



Cistercian  
College  
A Place To Grow

# **Admission Policy of Cistercian College 2025-2026**

**Ratified by the BOM on 01/10/2024**

**School Address:** Roscrea, Co. Tipperary

**Roll number: 65410K**

## **School Patron:**

The Monastic Superior and Community  
of Mount St. Joseph Abbey, Roscrea

## **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 College has consulted with the College staff, the school Patron and with the parents of the students attending the College.

The policy was approved by the College Patron of Mount St Joseph on 15<sup>th</sup> September 2020 and it was reviewed annually each September since that date. It is published on the College's website ([www.ccr.ie](http://www.ccr.ie)) and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Cistercian College's admission process for 2025-2026 are set out in the College's annual admission notice. This admissions notice and the admissions policy are both published on the College's website at least one week before the commencement of the admission process for the school year 2025-2026.

This policy must be read in conjunction with the annual admission notice for the school year 2025-2026

The application form for admission is published at [www.ccr.ie](http://www.ccr.ie) and will be made available in hardcopy on request to any person who requests it from the College secretary. It is also included as Appendix 1 of this policy.

## **2. Mission, Vision and Ethos of Cistercian College**

The Cistercian College community is committed to educating and developing our students to reach their potential in a Christian, caring, affirming, inclusive and supportive environment, so that they lead fulfilling lives and make a positive contribution to society.

Our Vision is to be a leading boy's secondary school both nationally and internationally. We aim to deliver an exceptional education, which is both holistic and inclusive, in an environment rich in the Cistercian ethos. Our students will develop a strong sense of community and they will be recognised as resilient men of moral character, with strong leadership qualities.

The core values of Cistercian College are:

- Character - spirituality, resilience, self-development, confidence and leadership
- Community - participation, diversity, environmental care and responsibility
- Respect - loyalty, friendship, tolerance, support, individuality and care

The College remains true to its rich Christian and Catholic history where the whole College community works tirelessly towards the achievement of each student's full potential, to be the very best that each can be, while staying grounded and resilient in the face of adversity.

Students and staff are facilitated to work together in partnership across our full College programme, recognising that each person's talents are unique and individual.

All within the College community are inspired to live by core Cistercian values of reflection, academic endeavour, work and recreation. They aim to develop the spiritual, moral and personal qualities of the students in a progressive boarding school environment. Students are supported in a welcoming, inclusive and affirming environment producing solid, self-assured, confident young men. These men will be well equipped for the transition to adult life and they will make a positive contribution to the lives of the women, men and the environment with which they engage.

### **3. Admission Statement**

Cistercian College will not discriminate in its admission of a student to the school on any of the following:

- (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 religion ground of the student or the applicant in respect of the student concerned
- (e) the disability ground of the student or the applicant in respect of the student concerned
- (f) the ground of race of the student or the applicant in respect of the student concerned
- (g) the Traveller community ground of the student or the applicant in respect of the student concerned
- (h) the ground that the student or the applicant in respect of the student concerned has special educational needs
- (i) The gender ground of the student or the applicant in respect of the student concerned.

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.

- Cistercian College is an all-boys school and does not discriminate where it refuses to admit a boy applying for admission to this school.
- Cistercian 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 Catholic Faith in preference to others.
- Cistercian 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 Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the College.

- Cistercian College 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 in particular by the provision and operation of a special class or classes when requested to do so by the Council.
- Cistercian College 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.”

#### **4. Categories of Special Educational Needs catered for in the College**

Cistercian College caters for high incidence learning difficulties and does this using its Resource Allocation from the DES. Management and the Resource co-ordinator work together to ensure that this allocation is used in an effort to provide learning support to as many students as possible – they will judge on how the allocation that they have received will be distributed amongst the students from each year group that have already been identified with specific learning needs.

While recognising the rights of the parent to send their child to the school of their choice, the Board of Management of Cistercian College has a responsibility to respect the rights of the existing school community and act in the best interests of students.

