

Admission Policy of Presentation Brothers College, Cork

School Address: Mardyke, Cork

Roll number: 62570R

School Patron/s: P.B.S.T.

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 15/09/2020. 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 Presentation Brothers College, Cork 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

Presentation Brothers College, Cork is a Catholic all boys fee paying voluntary secondary school with a Catholic ethos under the trusteeship of P.B.S.T.

"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,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Presentation Brothers College, Cork 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.

Mission Statement:

Presentation Brothers College is a Catholic school founded by the Presentation Brothers and under the trusteeship of the Presentation Brothers Schools Trust (PBST). It is a Christian community of students, staff, parents and management with a strong tradition of family loyalty. The College adheres to the four guiding core elements as set out in the PBST Charter, a tangible spirit of respect, a comprehensive and holistic education, a vibrant experience of community and partnership and a deep commitment to gospel values as lived in the Edmund Rice tradition. The characteristics of this school community are Respect, Care, Tolerance, Compassion and Justice. The College believes in a positive approach to discipline. Students are guided and encouraged to accept responsibility for their own behaviour.

The College values academic excellence and offers a curriculum which best meets the needs of the students within the context of available resources. Our wish is to enable the release of the God-given talents and potential within each student. We follow a six-year cycle.

The education offered includes the development of confidence and a healthy self-image. Therefore, skills and competencies necessary for life are promoted and actively encouraged, as are sports, culture and leisure-time activities. As a Catholic school in the Presentation tradition, religious education has a central place in the life of Presentation Brothers College.

There is a social dimension to the education offered by the College. The College has for generations actively supported the mission of our founders, the Presentation Brothers, whose primary role has been to provide education for the less privileged here in Ireland and, indeed, in many parts of the developing world. Over the years, the mission of the Presentation Brothers has expanded beyond education to embrace many different aspects of community development - though its primary focus remains rooted in social justice and the formation of Christ in the young. The College continues to be a major supporter of the Presentation mission both financially and spiritually and retains strong associations with the congregation in Ireland and abroad. Parents and students who wish to learn more about the Presentation Brothers and about the many ways in which the College supports the congregation's mission are invited to speak to the Principal and other staff members who have a particular interest in this area. We seek to develop in our students an awareness of their social responsibility as Christians which expresses itself in positive action for justice and the poor in our society.

It is hoped that our students will look on their years in Presentation Brothers College as happy and fulfilling and will continue the strong tradition of loyalty to the College.

3. Admission Statement

Presentation Brothers College, Cork will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student of 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.

Presentation Brothers College, Cork is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Presentation Brothers College will cooperate with the NCSE 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.

Presentation Brothers College will comply with any direction served on the board or the patron under section 37A and 67(4) (b).

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 5](#) 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.

Presentation Brothers College, Cork 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.

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:

The Board of Management determines the maximum number of 1st Year places to be offered each year. Parents / guardians should note that –

- a) There is no automatic right of enrolment in the College for any applicant and the College allocates places in accordance with this policy subject to the limits of the Education Act 1998, the Education (Admission to Schools) Act 2018 and other relevant legislation in relation to all applications.
- b) As the number of enrolment applications is, based on past experience, likely to greatly exceed the number of places available, places will be offered in the order of priority set out below.

1st Priority: Brothers of current College students and brothers of past pupils of the College. Sons of members of the College's Permanent/CID staff.

2nd Priority: Pupils from Presentation primary schools that form part of the Presentation Brothers School Trust. (If the number of applicants in this category exceeds the number of places allocated to this category, there will be random selection and those unsuccessful will go into the remaining part of the selection process).

3rd Priority: Sons and grandsons of past pupils of the College (up to a maximum of 25% of the total number of places allocated for 1st Year and if the number of applicants in this category exceeds the number of places allocated to this category, there will be random selection and those unsuccessful will go into the remaining part of the selection process).

NOTE: A past pupil is defined as a student who must have completed his formal education in the College either by way of Intermediate Certificate, Matriculation or Leaving Certificate.

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: Random selection of remaining applications, the lottery will be overseen by the BOM.

4th Allocation of remaining places: Random selection of remaining applications, the lottery will be overseen by the BOM.

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 to the school other than the fees charged by Presentation Brothers College as a fee-charging 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, in the case of (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, PBC will only apply this criterion 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,

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 Presentation Brothers College, Cork 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) 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 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 17](#) below for further details).

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

In accepting an offer of admission from Presentation Brothers College, Cork, 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 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.

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 Presentation Brothers College, Cork 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](#) above.
- (v) failure to pay a non-refundable deposit accompanied by a completed registration form by the date as set out in the Annual Admission Notice.

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.

