

Catholic University School

89 Lower Leeson Street, Dublin 2 D02 KC81

Telephone : 01 775 6800

General enquiries: office@cus.ie

Admissions : admin@cus.ie

Website : www.cus.ie



Admission Policy
(Ratified 14th September 2020)

Catholic University School

Admission Policy 2021 - 2022

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 Catholic University 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 17 September 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 Catholic University School's process are set out in the school's Annual Admission Notice (see Appendix 1) 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 to any person who requests it.

2. TYPE OF SCHOOL

Catholic University School is a voluntary, fee-paying day secondary school for boys, with a Catholic ethos, operating under the trusteeship of the Marist Fathers. As such it supports the religious and educational philosophy of its founder, Fr. Jean-Claude Colin.

Catholic University School was established in 1867 following the handover of a school founded in 1852, staffed by members of the Catholic University of Ireland, to the Marist Fathers on the instruction of Cardinal Newman. The school was intended as a feeder school for Cardinal Newman's Catholic University of Ireland and was thus named Catholic University School.

3. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF CATHOLIC UNIVERSITY SCHOOL

Catholic University School is a Catholic, boys, voluntary secondary day school with a Catholic ethos under the trusteeship of the Marist Fathers. "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:

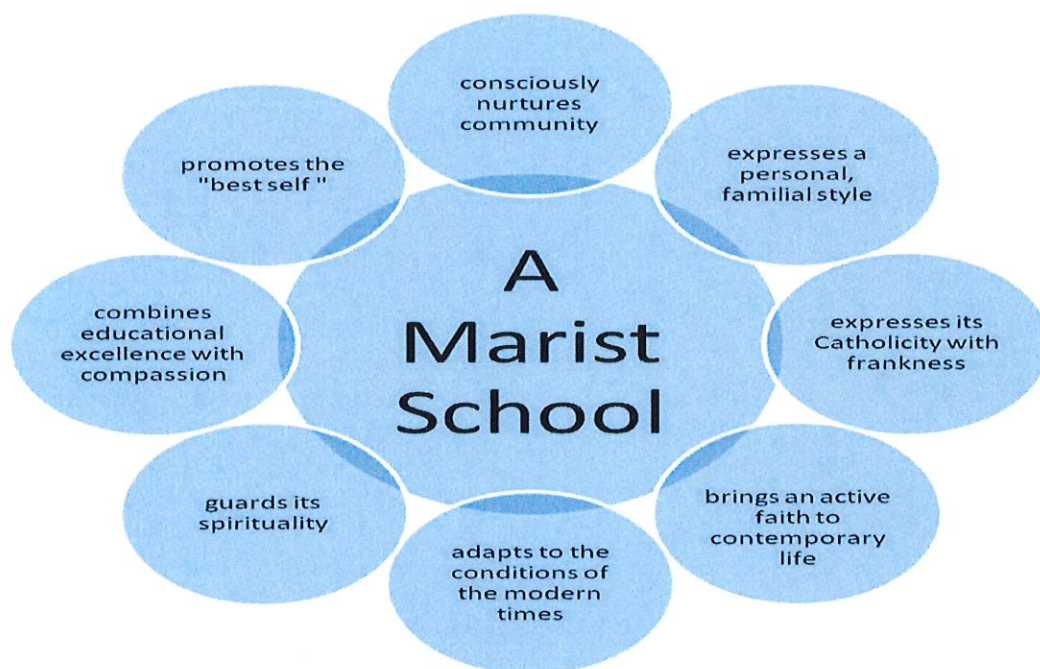
- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- (b) a living relationship with God and with other people

- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- (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 Catholic University School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Sub Mariae Nominae



4. OPERATING CONTEXT

Catholic University School operates within the legal context of the relevant sections of:

- Education Act 1998
- Equal Status Acts 2000
- Education (Admission to Schools) Act 2018

Catholic University School also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education and Skills
- The rights of trustees as set out in the *Education Act, 1998*
- The Marist Educational Authority (MEA) guidelines and regulations
- The Articles of Management of Catholic Secondary Schools
- The regulations of the Department of Education and Skills and the curricular programmes so prescribed which may be amended from time to time in accordance with Sections 9 and 30 of the *Education Act, 1998*.
- The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of fees paid and partial teacher allocations from the Department of Education and Skills. Implementation of the school plan and school policy has due regard to the resources and funding available.

