

Catholic University School

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Admission Policy (Ratified September 26th 2023)

Catholic University School

Admission Policy 2023 - 2024

1. INTRODUCTION

In compliance with Section 15 (2)(d) of the Education Act, 1998 and changes under the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000, the Board of Management of Catholic University School hereby sets out its Admission Policy and trusts that, by doing so, parents/guardians are suitably informed in relation to enrolment matters. 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 September 26th 2023 . 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 online Application Form for admission is published on the school's website. The application form for 1st Year, 2024 will be available from 2nd October until the application deadline on 23rd October, 2023.

The online Student Transfer Application Form (2nd-5thYear) is also available on the school website. The application deadline for these year groups is 1st May each year.

Please note that all applications must be submitted via the online Application Form only. A €60.00 administration fee must accompany all applications. This fee is non-refundable.

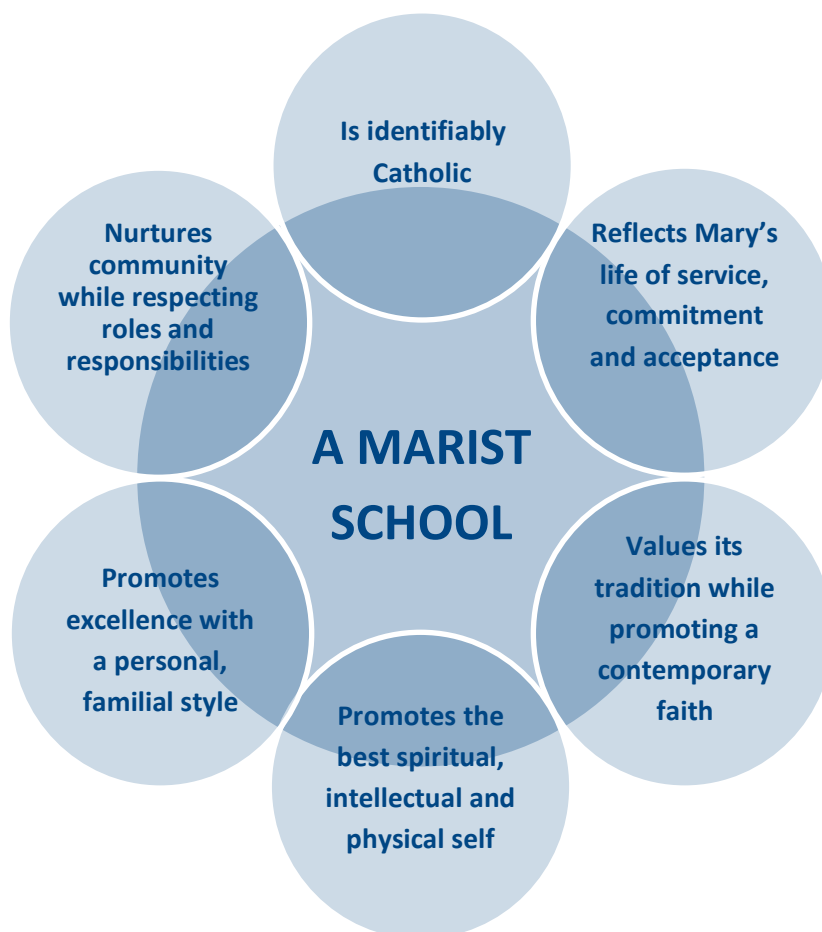
2. TYPE OF SCHOOL

Catholic University School is a voluntary, fee-paying day secondary school for boys, 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.

Marist Education Core Values



3. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF CATHOLIC UNIVERSITY SCHOOL

“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 Section 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.

4. OPERATING CONTEXT

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

- Education Act 1998
- Equal Status Act 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.

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

The Catholic University School will comply with any direction served on the board or the patron under section 37A and 67(4)(b)."

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 (1st – 5th Year)

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 1 year in CUS Preparatory School, up to a limit of 40 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 online Catholic University School Application Form, available from the school website (www.cus.ie). Only applications submitted via the online system will be accepted. 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 online from October 2nd to October 23rd (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 2023-2024 is October 21st 2023

- Incomplete application forms will not be processed. Parents/guardians will be asked to resubmit an application form to be received by the Admissions Office on or before the closing date.
- 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 96 places will be available in First Year for the school year 2023-2024. 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:

- 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
- 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 €3,000. If the place is not accepted by the date specified in the letter of offer, the offer will be withdrawn.

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 (including the admission of students to other years and during the school year)

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. The online Student Transfer Application Form is available on the school website (www.cus.ie).

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

Applicants must complete the online application form, giving all of the details required. Incomplete forms will not be processed, and Parents/Guardians will be asked to resubmit the application. 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.

