



## ADMISSIONS POLICY

### 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 in June 2022. 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 Clongowes Wood College SJ 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

Clongowes Wood College SJ is an all-boys, seven day boarding school founded in 1814 and situated in beautiful surroundings near Clane, Co. Kildare, about thirty kilometres from Dublin.

Clongowes is a Catholic voluntary secondary school with a Catholic ethos under the trusteeship of The Irish Jesuit Province. Clongowes admits boys committed to the Catholic and Ignatian ethos of the school and gives preference to those who are baptised into the Catholic faith. It is a Jesuit school which aims to be a community of growth, service and faith, in which young people are able to develop the full range of their talents and abilities in a balanced and integrated way.

The Jesuit motto *Ad Majorem Dei Gloriam* (For the Greater Glory of God) summarises the overall ethos of the school which operates within the context of *Jesuit Schools: A Living Tradition in the 21<sup>st</sup> Century – An Ongoing Exercise of Discernment*.

#### **Mission:**

The mission of Clongowes Wood College SJ is to educate its students according to the vision of the Gospel and the best traditions and highest standards of Jesuit schooling, as expressed in The Characteristics of Jesuit Education.

A central desire is the provision of the highest quality of teaching and learning, and of development of the individual talents of each student within the community setting of a boarding school. Within this community setting, we aspire to teach and educate boys in accordance with individual learning aptitudes and we aim for qualities of critical thinking, interior knowledge, a capacity for reflection, a sense of service and appreciation for service rendered and an attitude of gratitude in our students.

We aim to create an open, happy, stimulating, mutually respectful and supportive community where young people are able to develop the full range of their talents, including academic abilities, in a balanced, integrated and generous way, striving for excellence in all that they do.

It is our conviction that human fulfilment is to be found through faith in Jesus Christ and service of Ireland and the world in imitation of Him. In partnership with parents, we seek to form young men who will strive to develop that faith and to give Christian leadership through the example of their lives and their commitment to a renewal of the Church and a more just, inclusive and caring society.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Clongowes Wood College SJ 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.

#### **Parents and Students:**

Clongowes expects that parents and students will accept and support the ethos of the College in a positive and active manner. To this end students are expected to participate positively in the classroom and in the co-curricular and religious activities proposed by the College. These include retreats, liturgies, prayer groups, outreach and faith formation programmes.

The College needs the fullest cooperation of parents in attending parent teacher meetings, information meetings and other events. Parents are also invited to participate in the Parents Association. The College welcomes the support and contribution of the Parents' Association.

#### **Finance:**

Clongowes is a fee paying, 7 day boarding school. The finances of the College are mainly provided by fees and by the provision of salaries for a number of teachers by the Department of Education and Skills (DES). The College also receives some contributions from the Irish Jesuit Province. The College's Fee Policy is available on its website.

#### **Development Programme:**

The Board of Management also operates a development programme supported by the Clongowes Wood College Foundation to improve facilities on the campus. The most recent phases of the plan were completed as follows;

- (a) The Infirmary Refurbishment (2020).
- (b) The Bellarmine Learning Centre (2019).
- (c) Dorm Refurbishment (2017 -2019).

(d) the new Swimming Pool (2017).

(e) the new Sports Hall (2011).

(f) the Science, Art and Technology building (2010).

(g) the James Joyce Library (2009)

(h) the College-Castle Integration Programme (2005).

(i) an accommodation block for Rhetoric (6th year) students, a new dining room and kitchen and office facilities (1999).

These developments were completed through the generous support of parents, benefactors and the Irish Jesuit Province. As the College does not receive capital development funds from the DES, Clongowes will continue to depend on the generosity of parents and benefactors to fund future development projects.

#### **Board of Management:**

The Board of Management consists of twelve members appointed by the Jesuit Provincial who is Patron/Trustee of the College. Of these, six members are nominated by the Trustee, three by the education staff of the College and three by parents.

### **3. ADMISSION STATEMENT**

Clongowes Wood College SJ shall 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.

- Clongowes Wood College SJ is a school for male students only and, pursuant to Section 61 (2a) of the Education (Admissions to Schools) Act 2018, does not discriminate where it refuses to admit a female applying for admission to this school.
- Clongowes Wood College SJ is a school whose objective is to provide education in an environment which promotes certain religious values and, pursuant to Section 61 (2b) of the Education (Admissions to Schools) Act 2018, does not discriminate where it admits a student of the Catholic Religion in preference to others.
- Clongowes Wood College SJ is a school whose objective is to provide education in an environment which promotes certain religious values and, pursuant to Section 61 (2c) of the Education (Admissions to Schools) Act 2018, does not discriminate where it refuses to admit as a student a person who is not of the Catholic Religion 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 5 below for further details)
- b) a parent of a student, when required by the Headmaster 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) Clongowes Wood College SJ 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) Clongowes Wood College SJ is a Catholic School and may refuse to admit as a student a person who is not of Catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.
- e) Clongowes Wood College SJ is a fee paying school and may refuse to admit a student whose parents/guardians do not accept the terms of the Fee Policy.

#### **Applications:**

At its meeting in Spring of each year, or at such other time as the Board deems appropriate, the Board will determine the number of places available to be allocated to those applying to enter Elements (First Year) at the commencement of the academic year starting in approximately 18 months pursuant to the provisions of Paragraph 5 below. The Board will also at this time determine the number of places (if any) to be allocated in accordance with paragraph 5(a). Upon the Board determining that a place or places will be available for allocation in a given year pursuant to Paragraph 5(a), the Board will provide that information in the school's Annual Admissions Notice. An application may be made under paragraph 5(a) or 5(b) but not both.