Fee charging school

Notwithstanding the payment of a determined number of teaching posts by the Department of Education and Skills, Catholic University School is fee charging. Maintenance, co-curricular and additional staffing costs are paid from fees. All major capital projects are completed through fundraising.

In addition to the Department of Education & Skills allocation, the Board of Management employs and remunerates a number of staff.

Information regarding fees and other expenses will be provided by the Finance Office as part of the enrolment application process.

Admission to Catholic University School is contingent upon student fees and all other attendant and approved charges being discharged in a timely manner. No student will have the right to remain a student of Catholic University School in the event that fees properly due and owing remain unpaid.

5. ADMISSION FRAMEWORK

5.1 Admission Statement

Catholic University School's Admission Policy welcomes all students for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education. Catholic University School will not discriminate in its admission of a student to the school on any of the following grounds:

- a) the civil status ground of the student or the applicant in respect of the student concerned,
- b) the family status ground of the student or the applicant in respect of the student concerned,
- c) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- d) the disability ground of the student or the applicant in respect of the student concerned,
- e) the ground of race of the student or the applicant in respect of the student concerned,

- f) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- g) the ground that the student or the applicant in respect of the student concerned has special educational needs
- h) as an all-boys school Catholic University School does not discriminate where it refuses to admit a girl applying for admission to this school
- i) as a school whose objective is to provide education in an environment which promotes certain religious values Catholic University School does not discriminate where it admits a student of Roman Catholic religious denomination in preference to others.

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.

All queries arising from the Admission Policy may be addressed to Chairperson of the Board of Management, Catholic University School, or to Principal/Sec. B.O.M., Catholic University School, 89 Lower Leeson Street, Dublin 2 D02 KC81.

5.2 Students who are Eligible for Admission

Each year the Board of Management decides in advance the number of First Year students for whom Catholic University School can provide an appropriate education, having regard to the available facilities, personnel, and resources. Students eligible for admission to First Year must:

- Have reached the required age of 12 by January 1st of the calendar year following the child's entry into First Year;
- Have completed Sixth class in Primary School; students from other countries must have reached a comparable standard of education.

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see section 5.3 below for further details)
- 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.

In addition:

- Catholic University School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- Catholic University School is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school and our Catholic characteristic spirit.

5.3 Selection Criteria

The school will, when deciding on applications for admission, apply the following selection criteria in the sequential 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:

Table 1 Criteria for the Selection of Applicants for Admission

Criterion 1	Siblings of current/past pupils of CUS
Criterion 2 ¹	Sons/grandsons of past pupils of CUS
Criterion 3 ²	Pupils of CUS Prep School
Criterion 4 ³	Sons of CUS staff members & members of the Board of Management
Criterion 5 ⁴	All other applicants

NOTES:

- ¹ In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's Annual Admission Notice.
- ² Pupils who have spent a minimum of 2 years in CUS Preparatory School, up to a limit of 36 pupils in any given year. This figure will be decided annually by the Board of Management of CUS Senior School. (See Annual Admission Notice.) Allocation of a place in the Senior School is subject to acceptance and payment of a deposit towards fees, required on a date advised in the year preceding entry. (*Applicants from the primary school will only be considered eligible once their school account is cleared*).
- ³ Sons of members of staff of Catholic University School (with at least three years' service on closing date for applications) and sons of members of the Board of Management.
- ⁴ Where the number of applicants remaining exceeds the number of places remaining, places will be allocated on a random selection system.

5.4 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 Catholic University School were unsuccessful due to the school being oversubscribed will be compiled by means of a random selection and will remain valid for the school year in which admission is being sought. Placement on the waiting list of Catholic University School is in the order of priority assigned to the students' applications according to the selection criteria outlined in *Table 1* above. The random selection will be conducted as follows:

- The random selection will be supervised by at least two of – A member of An Garda Síochána, the Marist Provincial's nominee, the Principal, the Chairperson of the Board of Management, the Chairperson of the Parents Association, the Director of the MEA, the Chairperson of the Board of Governors.
- Names will be drawn until all places are allocated.
- When all places are allocated, names of applicants will continue to be drawn to establish the order of the waiting list.
- If a vacancy arises it will be allocated to the applicant highest on the waiting list.

- Allocation 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.

