

Mount Sion C.B.S.
Secondary School



Cnoc Síon C.B.S.
Meánscoil na mBráithe



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Admission Policy of Mount Sion C.B.S **Secondary School.**

Barrack Street, Waterford

Roll number:64930i

School Patron: The Edmund Rice Schools Trust.

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 24th. August 2020. 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 Mount Sion C.B.S. Secondary School 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

Mount Sion C.B.S Secondary School is an all boys 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 Mount Sion C.B.S. Secondary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school."

The School supports the guiding principles of the Edmund Rice Schools Trust Charter. The educational approach in Mount Sion C.B.S. Secondary School subscribes to the holistic vision expressed in the following five key elements of the Charter:

Creating a caring school community: The school strives to

- Nurture social, emotional and behavioural competence within our students
- Provide the best learning environment for all students, including those with Special Educational Needs (SEN)

Nurturing faith, Christian spirituality and Gospel based values:

- Staff and students are encouraged to participate in the Liturgical life of the school.
- Significant liturgical events are celebrated throughout the school year
- Liturgical seasons are marked in the chapel on a monthly basis
- Sixth year Graduation Mass celebrated with staff, students and parents.

Excelling in teaching and learning: The school

- Provides a broad curriculum
- Follows prescribed Department guidelines and syllabi for all subjects
- Maximises our students' academic potential
- Encourages the highest expectations of our teachers and students

Promoting partnership: The school

- Welcomes and invites the involvement of parents
- Supports the active role of Home School Community Liaison Coordinator
- Engages with all relevant outside agencies

Inspiring transformational leadership: The school

- Encourages continuous professional development of staff
- Delegates leadership roles to staff members
- Promotes an active Student Council

3. Admission Statement

Mount Sion C.B.S. Secondary School will not discriminate in its admission of a student to the school on any of the following grounds:

- (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.

Mount Sion C.B.S. Secondary School is an all boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Mount Sion C.B.S. Secondary School 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.

Mount Sion C.B.S. Secondary School 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.

Mount Sion C.B.S. Secondary School 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.S.D (DSM IV/V or ICD10) 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

Mount Sion C.B.S. Secondary School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with A.S.D (DSM IV/V or ICD10). See appendix 1 for the criteria for enrolment and the selection criteria that will be used in offering places for the A.S.D. class.

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.

Mount Sion C.B.S. Secondary School 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.

Mount Sion C.B.S. Secondary School 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 Mount Sion C.B.S. Secondary School provides an education exclusively for students with A.S.D. (DSM IV/V or ICD 10) 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:

1. Male siblings of current and past pupils of Mount Sion C.B.S Secondary School.
2. Applicants from Mount Sion Primary CBS or Scoil Lorcáin CBS Primary School.
3. Sons of past pupils who have spent at least three years in Mount Sion Secondary School *subject to this cohort not exceeding 25 per cent of the available places as set out in the school's annual admission's notice for the school year concerned.*"
4. Sons of current staff of Mount Sion C.B.S Secondary School.

5 All other applicants.

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

A lottery will take place under the following conditions:

- (a) The Lottery will be supervised by three people: the Principal, a Board of Management Member and an independent overseer such as a member of the Garda Síochána.
- (b) Names are drawn until all places are 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; 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, (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice;

- (g) the date and time on which an application for admission was received by the school; this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Mount Sion C.B.S. Secondary 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.

Applicants who are not offered a place in the school will receive in writing

- (a) the reasons for refusal;
- (b) details of the student's ranking against the selection criteria and
- (c) details of the student's place on the waiting list for the school year concerned.

Applicants will also 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 Mount Zion C.B.S. Secondary School, you must indicate:

- (a) If 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

- (b) If you have applied for, and are awaiting confirmation of, an offer of admission from another school or schools. If such a situation exists, 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 Mount Zion C.B.S. Secondary School where:

- (a) it is established that information contained in the application is false or misleading;
- (b) 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;
- (c) 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
- (d) 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 applications to the school year exceeding places available, a waiting list of students, whose applications for admission to Mount Sion C.B.S. Secondary 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 Mount Sion C.B.S. Secondary 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.

