



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Admission Policy of Christian Brothers College

Sidney Hill, Wellington Road, Cork T23 FY09

Roll number: 62520C

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 Christian Brothers College 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 30 September 2025. It is published on the school's website www.cbccork.ie and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the admission process for Christian Brothers College 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

Christian Brothers College is a fee-charging all-boys 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 pupil as a person, 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 Christian Brothers College 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.”

In CBC we believe that every pupil is entitled to an education of the highest quality. Our aim is to allow our pupils to develop their talents to the maximum. The Christian Brothers College community, firmly rooted in Christian tradition, strives to allow each individual pupil to grow and develop, and to ensure that the education given is suited to each new generation of boys.

The policy is informed by the ERST Charter and subscribes to the holistic vision expressed in the following five key elements:

- Nurturing faith, Christian spirituality and Gospel-based values;
- Promoting partnership;
- Excelling in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership.

Further information on the Edmund Rice Schools Trust and the ERST Charter is available at www.erst.ie.

The values of the Charter are embedded in the daily life of the college and are expressed in the academic, extra-curricular, pastoral and practical dimensions of school life.

- Nurturing faith, Christian spirituality and Gospel-based values are realised through CBC's commitment to a living Catholic faith that shapes all aspects of college life. Our Catholic values inform a culture of equality, justice and fairness in our relationships and a commitment to the spiritual and moral wellbeing of each member in our school community.
- Promoting partnership can be seen in CBC's commitment to ensuring that all stakeholders, student, parents, staff, past pupils, Board of Management and Trustees, work together to safeguard and promote the school's guiding mission.
- Excellence in teaching and learning is evident in CBC's continual commitment to ensuring the highest of standards in learning and teaching from our teachers and students, mindful that the needs of each new generation of learners can only be met by recognising the changing nature of education and valuing the core principles that underpin a quality education.
- CBC's commitment to creating a caring school community is evident in the respect we show for others, a commitment to helping those at home and abroad who are disadvantaged and encouragement of a spirit of 'service before self' in our dealings with others.
- Inspiring transformational leadership in CBC means that everyone in the college is encouraged to consider how they can work to become the best version of themselves, developing an approach to life and relationships that is characterised by high moral purpose and courage in upholding what is right.

3. Admission Statement

Christian Brothers College 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.

Christian Brothers College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Christian Brothers College 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.

Christian Brothers College 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.

Christian Brothers College will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Christian Brothers College will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Christian Brothers College has not yet been asked to open a Special Class. Any decision to open a Special Class will be made in full consultation with the NCSE.

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.

Christian Brothers College 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.

Christian Brothers College 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.

Admission to the college presupposes the ability and willingness to pay fees for the duration of the pupil's schooling, and to adhere to the agreed payment schedule as advised prior to commencement. Remission of fees or reduced fees may be considered in specific circumstances, in line with the ethos and charism of the Edmund Rice tradition.

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:

Every effort is made to accommodate applicants who are seriously interested in coming to CBC and for whom it is clear CBC is their first choice of secondary school. In the selection process, favourable consideration will be given to the following applicants;

- a. Current Sixth Class pupils in CBC Preparatory School;
- b. Brothers of pupils or past pupils;
- c. Sons of past pupils up to a maximum of 25% of the total places available;
- d. Pupils of traditional feeder primary schools
- e. Members of families with other CBC connections;
- f. Residents of the parish and who attend school in the parish;
- g. In the event of the number of applicants exceeding the number of places available, every effort will be made to accommodate pupils who demonstrate that CBC is their first choice of secondary school.

Applications by offspring in a multiple birth will be treated as a single application.

It is the responsibility of the Principal to select for admission from the total number of applicants those who best fit the admission criteria.

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), applicants will be selected by lottery.

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) a student's academic ability, skills or aptitude;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his family attending or having previously attended the school; other than (1) siblings of a student attending or having attended the school and/or (2) father of a student having attended the school.

In relation to (2) fathers 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.

- (f) 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 Christian Brothers College will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see Section 14 below in relation to applications received outside of the admissions period and Section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see Section 17 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Christian Brothers College you must indicate—

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

(ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Christian Brothers College 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 Christian Brothers College 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 Christian Brothers College 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:

Places may arise from time to time in classes from Second Year to Sixth Year. These will be allotted at the discretion of the principal. Information concerning previous attendance, disciplinary record, subject suitability and the prospective pupil's educational progress to date will be required. Students who are offered places are subject to the same acceptance terms as outlined in Sections 5, 10 and 11.

Places in the College will be offered on a provisional basis initially. During this period the student's discipline record will be monitored on a frequent basis. The student will be offered a place on a permanent basis when the Principal and Discipline Committee deem the student's behaviour to be acceptable.

Prospective parents and students should note that the College may not be in a position to accommodate the subject choices of the transferring student.

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:

Applications for students to the college after the commencement of the school year will be considered, subject to availability and the provision of the student record that has been deemed satisfactory, at the discretion of the principal.

16. 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 Christian Brothers College 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, Christian Brothers College places great importance on the religious or spiritual formation of all its students. Each student has his 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. Students will be required to remain in the classroom under their teacher's supervision as it is not possible to provide separate supervised centres throughout the school day.

17. 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.