In the event that there are two or more students tied for a place or places in any one of the selection criteria above (the number of applicants exceeds the number of remaining places), the matter will be adjudicated upon by the Principal.

5.5 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 student's prior attendance at a pre-school or pre-school service, including *naíonraí*,
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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).

6. APPLICATION PROCEDURE

To apply, parents/guardians should complete the official Catholic University School Application Form, available from the school office and from the school website (www.cus.ie). The application form must be completed in consultation with this Admission Policy, which is also available on demand from the school office or on the school website.

- Applications may be submitted from October 1st to October 22nd (or closest working day) of the year preceding the year of joining.
- The closing date for receipt of completed applications for First Year for the school year 2021-2022 is October 22nd 2020.
- Incomplete application forms will not be processed but will be returned to the parents/guardians for completion.
- Late applications will be considered only after all applications received on time have completed the admissions process and if there are places still available in the given year group.
- It is the responsibility of parents/guardians to ensure that all information submitted is accurate, including the date of entry.
- It is the responsibility of parents/guardians to notify the school in writing of any changes in the detail contained on the application form, including any change to contact details such as address and phone numbers. The school takes no responsibility for incorrect information submitted in the application process.

7. ALLOCATION OF PLACES IN FIRST YEAR

Decisions regarding student admissions are a matter for the Principal. All decisions on applications for admission to Catholic University School will be based on the following:

- The 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.

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. (Please see section 7.6 below in relation to applications for places in years other than the intake group.)

A maximum of 92 places will be available in First Year for the school year 2021-2022. In the event that applications for admission exceed this number the Principal will allocate places through the use of a random selection system, as described in section 5.3 above. The offer process will be completed by the deadline set out in the school's Annual Admission Notice of the year of application (i.e. the year before applicants would join secondary school). However, returned places will be allocated to applicants on the waiting list as and when such places become available.

Please note regarding the above:

- Applications from twins or triplets will not be treated as separate applications, i.e. if a place is offered to one twin/triplet then a place is also allocated to the other brother(s).
- Only students whose applications have been received on time will be allocated places in accordance with the criteria above.
- Places will only be allocated to students in a given category after all students in each previous category have been allocated a place.
- Where there are fewer places remaining than applicants in a given category, students will be allocated places on the basis of a random selection, conducted as described above.
- A student who is placed on a waiting list is not in any way guaranteed a place in the school.

7.1 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. In the case of oversubscription, late applications will go to the end of the waiting list, in the order in which they are received.

7.2 Notifying Applicants of Decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admission Notice. If a student is not allocated a place in our school, the reasons why they were not allocated 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.

7.3 Acceptance of a Place by an Applicant

In accepting an allocation of a place from Catholic University School, 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.

When a place in Catholic University School is allocated, parents/guardians will be required to confirm in writing their acceptance of the place. This must be accompanied by a non-refundable deposit towards fees of €1,450.00. 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 towards fees of €1,450 is required in March of the year of joining.

7.4 Withdrawal of an Offer of a Place

The allocation of a place will be withdrawn if:

- the place is not accepted in writing, accompanied by the non-refundable deposit, by the date specified in the letter offering the place [see Section 5 above];
- it subsequently emerges that information furnished in the application form was false and the false information resulted in the allocation of a place which would not have been offered otherwise.
- the applicant and his parents/guardians do not confirm their acceptance of and commitment to make all reasonable efforts to ensure compliance with the school's Code of Behaviour by the student.
- the applicant and his parents/guardians do not complete the detailed student data form that will be issued following offer of the place. This form comprises an Educational Passport that ensures the smooth transition to Catholic University School.

7.5 Transfer of a Student from Another School

Catholic University School will make every reasonable effort to facilitate a student seeking a transfer to our school. All such applications will be considered on an individual basis, subject to the availability of a place at the time of application. Application forms are available from the school office on request, or from the school's website (www.cus.ie). A copy of this Admissions Policy will accompany each application form.

Applicants must meet the school's entry criteria, and furnish a full and honest reason for seeking a placement in Catholic University School. Misleading or untruthful information will render an application invalid.

Applicants must complete the application form, giving all of the details required. Incomplete forms will be returned to Parents/Guardians. Parents/Guardians should sign the application form and date it. Parents/Guardians are required to provide an emergency contact phone number.