Preliminary expressions of interest for entry to Elements (First Year) should reach the College on or before September 1st two years prior to the year when the student intends to start secondary.

### **Open Days and Visits:**

The parent(s)/guardian(s) of all the applicants are invited to attend the Open Day or take a private tour of the College. Some applicants may be required to meet with the Headmaster or member of staff as the Headmaster deems appropriate. Parents will be provided with an application form to be returned by the date set out in the Annual Admissions Notice.

### **Interview:**

Applicants may be required to meet with the Headmaster, or member of staff as the Headmaster deems appropriate. An applicant's disposition for residential boarding may be considered at such a meeting, having regard to the applicant's ability to self-regulate and self-care in a community, residential setting. The school may refuse to admit and/or may withdraw an offer to a student who does not have a disposition for residential boarding and/or by reference to the provisions of this policy.

## **5. OVERSUBSCRIPTION**

**(5a)** 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 Headmaster is responsible, in the first instance, for the implementation of the Admissions Policy.

An applicant must be committed to the Catholic and Ignatian ethos of the school.

Where the number of applicants exceeds the number of places available, places will be allocated in the following order of priority:

1. Brothers of present, or past students
2. Sons of members of the Clongowes' staff.
3. Nephews or grand-nephews of Jesuits.
4. Sons, grandsons of past students (the number of places in this subcategory will be limited to 25% of the number of places available in the intake year, students admitted under categories 1-3 who are also sons or grandsons of past pupils will count for the purposes of calculating the 25% for this category).
5. Students from other Jesuit colleges.
6. All other applications.

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:

Priority will be given to the date of receipt of a full application.

**5(b)** In addition to the places allocated in accordance with the foregoing criteria (5a) the Board of Management, in accordance with Paragraph 4 (Applications) above, has determined that a number of places be made available in Elements. These places will be allocated to applicants who have successfully applied and have been awarded the Alberto Hurtado Bursary or the Austin-Betagh Scholarship Programme for sons of Old Clongownians. Further details on bursary and scholarship programmes are available on request.

The bursary application shall be made on the form prescribed which may be obtained from the AHP Co-Ordinator, Clongowes Wood College SJ, Clane, Co Kildare. The form and supporting documents must be duly returned to the school by the prescribed date.

Upon allocation of the bursary, one of the available places provided for under this paragraph will be offered to the boy concerned. No tuition fees shall be charged for the duration of the student's time in the school, which duration shall be up to six years. At the discretion of the Board of Management this may be subject to an annual review of family income.

The scholarship application process is available from the Admissions Office. Partial fees shall be payable as part of the scholarship programme.

In the event that any bursary or scholarship places available are not taken up or awarded, they will be offered to students in accordance with the provisions of and order of priority prescribed in this policy.

## **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) a student's academic ability, skills or aptitude;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a student's connection to the school by virtue of a member of his family attending or having previously attended the school excepting siblings of a student attending or having attended the school and/or a father or grandfather having attended the school. In relation to fathers and grandfathers having attended, the College may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual Admissions Notice.
- (e) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual Admission Notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 7. DECISIONS ON APPLICATIONS

All decisions on applications for admission to Clongowes Wood College SJ will be based on the following:

- The school's Admission Policy
- The school's Annual Admission Notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual Admission Notice for receiving applications

(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 the school's Admission Policy will not be used to make a decision on an application for a place in the 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 the 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 16 below for further details).

## 9. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from Clongowes Wood College SJ, applicants must indicate:

(i) in writing acceptance or otherwise within 14 days of the sending of the offer, along with a non-refundable deposit of €3,000 (half of which to be set against the first moiety of fees, the remainder to be returned less any monies due, at the end of the Rhetoric (6<sup>th</sup> Year). Failure to comply with this may result in the offer being withdrawn.

(ii) 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

(iii) 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 Clongowes Wood College SJ 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 and pay the requisite deposit of €3,000.
- (iii) the parents/legal guardians of a student, when required by the Headmaster 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 them and that they 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.

**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 and under the Equal Status Act 2000 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, or having a detrimental effect upon the right of other students to an appropriate education. This includes any risk, or deleterious effect arising in relation to the requirements of residential boarding.**

## 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 Clongowes Wood College SJ 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 Clongowes Wood College SJ 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. Successful 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 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:

Admissions at other age levels occur only when vacancies arise in the appropriate classes. Such vacancies are limited but a waiting list is maintained for interested candidates. When a vacancy occurs the relevant candidates are notified.

The same criteria which apply to Elements entry will also apply to admission to other years.

Transition Year is a mandatory year for all students at Clongowes, including those seeking a transfer into the school from the relevant Year Group.

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 same criteria which apply to First Year (Elements) entry will also apply to admission to other years.

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 and under the Equal Status Act 2000 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, or having a detrimental effect upon, the right of other students to an appropriate education. This includes any risk, or deleterious effect arising in relation to the requirements of residential boarding.

## 15.ADMISSIONS 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.

## **16.ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION**

Where the parents of a student request that their son attend the school without attending Religious Instruction in the school – or if he, having reached the age of 18 makes that request - the following arrangements shall apply:

The student will be provided with opportunities for Religious Education.

This arrangement will not result in a reduction in the school day of such students.