



Admission Policy of CBS Roscommon,
School Address: Abbeytown, Co. Roscommon.
Roll number: 65080P.
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 in September 2024. 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 Roscommon 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 Roscommon is a Catholic 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 CBS Roscommon 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

The Board of Management, parents, staff and students, working together as a school community within the resources available, aim to provide a Catholic education in the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its students.

CBS Roscommon is committed to excellence. The school provides a caring and disciplined environment in which all students are challenged to reach their academic and personal potential.

We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the school.

We realise too, that we must cater for the changing needs of today’s world and, towards that end, we frequently review our various programmes.

Being keenly aware of the ever increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Catholic values and practices.

CBS Roscommon accepts pupils from a very wide catchment area and values the resulting mix of town and country. The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary School, namely:

- **Nurturing faith, Christian spirituality and Gospel-based values** means that at CBS Roscommon we live our Catholic Faith, experience God, respect the beliefs and values of each

member of the school community and work for social and ecological justice.

- **Promoting partnership** means that at CBS Roscommon we make everyone feel welcome, build a Christian community with a shared vision and mission, recognise the voice of staff, students and parents and are involved in our community.
- **Excellence in teaching and learning** means that at CBS Roscommon we have high expectations of our teachers and students, nurture the development of all aspects of our lives, respond to a changing world, use technology responsibly and creatively to enhance our learning and promote learning as a life-long enterprise.
- **Creating a caring school community** means that at CBS Roscommon we show care and compassion as exemplified in the life of Jesus, respect and celebrate the dignity of each person, seek to help those who are disadvantaged or in need in society and speak up for those whose voice is not heard.
- **Inspiring transformational leadership** means that at CBS Roscommon we motivate people to work towards the vision of Blessed Edmund, inspire the minds and hearts of our students to have courage and confidence to stand up for what we believe in, lead by giving good example and take responsibility for our actions.

In an Edmund Rice Secondary School, the ERST Charter values are under-pinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds – spiritual, ethnic, language, special needs – as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and their family. We welcome and are sensitive to each one, seeking to respond to their individual needs through our:

We hope that the gospel values inherent in the culture of the school will be internalised in the values, attitudes and behaviour of all members of the school community.

3. Admission Statement

CBS Roscommon 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 Roscommon 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 Roscommon 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 Roscommon is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

CBS Roscommon, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder (ASD).

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 Roscommon is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to CBS Roscommon provides an education exclusively for students with Autistic Spectrum Disorder (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

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:

- Category A: Applicants who have a sibling currently attending the school.**
- Category B: Applicants who have a sibling who is a past pupil of the school.**
- Category C: Applicants from the feeder primary schools in appendix A.**
- Category D: 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:

Places will be determined by a lottery. The lottery will take place in CBS Roscommon as soon as is practicable after the final day for applications as specified in the annual admission notice. The lottery will be supervised by at least three of – A member of the Garda Síochána, the Principal, a nominee of the Board of Management who is not a member of the board, the Chairperson of the Parents Council.

Siblings (eg. twins or triplets) will be treated as separate applicants and allocation of a place to one does not guarantee allocation of a place to another. Names will be drawn until all places are filled.

When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.

If a vacancy arises it will be offered to the applicant highest on the waiting list.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or

not the student has the category of special educational needs concerned

- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his 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 siblings of a student attending or having attended the school.
- (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 Roscommon 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 Roscommon, 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 Roscommon 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 Roscommon 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 Roscommon 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:

The principal on behalf of the Board of Management will consider applications from parents / guardians of students wishing to transfer to CBS Roscommon from another post-primary school. Such applications must be made on the appropriate forms available on our website. The application for admission to CBS Roscommon will be processed and subject to the availability of a vacancy in an appropriate group/class/year.

Students may transfer from another post-primary school subject to the following;

- ✧ That space is available in the school, in particular with specialist subjects where the capacity is limited.
- ✧ That the school authorities are satisfied that the reasons for the transfer are in the best interests of the student.
- ✧ The possible problems and disruptions of studies when moving into an established class and Year group will be considered. The situation may arise where a student may have to take up or discontinue a subject.
- ✧ The school is provided with all relevant information from the former school.
- ✧ The transferring student fulfils all conditions set out by the Department of Education and Skills.
- ✧ Parents / Guardians and the transferring student must accept the Code of Behaviour and Rules of the School, thereby agreeing to accept and uphold them. A student will not be accepted where he has a track record of poor behaviour.

