



Boherbue Comprehensive School
Boherbue, Mallow, Co. Cork, P51 TK28.

School Roll Number: 81009B

Admission Policy

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PART A

General Information for All Applicants

1. Glossary of terms
2. Admission Statement
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Section 1. Glossary of Terms

'Applicant' means the parent / guardian of an Applicant, or, in the case of an Applicant who has reached the age of 18 years, the Applicant, who has made an application for admission to Boherbue Comprehensive School.

'Applicant' means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application for him/her has been accepted such that s/he is regarded as an Applicant of Boherbue Comprehensive School by virtue of application alone.

'Gender', in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". (This does not prejudice any Applicant who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.)

'Catchment Area' refers to the designated residential area for application to Boherbue Comprehensive School in respect of the person on whose behalf the application is being made. The catchment area for Boherbue Comprehensive is defined as: The Primary School the Applicant attended or if the applicant has moved into the catchment area.

'Parent' has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'Feeder Primary Schools' refers to the primary schools of preference for application to Boherbue Comprehensive School. The feeder primary schools for Boherbue Comprehensive School are:

1. Boherbue National School (A), Boherbue
2. Kiskeam National School (A), Kiskeam
3. Rockchapel National School (A), Rockchapel
4. Ballydesmond National School (A), Ballydesmond
5. Newmarket Girls National School (A), Newmarket
6. Newmarket Boys National School (A), Newmarket
7. Derrinagree National School (A), Derrinagree
8. Meelin National School (A), Meelin
9. Lismire National School (B), Lismire
10. Dromagh National School (B), Dromagh
11. St. Brendan's National School Rathcoole (B), Rathcoole
12. Freemount National School (B), Freemount
13. Knocknagree National School (B), Knocknagree
14. Cullen National School (B), Cullen
15. St. Colmans Boys National School (B), Kanturk
16. Convent of Mercy (B), Kanturk
17. Banteer National school (B), Banteer
18. Liscarroll National School (B), Liscarroll

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, **'Sibling'** refers to full siblings, half-siblings, foster siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, **'Sibling'** refers to full siblings, half-siblings, foster siblings and step-siblings.

'First-Year' means the intake group of Students for the most junior class or year in a school.

Section 2. Admission Statement & Legal Framework

Accordingly, Boherbue Comprehensive School shall not discriminate in its admission of an Applicant based on the following grounds:

1. Gender of the Applicant or Applicants. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
2. Civil status of the Applicant or Applicants;
3. Family status of the Applicant or Applicants;
4. Sexual orientation of the Applicant or Applicants;
5. Religion of the Applicant or Applicants;
6. Disability of the Applicant or Applicants;
7. Race of the Applicant or Applicants;
8. The Applicants membership of the Traveller community;
9. Special educational needs of the Applicant or Applicants.

Boherbue Comprehensive School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of an Applicant.

Section 3. Characteristic Spirit of a Comprehensive School under the joint patronage of Catholic and ETB Patrons and Religious Education

Boherbue Comprehensive School is a co-educational multi-denominational post-primary school under the joint patronage of The Bishop of Kerry and Cork ETB.

Comprehensive Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Comprehensive Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on 1973 on a green field site.

The core values of Boherbue Comprehensive School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Boherbue Comprehensive School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Boherbue Comprehensive School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Boherbue Comprehensive School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

Religious Education

Boherbue Comprehensive School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between '*religious education*' and '*religious instruction*':

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

Section 4. General Admission Provisions

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and
- the information provided by the Applicant in the application for admission.

In processing an application Boherbue Comprehensive School shall not consider:

1. The payment of fees or contributions to the school;
2. An Applicant's academic ability, skills or aptitude;
3. The occupation, financial status, academic ability, skills or aptitude of an Applicant's Parent(s);
4. A requirement that an Applicant or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
5. An Applicant's connection to the school due to a member of his or her family attending or having previously attended the school (unless the connection is a sibling of the Applicant concerned attending, or having attended, the school, or a parent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year).
6. The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Boherbue Comprehensive School will consider the offer of a place to every Applicant seeking admission to the school, unless one of the following applies:

- The Parent fails to confirm in writing that s/he accepts the Applicant Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Applicant.

Where Boherbue Comprehensive School considers an application, each Applicant shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

PART B

Information for Specific Categories of Applicants

5. Application to the First-Year Group
6. Application to All Year Groups Other than First-Year
7. Application to the Special Class

Section 5. Application to the First-Year Group

1. Admission Provisions (First-Year Group)

1. Oversubscription
2. Selection criteria in order of priority
3. Selection process
4. Late Applications
5. Second/third-round offers of a place
6. Acceptance of a place
7. Refusal
8. Withdrawal of an offer
9. Appeals

2. Appeals

1. Appeal where refusal was due to oversubscription
2. Appeal where refusal was for a reason other than oversubscription

1. ADMISSIONS PROVISION (First Year Group)

Where Boherbue Comprehensive School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

An Applicant applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy.

1. Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Boherbue Comprehensive School is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if an Applicant does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Applicant during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted to the school.

