

**Admission Policy of Boherbue Comprehensive School
Boherbue, Co. Cork, P51 TK28**

Roll number: 81009B

School Patron/s: Bishop of Kerry and Minister for Education

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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 students attending the school.

The policy was approved by the school patron on 20/05/21 and reviewed by the Board of Management. 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 Boherbue Comprehensive Schools 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:

Boherbue Comprehensive School by virtue of its position in the community endeavours to give the best education and service to its pupils and community, based on Christian values that will help all who come into contact with the school to reach their full potential.

Boherbue Comprehensive school is a co-educational multi-denominational post primary school under the joint patronage of Bishop Browne, diocese of Kerry.

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

Our school was established under the Deed of Trust and opened in 1973 on a green field site. Boherbue Comprehensive School's founding intentions are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

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

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

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

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

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

Admission Statement:

Boherbue Comprehensive School will not discriminate in its admission of a student to the school on any of the following grounds:

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

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

Post-Primary Multi Denominational Schools

Boherbue Comprehensive is a school whose objective is to provide education in an environment which promotes inclusivity; it accepts students of all faiths and none.

Schools with Special Education Class(es)

Boherbue Comprehensive 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 relating to the provision of education to children with special educational needs, including providing provision for and operation of a special class or classes when requested to do so by the Council.

Boherbue Comprehensive School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Boherbue Comprehensive School is a school which has established special classes, with the approval of the Minister for Education and Youth. It provides education and support to children and young people with a category or categories of Special Educational Needs specified by the Minister and may refuse to admit to the class a student who does not meet the criteria of needs specified. There are a limited number of places in the special classes which cannot be exceeded, and in this case some students may not be admitted.

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

- (a) In the case of a mainstream school with a SEN class attached

Boherbue Comprehensive School with the approval of the Minister for Education and Youth, has established four special classes mainly to provide an education for students with a diagnosis of autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

In accordance with the Admissions to School Act 2018, Boherbue Comprehensive School does not consider the academic ability, skills or aptitudes of applicants for admission, save where the school is reviewing the professional report(s) of applicants for admission to a special class to ascertain whether applicants meet the category of special educational needs (eligibility criteria) for the special class or special school.

4. Admission of Students

This school shall admit each student seeking admission except where

- a) the school is oversubscribed (please see [Section 5, Section 6, Section 12, Section 13](#) 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.

The special class attached to Boherbue Comprehensive School provides mainly an education for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Eligibility criteria for admission to a special class is set down by the Department of Education and Youth and the NCSE in Department Circular letters and NCSE guidelines. Applicants should meet the eligibility criteria to be considered for admission to a special class in the school.

Eligibility Criteria for Special Classes

To be considered by the school for admission to a special class all applicants should have a letter from the National Council for Special Education (NCSE) confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special 1 class for the category of special educational needs supported by the special class.

To this end, parent(s)/guardian(s) must fill in an online form to let the National Council for Special Education (NCSE) know that you are seeking a place for your child in a special class. You can access the form and further information with regard to this process by clicking on **Notify NCSE – Special Class/Special School Placement**. Please ensure that the form is submitted before the deadline of October 1st.

Parents/guardians engaging with this process will be provided with a letter from the NCSE confirming the outcome of the NCSE's review of the supporting evidence provided which you will then give to the school/s as part of their application for enrolment in a special class or special school

Children and young people are eligible for enrolment in a special class for *autism* when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
- AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
- AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
- AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism)
- Where the school has places available for the relevant academic year, and the child or young person meets the eligibility criteria the child or young persons will be admitted. Where there are more applicants than places available for the special classes, a selection process will be necessary. (See Section 5 for over oversubscription)

5. Oversubscription

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

- In the event of the school having more applications than places available, the following criteria will apply in order:
- Daughter or Son of current staff
 - sibling of current student
 - Sibling of past student(s)
 - Date of receipt of application form

Rolling waiting lists and Special Classes

Where a special class is oversubscribed, the school will compile a waiting list for a special class in line with the requirements of the Admissions to School Act 2018. The school will use this list to fill any places arising during the school year in question only.

Oversubscription and The appeals process

As the refusal to enrol is due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. You proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

6. What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her 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 or her family attending or having previously attended the school; other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.
- (g) the date and time in 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.

7. Decisions on applications

All decisions on applications for admission to Boherbue Comprehensive School will be based on the following:

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

(Please see [section 12](#), [Section 13](#), [Section 16](#) below in relation to applications received outside of the admissions period and 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 make a decision on an application for a place in our school.

8. Notifying applicants of decisions

Applicants will be informed 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 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 16](#) below for further details).

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

In accepting an offer of admission from Boherbue Comprehensive 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.

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 Boherbue Comprehensive School where –

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

- iv. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 9 and section 10](#).

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 certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) of the Education (Admission to Schools) Act 2018 allows for a list of students who have made applications for admission to be shared with a patron or another Board of Management, in order to facilitate the efficient admission of students. The data which may be provided for this purpose may include all or any of 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).
 - o This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to ensure that there is made available to each person resident in the State a level and quality of education appropriate to meeting the needs and abilities of that person and to plan and co-ordinate the provision of education in recognised schools, having regard to the resources available.

12. Waiting list in the event of oversubscription

In the event of there being more applications for the school year concerned than places available, a waiting list of students whose applications for admission to Boherbue Comprehensive School 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 Boherbue Comprehensive School 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.

Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- The criteria for admission as stated in this policy apply
- A vacancy exists in the school
- The parent of a student confirms in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- A response will issue with regards to acceptance/nonacceptance following the Board meeting

14. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The Board of Boherbue Comprehensive School or any persons acting on its behalf will not 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) for the continued enrolment of a student in the school.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

15. Arrangements regarding students not attending religious instruction

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

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

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

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

16. Reviews/appeals

Review of decisions by the Board of Management

The parent of a student, or in the case of a student who has reached the age of 18 years, 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.

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 ([see section 5 above](#))

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 a student was due to the school being oversubscribed. ([see section 5](#))

above)

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) Section 29 appeals can be submitted online on the website <https://www.section29appeals.gov.ie/>

Reasons other than oversubscription

As the refusal to enrol is for a reason other than the school being oversubscribed, the applicant may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. The applicant may choose to request a review by the board of management of the decision to refuse admission. The applicant is not obliged to, but if they choose to request a review they must request it within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. If an applicant does request a review by the board of management, they can proceed to submit a section 29 appeal once they have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available>. Alternatively the applicant can submit their appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

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.

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.

This policy was reviewed and ratified by the Board of Management on **23rd January 2024**

This policy was reviewed and ratified by the Board of Management on **18th September 2025**

Signed: 
Chairperson, Board of Management

Date: *18th September 2025*