



ADMISSION POLICY

Rushbrooke, Cobh, Co. Cork

Roll Number: 13450 F

School Patron: Bishop of Cloyne

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 the 12th September 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Bunscoil Rinn an Chabhlaigh 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.

The school reserves the right to refuse admission of an applicant where a Section 29 Appeal has been invoked on behalf of that applicant and is in progress in another school.

2. Characteristic spirit and general objectives of the school

Bunscoil Rinn an Chabhlaigh is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cloyne.

"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:

- (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 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 Bunscoil Rinn an Chabhlaigh 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.

As a Catholic, mixed gender, mainstream school with special classes for children with Autism inspired by the vision of Catherine McAuley and the Mercy Order this school recognises the potential for growth and development that exists in each person and is committed to the holistic development and achievement of the full potential of each pupil, particularly those who are disadvantaged or marginalised conducted in an atmosphere of care, respect and joy. The uniqueness and importance of each person in the school community is recognised and celebrated, as is the diversity among the people who make up our school community. The school stresses the importance of developing a positive self-concept in each individual and encourages self-growth and self-actualisation.

The school is committed to the promotion of equality in all aspects of school life. The school is committed to on-going whole-school development in collaboration and partnership with the Board of Management, staff, parents, students and the wider community.

3. Admission Statement

Bunscoil Rinn an Chabhlaigh 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.

Bunscoil Rinn an Chabhlaigh 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 catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Bunscoil Rinn an Chabhlaigh is a school which has established a class, 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.

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

Bunscoil Rinn an Chabhlaigh with the approval of the Minister for Education and Youth, has established a class to provide an education exclusively for students with Autism.

Admission to the special class requires:

- a. Professional reports outlining a clear diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- b. A demonstration of the understanding of complexity of the child's overall level of needs evidenced in the professional reports

AND

- c. Given the severity of child's needs, a clear professional recommendation as to what the educational placement type would be most appropriate to best meet the child's needs along with the rationale for same – in this case, a special class attached to a mainstream primary school only

AND

- d. Sanctioning letter from the NCSE confirming the child is known to them and that the child has the required diagnosis and recommendation for a special class placement for 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.
- c) Bunscoil Rinn an Chabhlaigh is a Catholic school and may refuse to admit as a student a person who is not of Christian faith where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special class attached to Bunscoil Rinn an Chabhlaigh provides an education exclusively for students with Autism 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 or the necessary supporting documents as outlined in Section 4.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, categorise the application into 'types' and then 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:

- TYPE I.** September Intake: Junior Infants (Mainstream & Special Class)
- TYPE II.** September Intake: Non-infant Transfers for the New School Year.
- TYPE III.** Midyear Transfers

In all cases below, the definition of siblings includes step/foster siblings resident in the same household.

TYPE I. SEPTEMBER INTAKE: JUNIOR INFANTS (MAINSTREAM & INFANT SPECIAL CLASS)

The following are the categories into which Junior Infant applicants upon submission of an Application for Admission are placed in the event of the school being over-subscribed:

- Category 1:** Born before 31st December (ie will be 5 or older in term 1)
- Category 2:** Born before 31st March (ie will turn 5 during term 2)
- Category 3:** Born before 31st August (ie will turn 5 in the summer term)

The following criteria will be applied to the first category and proceed through the subsequent categories in the same order until all places are full:

- a. Siblings of past and present pupils, priority to eldest
- b. Children of past pupils of the school, priority to eldest (subject to a maximum of 25% of intake)
- c. Children of current school staff, priority to eldest
- d. Children living within the Parish of Cobh (on The Great Island), priority to eldest
- e. Children living outside the Parish of Cobh

TYPES II. NON-INFANT ADMISSIONS MAINSTREAM & SPECIAL CLASS (SEPTEMBER INTAKE)

The following are the categories into which non-Junior Infant applicants upon submission of an Application for Admission are placed in the event of the school being over-subscribed:

- a. Readmission
- b. Siblings of past and present pupils
- c. Children of past pupils of the school
- d. Children of current school staff
- e. Children living within the Parish of Cobh (on The Great Island),
- f. Children living outside the Parish of Cobh

