



## **Admission Policy of St Colman's College**

**School Address: Fermoy Co. Cork**

**Roll number: 62260c**

**School Patron: Most Rev. Dr William Crean Bishop of Cloyne**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 24 August 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 St Colman's College admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned. The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### **2. Characteristic spirit and general objectives of the school**

St Colman's College is a Catholic **ALL BOYS** voluntary secondary school with a Catholic ethos under the trusteeship of The Mac Leinin Trust. The 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.

“Catholic Ethos” in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral, and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death, and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St Colman's College shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

### **School Ethos**

Patron Saint, St. Colman of Cloyne is the Patron Saint of the College. Born around 530 A.D., we know that his missionary work was principally in East Cork and that he founded a monastery for male religious at Cloyne. The round tower as seen nowadays is built on the site of that monastery. Perhaps you will have noticed the College crest already: - it displays the symbol of the Cross on one side of the round tower and the scholar's quill for writing on the other. Together they remind us of the pursuit of holiness and of the student's call to the learning that are set as a challenge to all who follow Christ. The College motto is "Dilis do Dhia agus d'Eirinn".

St. Colman's is a voluntary Catholic all boys' secondary school, nowadays a day school only within the free education scheme and open to all students. It is described as a Diocesan College simply because it was originally built on the instructions of the Catholic Bishop of the Diocese of Cloyne and other trustees in 1858 to provide a high quality Catholic education for the young men of the diocese. These were the explicit instructions/intentions attached to the founding Deed of Trust. Such instructions are foundational to what is nowadays called the characteristic spirit or Catholic ethos of the College. Every school in fact throughout the world has an ethos of some kind – there is no such thing as a school free of ethos. While there are many secondary schools in Ireland with a Catholic ethos (under various Trusts such as ERST and CEIST), St. Colman's belongs to a group of forty diocesan schools directly under the trusteeship/patronage of the Irish Bishops concerned. Cloyne has four such diocesan secondary schools within that network. Although it is a Catholic school, St. Colman's College is equally welcoming to and respectful of students of other faiths and of none, as is clear from its admissions policy.

St. Colman's strives to achieve the highest academic excellence for all and to be open for dialogue with all. This inherited faith tradition needs to be supported and nourished in new ways and in new generations. The idea of ethos needs to be combined with mission witness. Ethos is not a vague philosophy or attitude to life, but something that is witnessed to in the daily life and commitment of all who share in the educational enterprise – Trustees, Board of Management, Principal, staff, parents and students. Just to declare an ethos (within a picture-frame) at the front door means truly little. Ethos will only become a reality when the entire educational community in a school takes responsibility for that ethos, shares it, and lives it.

## **Gospel Values: Love, Care, Respect**

Catholic schools continue the work of Jesus the teacher. Jesus is called “teacher” on forty-six occasions in the Gospels. It is the title most associated with him in the Gospels. His was a healing ministry, a setting free, an invitation to become Christ-like, a leading out into somewhere new, namely the Kingdom of God where all of one’s talents can be used for personal growth and for the common good. St. Colman’s College is committed to continuing this ministry of Jesus. St. Colman’s, like other Catholic schools, colleges and universities is part of a living tradition. The mystery of Christ from the time of the first Christian gatherings is something that we receive rather than create. It was proclaimed in God’s word and found life in the daily faith and caring response of succeeding generations when for example, parents were inspired to live it and to pass it on. The reality of a faith tradition is the bedrock for Catholic schools. Schools that are embedded in Catholic tradition and seek to live it for our times are a key part of the life of the Church. St. Colman’s students participate in many charitable projects and activities of Christian and Catholic import through the school year. Catholic schools respect both faith and reason. There is no contradiction between being a fully educated person and a committed Christian. Rather the contrary is true. Both faith and reason working together for the good of civilisation can open doors to a new range of possibilities that are emerging through information technology.

### **THE COLLEGE’S MISSION STATEMENT**

The College’s Mission Statement (framed at the front door entrance) is a clear expression of how the management, the staff and the student body seek to fulfil the founding intention of the Trust. Over the past 160 years, people from the many parishes within the diocese of Cloyne and surrounds have appreciated and highly valued the education that they and their families have received in this faith environment. Most notably, one recalls the hundreds of students who went on to be diocesan priests in the diocese of Cloyne and missionary priests in many countries. Likewise, there are past pupils who are laymen of great Christian commitment and distinction working in many careers locally and across the globe. This inherited faith tradition needs to be supported and nourished in new ways and in new generations. The idea of ethos needs to be combined with mission witness. Ethos is not a vague philosophy or attitude to life, but something that is witnessed to in the daily life and commitment of all who share in the educational enterprise – Trustees, Board of Management, Principal, staff, parents and students. Just to declare an ethos (within a picture-frame) at the front door means little. Ethos will only become a reality when the entire educational community in a school takes responsibility for that ethos, shares it, and lives it.