On receipt of a Student Transfer Application, the Principal shall firstly request all relevant information from the applicant's previous school(s), including all of the following:

- i. A list of all previous schools and dates attended;
- ii. A copy of the applicant's three most recent school reports, on school-headed paper, and signed by an authorised school signatory;
- iii. A character reference for the applicant from the Principal and/or Year Head of the most recent secondary school;
- iv. A copy of the applicant's disciplinary record for the previous 12 months;
- v. Where applicable, a copy of the applicant's Junior Cycle/Certificate results;
- vi. Full details of any additional educational resources and/or additional educational needs allocated to the applicant in their previous school(s);
- vii. 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 First Year intake group.

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

- i. Is the transfer possible based on class size and availability of places?
- ii. Is the transfer in the best interest of the school?
- iii. Is the transfer in agreement with the school's Admission Policy?
- iv. Is the transfer in the best interest of the applicant?
- v. Is the transfer of educational benefit to the applicant?
- vi. Is the applicant willing, in conjunction with his parents/guardians, to accept the school's Code of Behaviour? Confirmation of this acceptance of the school's Code of Behaviour is required by all parents/guardians and all incoming applicants, regardless of the time of admission. Upon enrolment, all students will complete a course regarding the Code of Behaviour, to ensure full understanding of the contents of the policy.

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. 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. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom:

- i. An application for admission to the school has been received;
- ii. An offer of admission to the school has been made, or
- iii. An offer of admission to the school has been accepted.

The list may include any or all of the following:

- i. The date on which an application was received by the school;
- ii. The date on which an offer of admission was made by the school;
- iii. The date on which an offer of admission was accepted by an applicant;
- iv. A student's personal details including his name, address, date of birth and Personal Public Service Number (within the meaning of Section 262 of the Social Welfare Consolidation Act, 2005).

10. ARRANGEMENTS REGARDING OPTING OUT OF RELIGIOUS INSTRUCTION

A parent of a student, or a student who has reached the age of 18, who wishes to attend Catholic University School without attending religious instruction, should make a written request to the Principal. A meeting will then be arranged with the parent and/or the student, on a case by case basis, in order to ascertain whether reasonable accommodation of that request is possible.

11. 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)).

The Board of Management has a duty of care to ensure, as far as is practicable, the health and safety of the students and staff. An application 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, or risk significantly interfering with the right of other students to an appropriate education. 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 the Board has responsibility.

The school will make every reasonable effort to facilitate an applicant seeking to transfer to our school, prior to the commencement of the school year.

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.
- It is established that information contained in the application form is false or misleading;
- An applicant fails to confirm acceptance of an offer of admission within the specified timeframe.
- 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 places available in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

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.

Oversubscription to a Year Group other than First Year:

In the event that applications to a particular year group, other than First Year, exceed the number of places available, a waiting list of students 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 in accordance with this Admission Policy. The date of receipt of a properly completed Student Transfer Application Form will determine the position on this waiting list 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 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 random selection process overseen by the 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 a 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 in relation to which the students have been placed on the list.

12. Reviews/Appeals

12.1 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.

12.2 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.

13. RATIFICATION

This policy was ratified by the Board of Management of Catholic University School on September 26th 2023 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: _____
Chairperson, Board of Management

Signed: _____
Principal

Dated:

Dated:



Annual Admission Notice

(Ratified September 26th 2023)

Catholic University School
ANNUAL ADMISSION NOTICE FOR 2024/25

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2024/25 school year are available as follows: –

To download at: www.cus.ie

On request: By emailing office@cus.ie or writing to : 89-92 Lower Leeson st. Dublin2

1. Application and Decision Dates for admission to 1st Year for 2024/25

1.	The school will commence accepting applications for admission on	October 2nd 2023
2.	The school will cease accepting applications for admission on	October 23rd 2023
3.	Applicants will be notified in writing of the decision on their application by	November 10th 2023
4.	Applicants must confirm acceptance of an offer of admission by	November 24th 2023

Failure by an applicant to accept an offer by November 24th 2023 may result in the offer being withdrawn.

2. Number of places being made available in the 2024/25 school year

The number of places being made available in 1 st year is	96
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, and the introduction of the amended *Education (Admission to Schools) Act 2018* we can only accept application forms for entry into First Year during the application window in October of the year preceding entry, e.g. we can only accept applications for First Year, 2024 in October, 2023. We cannot accept and/or process First Year applications for any other year.

3. Breakdown of applications in the previous year

The total number of applications for admission received by the school for admission in 1st year in the 2023/24 school year was 220

Breakdown of places allocated for 1st Year for the 2023/24 school year:	
Number of places available:	92
Number of applications received:	220
Offers made and accepted under each criteria:	
Criteria 1: Siblings of Current/Past Pupils of CUS	21
Criteria 2: Sons/Grandsons of Past Pupils of CUS	03
Criteria 3: Pupils of CUS Prep School	18
Criteria 4: Sons of CUS Staff Members or of Board Members	0
Criteria 5: All Other Applicants	178
Number of names placed on waiting list for the school year concerned:	108