



ADMISSION POLICY

CBC Monkstown Park



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Admission Policy of CBC Monkstown Park

**Christian Brothers College
Monkstown Park
Mounttown Road Upper
Dun Laoghaire
County Dublin
A96 TF64
Ireland**

Roll Number: 60180R

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 November 3rd 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 the CBC Monkstown Park 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

CBC Monkstown Park - Characteristic Spirit:

CBC Monkstown Park is a Catholic, all-boys, fee-charging secondary school in the voluntary sector 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 each 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 CBC Monkstown Park 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.

CBC Monkstown Park is a Catholic, all-boys school and a member of the Edmund Rice Schools Trust. In keeping with the tradition of Blessed Edmund Rice, CBC Monkstown Park is a school rooted in the Catholic values of education and we expect nothing but excellence from ourselves as educators and demand nothing but excellence from all our students. The Good News of the Gospel and the celebration of the sacraments forms and informs how we treat all members of our school community. We are rooted in the parish and community of St Patrick's Parish, Monkstown. St. Patrick's Church is within walking distance of the campus and our school gathers in church for prayer and in the College on numerous occasions throughout the school year including the following occasions:

-The Opening of School Year Mass

-November Memorial Services

-Advent Prayer and Carol Services

-Mass for Catholic Schools Week

-Lenten Liturgy

-Blessed Edmund Rice Feast Day

-6th Year Graduation Mass

Many of our pupils are involved in charitable activities in the parish. Each year we are involved in celebration of Catholic Schools Week and in May we mark Blessed Edmund Rice's feast day, an event at which the entire school comes together to celebrate. Students also participate

in numerous charitable activities that support the College ethos, such as the Immersion Project to Zambia and the College's Charity Committee.

Inspired by the five key elements of the Edmund Rice Schools Trust Charter, CBC Monkstown Park is continually responding to a changing world and supporting the leaders of the future to work in partnership, to care for the environment, to look after themselves and others equally and to be inspirational citizens.

The educational approach and characteristic spirit in our school is neither functional nor utilitarian, but subscribes to the holistic vision expressed in the following five key elements of our Patron's Charter:

- **Nurturing Faith, Christian Spirituality and Gospel-based Values;** CBC Monkstown Park, in partnership with the home and the parish, is dedicated to providing and developing a Catholic education that cultivates a living faith, fosters Christian spirituality and cherishes Gospel-based values. While promotion of the Christian ethos permeates the school, students of other faiths are welcomed and encouraged to grow in their own faith or religious practice. In this way we celebrate the richness and diversity of the school community.

- **Promoting Partnership in the School Community;** Inclusiveness, mutual respect and interdependence on each other are recognised as central to the development of the Edmund Rice School that is CBC Monkstown Park. As parents/guardians are the primary educators of their children they are seen as key partners in the school community. Likewise, students are always encouraged to take leadership and responsibility and as such their voice is listened to. Partnership enables the CBC Monkstown Park Community – management, parents, teachers, students, support staff, - to grow in a shared, collegial vision of education, giving all involved a real sense of ownership of their school.

- **Excelling in Teaching and Learning;** CBC Monkstown Park is characterised by inspiring, purposeful and innovative teaching in an orderly, safe and positive learning environment. High expectations are set and students are enabled to attain excellence in all dimensions of their education. Recognising the uniqueness of each child means that they can grow through educational processes that are sensitive to their developmental stages and their social and cultural backgrounds.

- **Creating a Caring School Community;** CBC Monkstown Park fosters in its members a sense of care, compassion and community. These values are reflected in the quality of relationships between all the school partners and in every interaction within the school and with outside agencies and communities. Commitment to social and ecological justice will be promoted, encouraged and developed within the school.

- **Inspiring Transformational Leadership;** CBC Monkstown Park is an inspirational place where all partners are encouraged to take ownership and exercise leadership. Our school leaders articulate a vision for their schools in keeping with the Edmund Rice tradition. They inspire minds and hearts, raise critical consciousness and cultivate a strong work ethic coupled with an enterprising spirit. Teachers, students and parents are encouraged to act as role

models and provide leadership by inspiring confidence, gaining acceptance and bringing people with them to a better future.