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: The principal on behalf of the Board of Management will consider applications from parents / guardians of students wishing to transfer to CBS Roscommon from another post-primary school after the commencement of the school year in which admission is sought. Such applications must be made on the appropriate forms available on our website. The application for admission to CBS Roscommon will be processed and subject to the availability of a vacancy in an appropriate group/class/year.

Students may transfer from another post-primary school subject to the following;

- ✧ That space is available in the school, in particular with specialist subjects where the capacity is

limited.

- ✧ That the school authorities are satisfied that the reasons for the transfer are in the best interests of the student.
- ✧ The possible problems and disruptions of studies when moving into an established class and Year group will be considered. The situation may arise where a student may have to take up or discontinue a subject.
- ✧ The school is provided with all relevant information from the former school.
- ✧ The transferring student fulfils all conditions set out by the Department of Education and Skills. Parents / Guardians and the transferring student must accept the Code of Behaviour and Rules of the School, thereby agreeing to accept and uphold them. A student will not be accepted where he has a track record of poor behaviour.

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

The board of CBS Roscommon 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) 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 CBS Roscommon 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 Roscommon places great importance on the religious or spiritual formation of all its students. Each student has his or 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.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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

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

Appendix 1 – Feeder Schools

St. Coman's Wood N.S.,

Athleague N.S.,

Ballagh N.S.,

Ballintleva N.S.

Ballintubber N.S., St.Brides

Ballyforan

Ballyleague N.S.,

Ballymurry N.S.

Castleplunkett N.S.,

Lisaniskey N.S.,

Cloontuskert N.S.,

Cloverhill N.S.,

Creggs N.S.,

Curraghboy N.S.,

Tisrara N.S. Four Roads

Fuerty N.S.,

Gael Scoil De Hide

Glandubh N.S.,

Kilteevan N.S.,

Lanesborough N.S.,

Lismoyle N.S.,

Mount Talbot N.S.

Rahara N.S.,

Roxboro N.S.

Runnamoate N.S.,

Four Mile House

Lecarrow Community National School

St. Mary's N.S. Knockcroghery

Tulsk N.S.

Tarmon, Castlerea

Appendix 2 – Admissions Procedure for Students to the ASD centre

Application Criteria

Each child in the class must have a definite diagnosis of autism.

The centre will only cater for children who are 12 years of age or more and less than 18 years of age on the 1st September of the school year in question, unless there is a specific approval from the Department of Education and Skills for a particular student who is outside this upper age limit.

Under the regulations of the Department of Education and Skills the number of places in the ASD Centre is limited to six students in each ASD class.

Enrolment Procedure;

Enrolment Application Forms for the ASD Class will be available as specified in the annual admission notice for the year concerned and the notice will also specify the closing date for enrolment, date by which a decision will be communicated regarding the application and period within which an offer of a place must be accepted.

The process of enrolment begins with:

- A referral from an external agency or a telephone call or visit in person from the parents.
- A school application form, showing family details and medical history is then completed.
- Fully completed applications are then recorded in the applications file.
- Entry into this file secures a place on the list of applications.

The Enrolment Application must be accompanied by all of the following **supporting documentation** supplied by parents:

- The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or team.
- Original birth certificate.
- A written psychological assessment /report (ideally dated within the six months prior to the Application being submitted) or a written report from a multi-disciplinary team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist.
- There must be a recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. In this regard it

should be noted that the academic ability of the child will be taken into account when considering an application and will be subject to continuous assessment and review.

Oversubscription

If the number of the children on the list of applicants exceeds the number of places available as specified in the annual admission notice for the school year concerned, the following criteria will apply:

1. Category A: Applicants with siblings already in the school.
2. Category B: Applicants with past pupil siblings
2. Category C: Applicants attending the feeder schools listed in Appendix 1.
3. Category D: Applicants not attending these feeder schools for whom this ASD Centre would be the nearest facility.
4. Category E: Applicants not in any of the above categories.

If the number of applicants at any of the ranked criterion above, exceeds the number of places available as specified in the annual admission notice, then the available places will be allocated on the basis of date of birth, with priority being given to the oldest applicant at that criterion level and continuing thus forth until all places are filled.

Should two or more applicants share the same date of birth, then places will be allocated by lottery.

Allocation of a place in the ASD Centre does not guarantee a place in the mainstream classes for any siblings. Only applications from 6th Class Primary School students will be considered for entry into First Year. The ASD Centre only maintains a waiting list of the year for which the application is being made.