### **Our Mission aims are:**

- (a) To nurture the full academic and personal development of all in the school community.
- (b) To enhance the self-esteem of each person in an environment of mutual respect.
- (c) To attempt, as a Catholic school, to apply the caring values of the Gospel to all aspects of our school life.
- (d) To foster good relationships within the school, with parents and with the local community.

### 3. Admission Statement

St Colman's College will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St Colman's College is an **ALL**-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St Colman's College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic Faith in preference to others.

St Colman's College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the school.

### 4. Admission of Students

This school shall admit each student seeking admission except where –

- (a) the school is oversubscribed (please see [section 6](#) below for further details)
- (b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- (c) As an **ALL** Boys School, St Colman's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- (d) As a Catholic Faith School, St Colman's College may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

## 5. Oversubscription

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

### **Selection Criteria.**

- (a) Applicants for the upcoming academic year, with brothers attending the school
- (b) A son of a member of the teaching staff (with a permanent/CID contract on closing date of admission) or a member of the ancillary staff.
- (c) Applicants whose brother(s) attended the school in the past.
- (d) Applicants whose father /Grandfather was a past-student provided the maximum number of places filled, pursuant to that criterion, does not exceed 25 per cent of the available places as set out in the school's annual admission notice for the school year concerned.
- (e) Applicants from Primary schools within the traditional catchment area.
- (f) Applicants from schools outside the traditional catchment area who have previously sent students to St Colman's.
- (g) Students from other schools.

### NOTE:

If there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply

- (a) All applicants within the specific criteria category will be listed by lottery (see below).
- (b) Additionally, in circumstances where all available places have been allotted without the application of ALL selection criteria, remaining candidates will be listed within their respective categories by lottery (see below).

### **Lottery Arrangements**

#### **Conduct of Lottery**

All applicants within the specific category will have their names drawn until all places are filled. When the places are filled, the remaining names of the applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

#### **Supervision of Lottery**

The lottery will be supervised by two (2) members of the Board of Management (BOM) and a solicitor who is NOT a Board member.

## **6. What will not be considered**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills, or aptitude.
- (d) the occupation, financial status, academic ability, skills, or aptitude of a student's parents.
- (e) a requirement that a student, or his parents, attend an interview, open day, or other meeting as a condition of admission.
- (f) a student's connection to the school by virtue of a member of his family attending or having previously attended the school other than the selection criterion based on
  - i. siblings of a student attending or having attended the school and/or
  - ii. parents or grandparents of a student having attended the school **up to a maximum of 25% of the available spaces as set out in the school's annual admission notice.**
- (g) the date and time on which an application for admission was received by the school, 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.

## **7. Decisions on applications**

All decisions on applications for admission to St Colman's College will be based on the following:

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

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

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

## **8. Notifying applicants of decisions**

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

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

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## **9. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St Colman's College, you must indicate—

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

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school. Additionally, applicants should make themselves aware of, and be familiar with, the data sharing permissions allocated to schools to facilitate the efficient admission of students in Section 11 below.

## **10. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St Colman's College where:

- (a) it is established that information contained in the application is false or misleading.
- (b) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (c) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (d) an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in Section 10 above.

## **11. 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 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:

- (a) an application for admission to the school has been received,
- (b) an offer of admission to the school has been made, or
- (c) an offer of admission to the school has been accepted.

The list may include any or all the following:

- (a) the date on which an application for admission was received by the school.
- (b) the date on which an offer of admission was made by the school.
- (c) the date on which an offer of admission was accepted by an applicant.
- (d) a student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **12. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Colman’s College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Colman’s College is in the order of priority assigned to the students’ applications after the school has applied **the selection criteria in accordance with this admission policy.**

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

### **13. 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.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available.

Late applicants will automatically be added to the waiting list the selection criteria in accordance with this admission policy will apply.