CBC Monkstown Park - Mission Statement:

To provide Catholic Education for boys and young men in a caring and Christian atmosphere in the pursuit of all-round character development and academic excellence.

CBC Monkstown Park - General Objectives:

At the heart of CBC Monkstown Park (a Catholic, fee-charging, all-boys school) is an environment which recognises and respects the dignity of each individual and which fosters attitudes of tolerance, respect, empathy, gratitude, concern for justice and social responsibility.

CBC Monkstown Park aims:

- To enable students to develop their talents to the full by providing a balanced, challenging curriculum which fosters intellectual, spiritual, emotional and physical growth.
- To foster an atmosphere which promotes self-esteem, honesty, justice and respect for others.
- To create a safe, healthy learning environment that nurtures self-discipline and encourages students to take responsibility for their own learning and become responsible citizens who act as forces for good.
- To promote co-operation, respect and commitment within the school so that all are unified as partners in learning for life.
- To enable students to engage in the positive learning environment and play a full part in school life and activities.

Students of CBC Monkstown Park are expected to observe the College's Code of Behaviour at all times while on college property, while travelling to or from college and while attending any college activity including school trips, sporting, cultural and school-related events. While wearing the College uniform, students are considered ambassadors for the College and are expected to behave in a manner consistent with the standards set by the College.

3. Admission Statement

CBC Monkstown Park 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.

CBC Monkstown Park is an all-boys, fee-charging school and does not discriminate where it refuses to admit a girl applying for admission to this school.

CBC Monkstown Park 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.

CBC Monkstown Park 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.

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

None

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.

A school that admits students of one gender only

CBC Monkstown Park 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.

All denominational schools

CBC Monkstown Park 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.

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:

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school.

An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

Subject to the above, the selection criteria are as follows:

To be eligible for admission, applicants must:

- Have reached the required age, 12 years on 1st January in the calendar year following the child's entry into First Year
- Have normally completed Sixth Class in Primary School
- Be willing, with parents/guardians, to accept the school's Code of Behaviour. Confirmation of acceptance of the school's Code of Behaviour is required in writing from parents/guardians and from all incoming students.

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the ordered priority list set out, to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Brothers and step-brothers of students currently enrolled in the school
2. Brothers and step-brothers of former students/eligible past pupils of the school. An eligible past pupil of CBC Monkstown is defined as a past pupil who has completed fifth and sixth year in CBC Monkstown.
3. Sons, step-sons and grandsons of former students/eligible past pupils of the school up to a maximum of 25% of the total number of places according to the annual admissions notice. An eligible past pupil of CBC Monkstown is defined as a past pupil who has completed fifth and sixth year in CBC Monkstown.
4. Sons of members of the current eligible teaching and non-teaching staff of CBC Monkstown Park who have at least two years of service in the school.

5. Applicants from boys currently enrolled in the following feeder primary schools, arranged here in alphabetical order for display purposes only:
 - Carysfort National School Convent Road Blackrock.
 - Guardian Angels' National School Newtownpark Avenue Blackrock.
 - Harold Boys' National School Dalkey.
 - Monkstown Park Junior School Monkstown.
 - Our Lady of Good Counsel Johnstown Boys' National School Dun Laoghaire.
 - St. Brigid's Boys' National School Foxrock.
 - St. Joseph's National School Tivoli Road Dun Laoghaire.
 - St. Patrick's Boys' National School Hollypark Blackrock.
 - The Harold School Glasthule.

6. Applicants from all other primary schools

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:

The school's arrangements

If required, a lottery process will be held to allocate the available places and notice of these lottery results will be communicated to all applicants in those categories listed above where a valid application has been received. This lottery process will be overseen by the School Principal, Deputy-Principal and a nominee of the Board of Management who is not a member of the Board.

Please note:

- (a) Where two or more siblings apply for admission to 1st Year, the applications will be deemed to be one application in the event that the applications are included in a random selection process during the admissions process. The purpose of this provision is to ensure that the applications are considered together during the admissions process. The effect will be that if one sibling secures a place the other sibling(s) will secure a place too.
- (b) Where the sons, step-sons, grandsons and step-grandsons of former pupils exceeds the maximum 25%, applicants unsuccessful in the lottery will have their applications entered under the ordered priority listing of selection criteria 5 or 6 as appropriate.
- (c) The Board of Management reserves the right to deviate from the priority list above in individual cases on exceptional humanitarian grounds. In such a case the exact humanitarian grounds on which the Board's decision is based will be recorded in the official board minutes.