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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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:

It is not the policy of the Board of Management to accept transfer applications from students currently enrolled in a Post Primary school except under the conditions below;

In cases where a transfer application to our school may be considered, admission of the student will be subject to the following conditions

- Compliance with the Admission Policy of our school
- In the best interest of the school community
- Suitability of our curriculum provision
- Availability of subject choice
- Availability of space in class or year group
- In the best interest of the student e.g. consequences of mid-term transfer
- Is of educational benefit to the student
- That all-relevant information from the former school is made available eg. disciplinary and attendance record, special needs, as per section 20 of the Education (Welfare Act) 2000
- Consultation with the Educational Welfare Officer if necessary
- The school being satisfied with the reason for the transfer.

The Board of Management reserves the right to refuse an application for admission in accordance with the school's admission policy. The school will not accept the transfer of a pupil expelled from another school.

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:

It is not the policy of the Board of Management to accept transfer applications from students currently enrolled in a Post Primary school except under the conditions below;

In cases where a transfer application to our school may be considered, admission of the student will be subject to the following conditions

- Compliance with the Admission Policy of our school
- In the best interest of the school community
- Suitability of our curriculum provision
- Availability of subject choice
- Availability of space in class or year group
- In the best interest of the student e.g. consequences of mid-term transfer
- Is of educational benefit to the student
- That all-relevant information from the former school is made available e.g disciplinary and attendance record, special needs, as per section 20 of the Education (Welfare Act) 2000
- Consultation with the Educational Welfare Officer if necessary
- The school being satisfied with the reason for the transfer.

The Board of Management reserves the right to refuse an application for admission in accordance with the school's admission policy. The school will not accept the transfer of a pupil expelled from another school.

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

The board of Mount Sion C.B.S. Secondary 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.

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 R.E. 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 Mount Sion C.B.S. 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, Mount Sion C.B.S. places great importance on the religious or spiritual formation of all its students. Each student has his/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.

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.

Appendix 1

The A.S.D. special class will cater for a maximum of six pupils.

Criteria for enrolment to A.S.D. special class.

- Each child in Mount Sion C.B.S Secondary School special class must have a definite diagnosis of A.S.D.(DSM IV/V or ICD10) and a recommendation that they may require the support of a special class. The classroom will cater for children with mild general learning difficulties or moderate learning difficulties. The classroom is not in a position to accommodate children with severe or profound learning difficulties.
- All applications must be accompanied by a professional assessment recommending the applicant as suitable to have access to an ASD Special Class. This professional assessment report must accompany the application form at the time of application.
- Each student must have completed 6th class in a primary school or equivalent.
- Each student must be able to access part of or all of the post-primary curriculum.

Oversubscription.

In the event that the A.S.D class 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. Applications from pupils currently enrolled in either of the Mount Sion Campus Schools.
2. Applicants with siblings currently enrolled in Mount Sion C.B.S. Secondary School.
3. Applicants from pupils currently enrolled in Scoil Lorcáin C.B.S.
4. Applicants from any of the feeder schools listed below.
5. Applicants who didn't attend these feeder schools, for whom this A.S.D class would be the nearest facility to their home address.

Feeder Schools

Educate Together National School

Gaelscoil na nDeise

Gaelscoil Phort Lairge.

St. Declan's Primary School.

St. Mary's Boys National School.

St. Saviours Primary School

St. Stephen's De La Salle National 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 arrangement will apply:

A lottery will take place under the following conditions:

- (c) The Lottery will be supervised by three people: the Principal, a Board of Management Member and an independent overseer such as a member of the Garda Síochána.
- (d) Names are drawn until all places are filled.

Late Applications

All applications for admission to the A.S.D special class 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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available and they meet the criteria listed above. In the event that there is no place available, the name of the applicant will be added to the waiting list.