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 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 for admission 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 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 Presentation Brothers College, Cork 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 Presentation Brothers College, Cork 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. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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

The Board of Management will consider applications for enrolment into the College into a year group other than 1st Year, providing there is a vacancy in the relevant year, class and subject groups. Entrance to 6th Year is generally not considered to be in the best interests of the applicant. The application form Transfer Application Form and Transfer Reference Form (from previous school) for entry into the College must be accompanied by: (a) details of previous secondary school(s) attended; (b) the reason(s) for leaving that (those)school(s); (c) copies of all the students' records from that (those)school(s). The Board of Management will decide on applications for admission other than for First Year by applying the following criteria: (i) the Board of Management must be satisfied that it can discharge its statutory duty to provide an appropriate education for every student. (ii) there shall, in the Board of Management's sole opinion, be a minimal disruption to existing students. (iii) there is a vacancy within the College in the relevant year group, class and subject groups in respect of which entry is sought. (iv) the application is in line with the College's Admissions Policy; (v) that the transfer to the College is, on the recommendation of the Principal: - > in the best interest of the student; > of educational benefit to the student; > in the best interest of the College. To assist in their decision as regards such criteria, the Board of Management will seek the permission of the applicant's parents / guardians or the applicant (if over 18 years of age) to consult with the management of former schools attended by the applicant and / or consult with the relevant Educational Welfare Officer or relevant State agency, as appropriate.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

The Board of Management will consider applications for enrolment into the College after the commencement of the school year, providing there is a vacancy in the relevant year, class and subject groups. Entrance to 6th Year is generally not considered to be in the best interests of the applicant. The application form Transfer Application Form and Transfer Reference Form (from previous school) for entry into the College must be accompanied by: (a) details of previous secondary school(s) attended; (b) the reason(s) for leaving that (those)school(s); (c) copies of all the students' records from that (those)school(s). The Board of Management will decide on applications for admission other than for First Year by applying the following criteria: (i) the Board of Management must be satisfied that it can discharge its statutory duty to provide an appropriate education for every student. (ii) There shall, in the Board of Management's sole opinion, be a minimal disruption to existing students. (iii) there is a vacancy within the College in the relevant year group, class and subject groups in respect of which entry is sought. (iv) the application is in line with the College's Admissions Policy; (v) that the transfer to the College is, on the recommendation of the Principal: - > in the best interest of the student; > of educational benefit to the student; > in the best interest of the College. To assist in their decision as regards such criteria, the Board of Management will seek the permission of the applicant's parents / guardians or the applicant (if over 18 years of age) to consult with the management of former schools attended by the applicant and / or consult with the relevant Educational Welfare Officer or relevant State agency, as appropriate.

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 fees

In accordance with section 64 of the Education Act 1998, as amended by the Education (Admission to Schools) Act 2018, as a fee charging school, the Board of Management of Presentation Brothers College, or any persons acting on its behalf , may charge fees for or seek payment 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 not attending religious instruction

Students at Junior Cycle level in Presentation Brothers College are expected to study the timetabled DES Religious Education programme and to sit the State Examination Commission's Junior Cycle Religious Education examination at the end of 3rd Year. The specification for this programme is set by the DES and focuses on developing knowledge, understanding, skills, attitudes and values to enable young people to come to an understanding of religion and its relevance to life, relationships, society and the wider world. The course is built around three interconnecting strands: Expressing Beliefs, Exploring Questions and Living our Values. No alternative subject will be offered for tuition at these times. At post Junior Cycle level, students are expected to participate in a non-examination focused Religious Education framework devised by the school.

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, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students

A parent of a student, or a student who has reached the age of 18, who wishes to attend Presentation Brothers College, Cork without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how the request may be accommodated by the school.

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 within 5 working days, 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 within 5 working days, 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.

Presentation Brothers College, Cork
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.pbc-cork.ie

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

1.	The school will commence accepting applications for admission on	01 October 2023
2.	The school will cease accepting applications for admission on	10 am on Saturday 21 October 2023
3.	Applicants will be notified in writing of the decision on their application by	25 October 2023
4.	Applicants must confirm acceptance of an offer of admission accompanied by deposit as determined by the Board of Management by	10 am on Friday 27 October 2023

Failure by an applicant to accept an offer accompanied by deposit as determined by the Board of Management by 10 am on Friday 27 October 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	112
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The number of places for 1 st 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	N/A
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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 182.

Breakdown of places allocated for 1st Year for the 2023/24 school year:	
Number of places available	112
Number of applications received	182
Offers made and accepted under each criteria	Criteria 1: 40 Criteria 2: 20 Criteria 3: 28 Criteria 4: 24 Offers made in accordance with previous Enrolment Policy.
Number of names placed on waiting list for the school year concerned	52