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 naónraí;
- (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 CBC Monkstown Park except in the case of the school's selection criterion which is based on (1) siblings of a student attending or having attended the school and (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended CBC Monkstown Park, the school will 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to CBC Monkstown Park 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 decide 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.

Parents must accept the place within 14 days by payment of a non-refundable deposit of €1,000 and evidence of willingness to accept the school ethos and evidence of acceptance of the school code of behaviour. If the place is not accepted by the date specified in the letter of offer, the offer will be withdrawn. A second non-refundable deposit of €1,000 will be due by the 30th of March of 6th class. Both payments are offset against First Year fees.

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 CBC Monkstown Park, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

Successful applicants are not permitted to accept and then defer an offer of a place to another school year. Successful applicants, if taking up an offer of a place, must do so in the year of their proposed entry.

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 CBC Monkstown Park 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.
- (v) The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

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 data 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 CBC Monkstown Park 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 CBC Monkstown Park 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 board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school.

An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

The school will make every reasonable effort to facilitate an applicant seeking a transfer to our fee-charging school prior to the commencement of the school year. Such applications should be made on the CBC Transfer Application Form that is available on the school's website. Applications for transfer to years other than first-year will only be considered in the year prior to the requested date of transfer.

The School Principal shall firstly request all relevant information from the applicant's previous school(s) including all of the following:

- a list of all previous schools and dates attended;
- a copy of the applicant's three most recent school reports on school-headed paper and signed by an authorised school signatory;
- a character reference for the applicant from the school Principal or Year-Head of the most recent secondary school;
- a copy of the applicant's disciplinary record for the previous 12 months;
- where applicable, a copy of the applicant's Junior Cycle/Certificate results;
- full details of any additional educational resources and/or special educational needs allocated to the applicant in their previous school(s)
- a full and frank written disclosure from the applicant and his parents as to the reasons for the request to change schools to a class or year group other than the school's intake group.

The School Principal shall request the attendance of the applicant and his parents/guardians at an interview with a member of the school's management team.

The School Principal will decide on applications for admission to any other year other than First Year by applying the following criteria for consideration:

- Is the transfer possible based on class size and availability of places?
- Is the transfer in the best interest of the school?
- Is the transfer in agreement with the school's Admission Policy?
- Is the transfer in the best interest of the applicant?
- Is the transfer of educational benefit to the applicant?
- Is the applicant willing in conjunction with his parents to accept the school's Code of Behaviour? Confirmation of this acceptance of the school's Code of Behaviour is required

in writing from parents/guardians and all incoming applicants, regardless of the time of admission.

Where necessary, the school may consult with the Educational Welfare Officer.

Where an applicant is considered for a place the decision will be taken by the School Principal in consultation with the student's parents/guardians, with regard to the aforementioned documentation from the former school(s) and the views of the relevant Education Welfare Officer who may be involved in the case. The School Principal shall decide whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year. A decision will normally issue within 21 working days of the application.

The parents must confirm their acceptance in writing of an offer of a place within two weeks of the date of the offer of a place.

In accepting an offer of admission from CBC Monkstown, the parents must indicate—

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

The School Principal on behalf of the Board of Management CBC Monkstown Park reserves the right to refuse an application for admission or may withdraw an offer in exceptional circumstances. Such exceptional circumstances may include the following:

1. There is no availability of places at the time;
2. In the opinion of the School Principal, the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility;
3. It is established that information contained in the application form is false or misleading;
4. An applicant fails to confirm acceptance of an offer of admission within two weeks of the date of the offer of a place;

5. 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.
6. An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above; or
7. The application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria for consideration in accordance with this admission policy. The date of receipt of a properly completed Application Form will determine the position on this waiting list for consideration, within each of the criteria. In the unlikely event that there are two or more students tied for a place or places in any of the selection criteria categories set out previously, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the School Principal, Deputy-Principal and a nominee of the Board of Management who is not a member of the Board.

Offers of any subsequent places in the year group other than First Year that become available during the school year will be made to those students on the waiting list, in accordance with the order of priority and consideration in relation to which the students have been placed on the list.

