continue to have an automatic right to transfer from it into first class in St. Corban's B.N.S.
2. Subject to DES resource provision. The pupil teacher ratio may go above 26:1 to accommodate boys who have an automatic right of transfer but we will not replace boys who subsequently leave these classes until we return to a ratio of 26:1.
3. Application forms for admission to first class in St. Corban's B.N.S. are available through the **Mercy Convent Primary School** Naas from **Friday 13<sup>th</sup> January 2023**. The completed application form must be returned to the St Corban's Boys' National School, Naas **before 3pm on Friday 3<sup>rd</sup> February 2023**.

##### **ADMISSION APPLICATION PROCEDURE FOR ADMISSION/TRANSFER OF BOYS INTO ANY CLASS OTHER THAN FOR ADMISSION INTO JUNIOR INFANTS IN OR AFTER SEPTEMBER 2022**

Offer of a place is contingent on the availability of a suitable vacancy in the school for the age and class level of the applicant.

##### **Criteria**

(i) That a place exists in an age appropriate class. The availability of a place, in an appropriate class will be determined in the overall context taking all relevant circumstances into account, including, but not limited to the following:

- Local arrangements referred to above
- Overall number of boys which the school can accommodate at the time the application is made.
- The overall number of classes in the school at the time of application
- The pupil teacher ratio will be capped at a maximum of **26:1** for all classes except where automatic transfers over-ride this ratio.



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:

1. Pupils will be admitted to classes other than the schools intake group subject to a space being available.
2. Application will be made on the official application form for admission in St. Corban's BNS
3. If the application for admission is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his name on his official birth certificate.
4. The pupil has completed the relevant stages of education prior to the class for which he has applied.
5. Written notification of the decision to admit will be issued to the parents within 21 days of receipt of the application.
6. Acceptance of the offer must be made in writing within 14 calendar school days. Failure to do so may result in the place being forfeited or reallocated.
7. Applicants in respect of whom a fully completed application form and in respect of whom all relevant documentation has been submitted, who are not successful in securing a place will be placed on a waiting list. This place on the waiting list expires within at the end of the academic year

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:

1. Pupils will be admitted to classes subject to a space being available.
2. Application will be made on the official application form for admission in St. Corban's BNS.
3. If the application for admission is successful, the pupil shall be enrolled as per his name on his official birth certificate.
4. The pupil has completed the relevant stages of education prior to the class for which he has applied.
5. Written notification of the decision to enrol or not will be issued to the parents within 21 days of receipt of the application.
6. Acceptance of the offer must be made in writing within 14 calendar school days. Failure to do so may result in the place being forfeited or reallocated.

#### **16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES**

This rule applies to all schools.

The board of St Corban's BNS 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 admission of a student in the school.

#### **17. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION**

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) 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.

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.

## 19. RATIFICATION AND REVIEW

The Policy was approved by the Patron in December 2022.

It was ratified by the Board of Management on Tues 13<sup>th</sup> December 2022.

This Admissions/Admission Policy will be regularly reviewed, as necessary by the Board of Management. (eg in the event of change to the pupil teacher ratio and/or legislative/DES/Patron/other requirements etc.)

Signed: 

Date: 13/12/2022

**Chairperson of the Board of Management**

**On behalf of the Board of Management**