

## **Admission Policy of Cabinteely Community School**



**School Address: Johnstown Road, Cabinteely, Dublin 18**

**Roll number: 91310E**

**School Patrons: Le Chéile Trust on behalf of the Ursuline Sisters, Archbishop of Dublin and Dublin & Dun Laoghaire Education and Training Board**

### **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/guardians of children attending the school.

The policy was approved by the school patron on [date]. 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 Cabinteely Community School's 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**

#### **School Mission Statement**

Cabinteely Community School is a kind, caring and vibrant learning community which supports the wellbeing and the academic, spiritual and creative growth of every student.

We welcome students of all ethnicities, abilities, genders, faith and non-faith traditions, as equal members of our community

We identify with our Ursuline founders and their love of education.

### Our Core Values

Our core values guide our policies, our procedures and how we work with our staff and students. These core values are;

**Care** - We all need to belong and be cared for in a safe environment in order to learn

**Courage** - We show courage by making the right choices and committing to learning.

**Support** - We will be the best we can be by working hard and working together

### Characteristic Spirit

Cabinteely Community School is a co-educational multi-denominational post-primary school under the joint patronage of the Catholic Archbishop of Dublin and the Ursuline Congregation and Dublin and Dun Laoghaire Education and Training Board (ETB).

Community Schools provide a comprehensive system of post-primary education, open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in August 1975 when the Ursuline Secondary School was given to the Department of Education and Skills for a new Community School. The values of Dublin and Dun Laoghaire ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Archbishop of Dublin and the Ursuline Congregation founded by St. Angela Merici are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Cabinteely Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school, Cabinteely Community School, provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Our school, Cabinteely Community School, provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to

enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Cabinteely Community School we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

### **3. Programmes available in Cabinteely Community School**

The school operates within the regulations laid down by the Department of Education and Skills and follows the curricular programmes prescribed by the DES in accordance with Sections 9 and 30 of the Education Act 1998.

The school offers the following programmes:

- New Junior Cycle Curriculum
- Transition Year
- Leaving Certificate (traditional) programme
- Leaving Certificate Vocational programme
- Leaving Certificate Applied programme

#### **3.1 Department of Education Regulations**

Eligibility for admission to the school includes the following DES regulations:

- Applicants must have reached twelve years of age by January 1st of their first year in post primary school and should be no older than is appropriate to their peers.
- Applicants from other countries should have reached a comparable standard of education.

#### **3.2 Admission Statement**

Cabinteely Community School 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.

#### **Schools with special education classes**

Cabinteely Community School established a special education class in September 2021 and a second class in September 2022, 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**

Cabinteely Community School with the approval of the Minister for Education and Skills, will has established one class to provide an education exclusively for students with Autistic Spectrum Disorder

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

#### **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/guardian 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

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

The special class attached to Cabinteely Community School 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.

### **5.2 Guidelines for Enrolment**

The following documents must accompany all enrolment applications:

- An Initial Expression of Interest Form submitted in the formal enrolment period.

At the end of the official enrolment period, the family will receive an enrolment pack which will require the following documentation to be furnished;

- A Fully completed Enrolment Application form
- Original birth certificate - the long form
- Two passport photos
- Proof of address x 2, to be established by the school authority
- Photo ID of Parent/Guardian
- Educational/Psychological reports if applicable.
- Medical Information if applicable

### **5.3 Students entering First Year**

Only a parent/officially appointed guardian may register a student in the school. ID will be required: passport, driving licence.

Parent(s)/guardian(s) and the applicant should try to attend all meetings associated with the enrolment process.

Enrolment Applications from students who are resident abroad will not be processed until the applicant is resident in Ireland.

Siblings wishing to enrol in the same year group will be treated as one application.

### **5.4 Non-First Year Enrolments**

The following documents must accompany all enrolment applications for non-first year enrolments and are used to ensure the students are offered every support when enrolled;

- Fully completed School Transfer Form from the previous school.  
The reference/statement from the principal of the applicant's previous school must include information on the following:

- Details of any current difficulties being experienced by the applicant and efforts made to resolve such difficulties.
- Any history of substance abuse by the applicant.
- Any incidents of serious misbehaviour, absenteeism, or lack of commitment to school.
- Two recent school reports and results of any psychometric testing.
- State examination results in the case of students applying for senior cycle.

### **5.5 Transition to Post Primary Programme**

Cabinteely Community School sees the transition from primary to post-primary school as hugely important. The transition programme in place seeks to smooth this move for our students and their families. It has key stages which begin with formal registration in December in the year preceding entry to First Year.

All those children who have been accepted and their parents/guardians are interviewed by a member of staff in order to complete the admission procedures at formal enrolment. Prior to registration the student's parents/guardians are given access to all of the school's policies including the Learning Code (Behaviour Code).

Parents/guardians are required to confirm in writing their acceptance of the school policies and in particular the Learning Code as a condition of registering their child in school.

Parents/guardians will also be asked to give permission to contact them, the primary school and other professionals with whom their child has worked in order to cater to the child's medical, emotional and learning needs.

Parents/guardians will be asked to furnish reports from doctors, psychologists, occupational therapists or other professionals at this point.