Sharing of Data with other schools:

- Applicants should note that the provisions of the aforementioned section above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

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 school will make every reasonable effort to facilitate an applicant seeking a transfer to our fee-charging school after the commencement of the school year. Such applications should be made on the CBC Transfer Application Form that is available on the school's website.

The School Principal shall firstly request all relevant information from the applicant's previous school(s) including all of the following:

- a list of all previous schools and dates attended;
- a copy of the applicant's three most recent school reports on school-headed paper and signed by an authorised school signatory;
- a character reference for the applicant from the school Principal or Year-Head of the most recent secondary school;
- a copy of the applicant's disciplinary record for the previous 12 months;
- where applicable, a copy of the applicant's Junior Cycle/Certificate results;
- full details of any additional educational resources and/or special educational needs allocated to the applicant in their previous school(s)
- a full and frank written disclosure from the applicant and his parents as to the reasons for the request to change schools to a class or year group other than the school's intake group.

The School Principal shall request the attendance of the applicant and his parents/guardians at an interview with a member of the school's management team.

The School Principal will decide on applications for admission to any other year other than First Year by applying the following criteria:

- Is the transfer possible based on class size and availability of places?
- Is the transfer in the best interest of the school?
- Is the transfer in agreement with the school's Admission Policy?
- Is the transfer in the best interest of the applicant?
- Is the transfer of educational benefit to the applicant?
- Is the applicant willing in conjunction with his parents to accept the school's

Code of Behaviour? Confirmation of this acceptance of the school's Code of Behaviour is required in writing from parents/guardians and all incoming applicants, regardless of the time of admission.

Where necessary, the school may consult with the Educational Welfare Officer.

Where an applicant is considered for a place the decision will be taken by the School Principal in consultation with the student's parents/guardians, with regard to the aforementioned documentation from the former school(s) and the views of the relevant Education Welfare Officer who may be involved in the case. The School Principal shall decide whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year. A decision will normally issue within 21 working days of the application.

The parents must confirm their acceptance in writing of an offer of a place within two weeks of the date of the offer of a place.

In accepting an offer of admission from CBC Monkstown, the parents must indicate—

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
- (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

The School Principal of CBC Monkstown Park reserves the right to refuse an application for admission or may withdraw an offer in exceptional circumstances. Such exceptional circumstances may include the following:

1. There is no availability of places at the time;
2. In the opinion of the Board of Management, the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility;
3. It is established that information contained in the application form is false or misleading;

4. An applicant fails to confirm acceptance of an offer of admission within two weeks of the date of the offer of a place;
5. 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.
6. An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above; or
7. The application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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 CBC Monkstown Park 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 will be provided by the school (See list below). In line with the Edmund Rice Schools Trust Charter, CBC Monkstown Park 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.

Suggested Reading for Students Opting Out of RE:

Students within a particular faith tradition will be required to study material pertaining to their own faith. Students who are not aligned to any religious tradition will be provided with texts such as the following that deal with broad issues related to social and environmental justice, personal development, moral decision-making and philosophy. It is the responsibility of the class teacher to know which texts may suit these students and read them beforehand to assess their suitability. Students who opt out of RE class will not be offered extra tuition or supervised study periods.

- Junior Cycle**

- Stella by Starlight, Sharon Draper
- This Side of Home, Renée Watson
- Chicken Soup for the Teenage Soul, Jack Canfield, Mark Hansen & Kimberly Kirberger - Operation Redwood, S. Terrell French
- A Little Piece of Ground, Elizabeth Laird
- Wonder, R.J. Palacio
- The Lions of Little Rock, Kristin Levine
- Return to Sender, Julia Alvarez
- Sylvia & Aki, Winifred Conkling

- **Senior Cycle**

- Plato and the Platypus Walk into a Bar, Thomas Cathcart
- The Philosophy Files, Stephen Law
- The Choice: Embrace the Possible, Edith Eger
- I Was a Boy in Belsen, Tomi Reichental
- The Grapes of Wrath, John Steinbeck
- March: Book One (Trilogy), John Lewis and Andrew Aydin
- The Little Prince, Antoine De Saint-Exupéry
- Sophie's World, Jostein Gaarder
- Man's Search for Meaning, Victor Frankl

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.