2. Selection criteria in order of priority

Boherbue Comprehensive School will apply the following criteria for admission to the First-Year Group:

1. If the applicant has siblings currently enrolled in the school;
2. Children of staff in Boherbue Comprehensive School;
3. Whether the applicant attended feeder primary school A;
4. Whether the applicant attended feeder primary school B;
5. If the applicant has siblings who were previously enrolled in the school;
6. If the applicant had a parent who previously attended the school (to a maximum of 25% of the places available);
7. Any other applicants.

3. Selection process

Boherbue Comprehensive School will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Boherbue Comprehensive School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

In the instance where the number of applicants for a place exceeds the number of places in the school the following process should apply. The Board of Management will oversee this process. The allocation of places will be conducted at a Board of Management meeting, in the presence of an independent observer.

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.
2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer all applicants who qualify under category Number 1 a place, this will be done and the process of offering places will move on to criterion Number 2.
3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.
7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.

4. Late applications

An application received by Boherbue Comprehensive School after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Boherbue Comprehensive School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received.

Where Boherbue Comprehensive School is not oversubscribed and it receives a late application, the Applicant seeking admission will receive an offer of a place within the school, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5. Second/third-round offers of a place

Where an Applicant is in receipt of an offer of a place within Boherbue Comprehensive School but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

6. Acceptance of a place

If the Applicant in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

7. Refusal

Where an Applicant in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

1. The reasons that the Student was not offered a place in Boherbue Comprehensive School;
2. Details of the Applicant's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
3. Details of the Applicant's place on the waiting list, if applicable; and
4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 an offer of admission may not be made where:

5. The information contained in the application is false or misleading in a material respect.

8. Withdrawal of an offer

An offer of admission may be withdrawn where:

1. The information contained in the application is false or misleading in a material respect, or
2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Applicant on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Applicant shall be treated as a late application in line with section 5.1.4 above.

9. Appeals

For information relating to an Applicant's right to appeal a decision of Boherbue Comprehensive School regarding admission to the First-Year Group, see section 5.5.

1. **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.
2. 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.

Section 6. Application to All Year Groups Other than First-Year

1. Admission Provisions (other than First-Year Group)

1. Oversubscription
2. Selection criteria in order of priority
3. Selection process
4. Late Applications
5. Second/third-round offers of a place
6. Acceptance of a place
7. Refusal
8. Withdrawal of an offer
9. Appeals

2. Appeals

3. Appeal where refusal was due to oversubscription
4. Appeal where refusal was for a reason other than oversubscription

1. ADMISSIONS PROVISION (Other than First Year)

Where Boherbue Comprehensive School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

An Applicant applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy.

1. Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Boherbue Comprehensive School is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if an Applicant does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Applicant during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted to the school.

2. Selection criteria in order of priority

Boherbue Comprehensive School will apply the following criteria for admission to a year-group other than First-Year:

1. Educationally sound
2. If the applicant currently has siblings enrolled in the school;
3. Children of staff in Boherbue Comprehensive School;
4. If the applicant has siblings who were previously enrolled in the school
5. If the applicant had a parent who previously attended the school (to a maximum of 25% of the places available);

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

3. Selection process

Boherbue Comprehensive School will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Boherbue Comprehensive School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

In the instance where the number of applicants for a place exceeds the number of places in the school the following process should apply. The Board of Management will oversee this process. The allocation of places will be conducted at a Board of Management meeting, in the presence of an independent observer.

1. Applications will be divided into categories based on the criteria for allocation of places stated in the policy.
2. Starting with category Number 1, places will be offered to applicants. Where there are sufficient places to offer all applicants who qualify under category Number 1 a place, this will be done and the process of offering places will move on to criterion Number 2.
3. The process outlined above will be repeated for the subsequent categories until the process reaches a category where the remaining number of places available is less than the number of applicants within this category.
4. Where the remaining number of available places is less than the total number of applicants within a category, the remaining places will be offered by means of a lottery involving all the applicants within this category.
5. When all available places have been allocated, the remaining applicants within the category will be placed on a waiting list in rank order based on the lottery.
6. The process of placing applicants on the waiting list in rank order will then be repeated for each subsequent category until all unsuccessful applicants have been allocated a place on the waiting list.
7. The waiting list will be recorded on school headed paper and the record will be signed in the presence of the Board of Management by the Chairperson of the Board of Management and the independent observer.

4. Late applications

An application received by Boherbue Comprehensive School after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Boherbue Comprehensive School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received.

Where Boherbue Comprehensive School is not oversubscribed and it receives a late application, the Applicant seeking admission will receive an offer of a place within the school, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the closing date will be applied i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5. Second/third-round offers of a place

Where an Applicant is in receipt of an offer of a place within Boherbue Comprehensive School but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

6. Acceptance of a place

If the Applicant in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

7. Refusal

Where an Applicant in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

1. The reasons that the Student was not offered a place in Boherbue Comprehensive School;
2. Details of the Applicant's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
3. Details of the Applicant's place on the waiting list, if applicable; and
4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 an offer of admission may not be made where:

5. The information contained in the application is false or misleading in a material respect.

8. Withdrawal of an offer

An offer of admission may be withdrawn where:

1. The information contained in the application is false or misleading in a material respect, or
2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Applicant on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Applicant shall be treated as a late application in line with section 6.1.4 above.

9. Appeals

For information relating to an Applicant's right to appeal a decision of Boherbue Comprehensive School regarding admission to the First-Year Group, see section 6.3.

1. **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.
2. 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.