### **14. Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students to other years who

- (a) are not already admitted to the school to classes or years other than the school's intake group and / or
- (b) are not already admitted to the school, after the commencement of the school year in which admission is sought are as follows:
  - i. The school may, within available capacity, accept applications for enrolment for year groups other than the school's intake group up to and including repeat Leaving Certificate students.
  - ii. The school endeavours to ensure that all applicants for enrolment receive a place in the school, structural/regulatory limitations permitting. These limitations may include class size, staff provision, physical accommodation or Health and Safety issues arising from Department of Education and Science regulations and/or School Risk assessments.
  - iii. Applicants seeking to transfer from other schools may be accepted based on the previously stated provisions of this Admissions Policy. Additionally:
    - 1. The applicant must satisfy School Management as to the reason for transfer. The school will request information from the applicant's previous/present school concerning attendance, educational progress, disabilities, and/or special educational needs. (Section 20 Education Welfare Act 2000).

2. School Management must satisfy itself that the transfer is in the best interests of the applicant.
3. The School Management may consult the Education Welfare Officer if appropriate.
4. “The Board of Management has a duty of care to ensure, as far as practicable, the health and safety of the students and staff of the school. In addition, the board of Management is required under Section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that Board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education”

### **15. Declaration in relation to the non-charging of fees**

The board of St Colman’s College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

### **16. Arrangements regarding students’ nonparticipation in religious Education**

The following are the school’s arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, has requested that the student attend the school without participating in religious education in the school.

Parents / Guardians or in the case a student over the age of eighteen years, the student, must submit any request for nonparticipation in religious education classes, in writing, to the School Principal. This written request must contain the reason or reasons why the student should be excused from participation in the Religious education classes.

Following receipt of a request for nonparticipation in religious education the Principal will arrange to meet the parents / student concerned to discuss the request and any arrangements required.

Under current staff and accommodation constraints within St Colman’s College it will not be possible to permit nonparticipating students to absent themselves from the classroom during Religious education classes.

Nonparticipation at Religious education class will not result in a reduction in the school day nor will it result in a Free Class for the completion of homework.

Accordingly, Parents / the student will be required to provide appropriate reading material drawn from their own religious traditions and/or beliefs, to be studied during Religious Education classes by their son/s, the student.

This approach highlights the importance the school places on the religious or spiritual formation of all its students irrespective of their traditions and acknowledges that all students have their own personal journey that should be encouraged and respected.

## 17. Reviews/appeals

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

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

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

### **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.

**ST COLMAN'S COLLEGE**  
**FERMOY**  
**ANNUAL ADMISSION NOTICE FOR 2021/22**

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/22 school year are available as follows: – To download at: [www.stcolmanscollege.com](http://www.stcolmanscollege.com)  
 On request: By emailing [office@stcolmanscollege.com](mailto:office@stcolmanscollege.com) **or** writing to: St. Colman's College, Fermoy, Co. Cork

**1. Application and Decision Dates for admission to 1<sup>st</sup> Year for 2021/22**

|    |                                                                                |                                           |
|----|--------------------------------------------------------------------------------|-------------------------------------------|
| 1. | The school will commence accepting applications for admission on               | <b>1st October 2020</b>                   |
| 2. | The school will cease accepting applications for admission on                  | <b>Friday 8<sup>th</sup> January 2021</b> |
| 3. | Applicants will be notified in writing of the decision on their application by | <b>29<sup>th</sup> January 2021</b>       |
| 4. | Applicants must confirm acceptance of an offer of admission by                 | <b>12<sup>th</sup> February 2021</b>      |

Failure by an applicant to accept an offer by the [12<sup>th</sup> February 2021] may result in the offer being withdrawn.

**2. Number of places being made available in the 2021/22 school year**

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| The number of places being made available in 1 <sup>st</sup> year is | <b>88</b> |
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**3. Number of places in 1<sup>st</sup> year for the 2021/22 school year which were offered and accepted before 1 February 2020**

|                                                                                                                                                                                                      |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| The number of places for 1 <sup>st</sup> year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is | <b>0</b> |
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**4. Breakdown of applications in the previous year**

The total number of applications for admission received by the school for admission in 1<sup>st</sup> year in the 2020/21 school year was **140**

| <b>Breakdown of places allocated for 1<sup>st</sup> Year for the 2020/21 school year:</b> |                                                                                                                                  |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Number of places available                                                                | <b>125</b>                                                                                                                       |
| Number of applications received                                                           | <b>140</b>                                                                                                                       |
| Offers made and accepted under each criteria                                              | Criteria 1: <b>28</b><br>Criteria 2: <b>0</b><br>Criteria 3: <b>20</b><br>Criteria 4: <b>25</b><br>Remaining Criteria: <b>52</b> |

|                                                                      |          |
|----------------------------------------------------------------------|----------|
| Number of names placed on waiting list for the school year concerned | <b>0</b> |
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