Applicants are called to the school for an obligatory digital assessment test (the Cognitive Abilities Test/ CAT) in January in the year preceding entry to 1<sup>st</sup> Year. The needs of students with SEN are catered for in this process. An Options Evening is held to allow students and parents/guardians to choose the option subjects best suited to their areas of interest. Option Forms need to be returned to the school within two weeks of the Options Evening. The school will consult with parents/guardians on option choices based on the Cognitive Abilities Test results. The school will endeavour to accommodate option choices as much as possible. It may not always be possible to accommodate all requests due to class sizes and demand for some subjects.

Parents/guardians will receive a letter in April inviting them to the First Year Welcome Evening in May and confirming their subject options.

Incoming First Years and their parents/guardians attend an evening in May in preparation for their entry in August/September.

First Years attend the school on their own for induction on the first day of term in August. They will then commence the school year with all the other year groups.

### **5.6 School Capacity**

All class groups from September 2022 will be in mixed ability groupings. No one class group should exceed 27 students without Board of Management approval .

The Leaving Certificate Applied Classes should not exceed 18. Students who have completed Junior Cycle in Cabinteely Community School will be prioritised for places in the LCA Programme.

### **5.7 Informing the Community**

The local community will be informed of the school procedures regarding admissions by some or all of the following strategies;

- Notification on the school website/app
- Signage outside the school
- Open Night
- Liaison with primary schools – Taster Afternoons, Musical & Science events, sporting activities
- School prospectus/brochure
- Scheduled text messages
- Enrolment Form
- Church Announcements.
- Advertisements in local media.
- Social Media – Facebook, Instagram
- Leaflet drops
- Other relevant forms of information release

## **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. Students living within the catchment area
2. Students who no longer live in the catchment area but who have a sibling attending Cabinteely Community School
3. Students who do not live within the catchment area but who are attending National schools within the catchment area
4. Other students as appropriate if places are available

The school operates its enrolment on the basis of a defined catchment area. For the purposes of eligibility of enrolment, the catchment area of Cabinteely Community School is defined as the area bounded by:

- Deansgrange Road/Kill Lane/Westminster Road to the north;
- Monkstown Road/Newtownpark Avenue/Marian Park/Brookvale to the north west;
- Dun Laoghaire Road/Crofton Road/Harbour Road to the east;
- Quinn's Road/Ballycorus Road to the south;
- Brighton Road/Enniskerry Road to the west.

To be deemed “living within the catchment area” the child should be permanently resident within the catchment area on the final day for receipt of applications for the relevant year of entry to the school.



In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

A draw will take place at the next Board of Management meeting for places in September 2023.

## **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; other than in relation to a Transition Year Fee or a PLC or further education and training course run by a school in respect of those courses
- (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 (ASD)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;

- (e) a requirement that a student, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission; other than in the case of a plc or further education and training course run by a school
- (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, in the case of a siblings of a student attending or having attended the school as in Section 6
- (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.  
This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on Applications**

All decisions on applications for admission to Cabinteely Community School 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 15](#) below in relation to applications received outside of the admissions period and [Section 16](#) 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 Cabinteely Community School, parents/guardians must indicate—

(i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they 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 Cabinteely Community School 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/guardian 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 Cabinteely Community School 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 Cabinteely Community School 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.

Applicants will be contacted by the school in this order if a place becomes available in the requested year group.

Applicants will be asked to contact the school by a date stated in the letter if they wish to proceed with the enrolment application. If the applicant does not reply by the stated date, the school will withdraw the offer of a place to that applicant. The school will notify the applicant in writing of this withdrawal.

Applications on waiting lists for each year group will remain live until May 31st of that academic year and will no longer be valid after May 31st.

Any applicant who wishes to be considered for a place in the school for the following school year must reapply after May 31st, completing a new Enrolment Application Form and furnishing all the required documentation.

It will be the responsibility of the applicant to initiate and complete this new enrolment application for the following school year.

Where a student has left Cabinteely Community School voluntarily, to take up employment or to attend another educational establishment, subsequently makes a formal application for re-admission to the school, the Board of Management shall place the student on the waiting list in order of priority as per the Admissions Policy.

#### **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: Parents/guardians wishing to transfer their son/daughter to Cabinteely Community School from another recognised second level DES Secondary School request an application form from the school

Transfers from other second-level schools are presented to the Board of Management of Cabinteely Community School, in order of priority based on the criteria in Section 6. In the case of a student being suspended or excluded from his/her current school, all appeal procedures to that school must be exhausted prior to an application to this school being considered.

In the event that a student has been excluded from his/her current school, or there has been a history of substance misuse, serious misbehaviour, persistent absenteeism, lack of

commitment to schoolwork or homework or suspension, the student and his/her parent/guardian will meet with a subcommittee of the Board of Management to establish the high expectations of the school in relation to the Learning Code and to offer supports to the student.

When an application form has been submitted and approved by the Board of Management, the student and parent/guardian attend a formal enrolment meeting with the relevant year head.

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:

Parents/guardians wishing to transfer their son/daughter to Cabinteely Community School from another recognised second level DES Secondary School should contact the school to establish whether places are available at the appropriate level as decided by the Board of Management.

If there is no place in the year group, the application will be placed on a waiting list until May 31<sup>st</sup> of the academic year.

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

This rule applies to all schools.

The Board of Cabinteely Community School 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.

**Note:** Exceptions apply only in relation to post leaving cert or further education courses run by the school.

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

Cabinteely Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the ‘multi-denominational’ aspect of our school’s ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers. In this context it is important to understand the distinction between ‘*religious education*’ and ‘*religious instruction*’:

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

## 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.

## 19. 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.

Ratified by the Board of Management on 27 September 2022