TYPES III. MIDYEAR TRANSFERS MAINSTREAM & SPECIAL CLASS

The following are the categories into which midyear transfer applicants upon submission of an Application for Admission are placed in the event of the school being over-subscribed:

- a. Readmission
- b. Siblings of past and present pupils
- c. Children of past pupils of the school
- d. Children of current school staff
- e. Children living within the Parish of Cobh (on The Great Island),
- f. Children living outside the Parish of Cobh

In all cases, 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:

- Students who are tied for a place after the application of the above selection criteria will be selected by means of a lottery in the presence of a neutral / independent observer from the staff or parent body.

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;
- (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 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, in the case of the selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school which are both utilised in the case over oversubscription.
- (g) the date and time on which an application for admission was received by the school, 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 Bunscoil Rinn an Chabhlaigh 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

TYPE I. Applicants for September intake classes Junior Infants (mainstream and special class) will be informed in writing (via email) as to the decision of the school, within the timeline outlined in the annual admissions notice.

TYPE II. Applicants for September intake non-infant classes (mainstream and special class) will be informed in writing (via email) as to the decision of the school, within the timeline outlined in the annual admissions notice.

TYPE III. Applicants for midyear transfers (immediate start, mainstream and special class) will be informed in writing (via email) as to the decision of the school as soon as the application is processed

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 Bunscoil Rinn an Chabhlaigh, 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 Bunscoil Rinn an Chabhlaigh 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 or, for transfers, the date in the email offer .
- (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 Bunscoil Rinn an Chabhlaigh 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 Bunscoil Rinn an Chabhlaigh 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.

Sharing of data with NCSE: Should your child or young person be placed on a waiting list for

a place, their personal data may be shared with the NCSE for the purposes of planning for the provision of Special Education placements.

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 (TYPES II. / III.)

The procedures of the school in relation to the admission of students who are not already admitted to the school to mainstream classes or Autism Classes other than the school's intake group are as follows:

TYPE II. Non-infant Applications (Mainstream & Special Class)

TYPE III. Applications for Places During the School Year (Midyear Transfers, Mainstream & Special Class)

1. In all cases, a fully completed Application for Admission form along with the necessary documentation (birth certificate for example) must be submitted. Applications are available on the school website, www.bsrac.ie, and in hard copy from the school office.
2. Applicants for non-infant Special Classes for Children with Autism must meet the criteria outlined in Section 4 above also to ensure eligibility for a place in one of the classes.
3. The procedures are as follows:
 - Application is submitted and if fully completed, queued for admission
 - The school makes a decision based on availability of space in the class / special class
 - The school makes an offer which is either accepted / declined by the parent
 - The parents also accept the Code of Behaviour (Section 11)
 - If the school refuses to offer a place, the parent is informed of their right to appeal and the pupil is added to the waiting list
4. Applicants for the new school year (TYPE II.) will be notified on the date outlined in the Admission Notice for that year. Applicants for immediate start (TYPE III.) will be notified once the application is processed.

In the event that the school is oversubscribed at those levels, the criteria as laid out in section 6 will be used should a place be available.

Pupils wishing to transfer from other schools are admitted subject to the Rules Governing National Schools.

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

The board of Bunscoil Rinn an Chabhlaigh 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 students, where the parents 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:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

This agreement will be drawn up and signed by the parent(s).

18. Reviews/appeals

Oversubscription

If the refusal to enrol is due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school.

[A board of management request form \(BOMR1\) is available here.](#)

You may proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest).

A section 29 appeal form [can be downloaded here](#). Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Reasons other than oversubscription

If the refusal to enrol is for a reason other than the school being oversubscribed, you may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. You may choose to request a review by the board of management of the decision to refuse admission. You are not obliged to, but if you choose to request a review you must request it within 21 calendar days from the date of the decision to refuse admission to the school.

[A board of management request form \(BOMR1\) is available here.](#)

If you do request a review by the board of management, you can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or

once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest).

A section 29 appeal form [can be downloaded here](#).

Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Patron Approved 12-09-2025

Michael Walsh

DEO Cloyne