Under the Education for Persons with Special Educational Needs Act 2004, the Board of Management may refuse to enrol a student where the needs of the child is such that to do so would be inconsistent with:

- the best interests of the child as determined in accordance with any assessment carried out under the Act.
- the effective provision of education for other children in the school.

The Board of Management reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

- the student has special needs such that, even with the additional resources available from the DES or within the College’s own resources, Cistercian College cannot meet such needs and/or provide the student with appropriate education.
- in the opinion of the Board of Management the student poses an unacceptable risk to himself, to other students, to staff and/or College property.

It should be noted that the resources available to a special needs student during tuition time would not be available in a boarding setting. This lack of support would result in a risk to the health and safety of the particular student and the school community.

## **5. 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.

Cistercian 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.

Cistercian College is a Catholic School and 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.

## **6. Oversubscription**

In the event that the College is oversubscribed, the College 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 that 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:

1. Sibling already attending the College
2. Son of a staff member
3. Son of a past student
4. Grandson of a past student
5. Relative of a member of our monastic community

## **7. What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act, the College 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 academic ability or aptitude
- (b) the occupation, academic ability, skills or aptitude of a student's parents
- (c) the date and time on which an application for admission was received by the College

## **8. Decisions on applications**

All decisions on applications for admission to Cistercian College will be based on the following:

- our College's admission policy
- the College'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 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 make a decision on an application for a place in our College.

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the College, 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 College's decision (see section 17 & 18 below for further details).

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

In accepting an offer of admission from Cistercian College, the applicant must indicate:

- a. whether or not he has accepted an offer of admission for another school or schools. If he has accepted such an offer, he must also provide details of the offer or offers concerned.
- b. if he has applied for and is awaiting confirmation of an offer of admission from another school or schools, he must provide details of the other school or schools concerned.

## **11. 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 Cistercian 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/guardian 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 the code by the student.
- d. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

Consent and signatures of parents and/or legal guardians (both parents where possible) will be required at the time of enrolment. Enrolment will not be considered in the absence of both parents and legal guardians signatures. Exceptions to this will only be considered in the event of a single parent family, where one parent has sole custody and responsibility for the child and/or where a court order relating to custody, guardianship and access dictates so.

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 College. 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 College, or risk significantly interfering with the right of other students to an appropriate education.

## **12. 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.

## **13. 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 Cistercian College were unsuccessful due to the College 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 Cistercian College is in the order of priority assigned to the students' applications after the College 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.

## **14. 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 College admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

All applicants express their interest by contacting the College secretary, at which point information is given. The prospective student and his parent / guardian are then invited to come to the College to meet the Director of Admissions.

This procedure is followed for all students who join the College in years other than 1<sup>st</sup> year and for all students who join it after the commencement of the academic year.

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.

## **16. Arrangements regarding students not attending religious instruction**

Cistercian College is a Catholic school and welcomes students of all faiths and none. All students present themselves for all religious services including Morning Assembly/ Prayer, Masses and Retreats.

As the Catholic faith is central to College life students and their parents are expected to respect this ethos in Cistercian College. Religion is a timetabled subject which is attended by all students. As the syllabus is inclusive we do not provide an alternative subject for students at that time.

Parents or students over the age of 18 who wish to opt out of religious instruction must make a written submission to the Principal, stating the reasons for this request. The Principal will then arrange to meet the parents or the student over the age of 18 to discuss the request. They will then consider how best this request can be facilitated.

## **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 College 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 College 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 College 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 College 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 College 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.

## **18. Conclusion**

Cistercian College is committed to preserving its particular ethos as described above and in its Mission Statement. Therefore, acceptance of a place in the College confirms support of and commitment to this ethos by parents/guardians and students.

*This policy was first ratified by the Board of Management of Cistercian College on 13/11/21. It has been reviewed annually each September since that date.*

Appendix 1. Online application <https://ccr.ie/apply-online/>