8. ENROLMENT CRITERIA

Applicants must meet any criteria laid down by the Department of Education and Skills from time to time e.g. applicants must not have already spent six years at second-level or apply for a course which would necessarily result in their spending longer than six years at second level.

All students entering the school must supply a Birth Certificate or other appropriate identification as determined by the school (returnable to the parent/guardian), a copy of which will be retained on school files/records.

The behaviour/disciplinary record of a student in their previous school(s) shall be an important factor. The school reserves the right to refuse to admit a student whose behaviour in their previous school has been deemed unsatisfactory, or is a cause for health and safety concerns or where there has not been a satisfactory level of co-operation between the previous school and the student's parent(s)/guardian(s). The attendance record of a student in their previous school shall also be an important factor.

The availability of suitable places in any given year group shall be of paramount importance and shall be one of the determining factors of admission.

9. APPEALS PROCEDURE

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.

"The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15 (2) (d) of the Education Act 1998" (Education (Welfare) Act 2000 (Section 19 (1)).

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see section 5.3 above for further details)
- 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

In addition:

- Catholic University School provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- Catholic University School is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school and our Catholic characteristic spirit.

10. Reviews/Appeals

10.1 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 of Management to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998. The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board of Management will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

10.2 Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission. An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed. An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills. The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

11. RATIFICATION

This policy was ratified by the Board of Management of Catholic University School on 14th September 2020 and was agreed for publication by the Marist Educational Authority.

CONSULTATION & REVIEW

This policy has been drawn up by the Board of Management of Catholic University School. We are committed to the review and development of our school policies and this policy will be reviewed annually by the Board of Management. It will be examined to ensure legal compliance and the maintenance of best practices.

Signed: Diarmaid Ó Murchú
Diarmaid Ó'Murchú
Chairperson Board of Management

Signed: Thomas J Byrne
Thomas J Byrne
Principal

Dated: 18th Sept 2020

Dated: 18th Sept 2020

Catholic University School

89 Lower Leeson Street, Dublin 2 D02 KC81

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Annual Admission Notice
(Ratified 17th September 2020)

Catholic University School
Annual Admission Notice
in respect of admissions to the 2021-2022 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2021-2022 school year is available as follows: –

To download at: <https://cus.ie/admissions/>

On request: By emailing admin@cus.ie or office@cus.ie, or by writing to: School Secretary, Catholic University School, 89-92 Leeson Street Lower, Dublin 2 D02 KC81.

PART 1 - Admissions to the 2021-2022 school year

Application and Decision Dates for admission to the 2021-2022 school year

The following are the dates applicable for admission to 1st Year:

	Date
The school will commence accepting applications for admission on	1 st October 2020
The school shall cease accepting applications for admission on	22 nd October 2020
The date by which applicants will be notified of the decision on their application is	12 th November 2020
The period within which applicants must confirm acceptance of an offer of admission is	15 th December 2020*

* Failure to accept an offer within the prescribed period above may result in the offer being withdrawn

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Number of places being made available in 2021-2022

The number of places being made available in first year in 2021-2022 is	92
The number of residential places is (boarding schools only)	n/a
The number of non-residential places is (boarding schools only)	n/a

Note:

Upon approval of the school's revised Admissions Policy by the Trustees, all applicants will be contacted to be informed that due to the introduction of the amended *Education (Admission to Schools) Act 2018* we are not in a position to accept their applications for the 2021-2022 school year at this time. We will however hold their application on file for this year and contact them on October 1st 2020 to ask if they still wish to proceed with this application. A copy of the school's Admissions Policy will be enclosed with this communication.

PART 2 - Admissions to the 2020-2021 school year

Information regarding the admission process for the Intake Group for 1st year for the 2020-2021 school year

In respect of the 2020-2021 school year, the total number of applications for admission received by the school was 230.

Breakdown of places allocated for the 2020-2021 school year:			
Number of places available:		92	
Number of applications received:		230	
Number of Offers made and accepted under each criteria:		No. Offered	No. Accepted
Criterion 1	Siblings of current/past pupils of CUS	24	22
Criterion 2	Sons/grandsons of past pupils of CUS	9	5
Criterion 3	Pupils of CUS Prep School	36	22
Criterion 4	Sons of CUS staff members or of Board members	0	0
Criterion 5	All other applicants	36	43
Total number of offers made		105	92
Number of names placed on waiting list for the school year concerned.		138	