

CBS Primary School,

Chapel Street,

Dundalk,

Co. Louth.

A91 YF82

Telephone number: 042 9327861

office@cbsprimarydundalk.ie



Admission Policy of CBS Primary Dundalk

Patron: Archbishop Eamonn Martin

Chairperson: Deirdre Kerr

Principal: Eileen Hart

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 the parents of children attending the school.

The policy was approved by the school patron on October 2025. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for CBS Primary Dundalk's 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 hard copy on request to any person who requests it.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

CBS Primary Dundalk is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of the Catholic Archdiocese of Armagh. "Catholic Ethos" in the context of a Catholic Primary School means the ethos and characteristic spirit.

- (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 for the pupils 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 CBS Primary Dundalk 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.

3. MISSION STATEMENT

CBS Primary Dundalk is a Co-Educational Catholic Primary School with mainstream classes and an Autism class from Junior Infants to 6th class. The school is managed by a Board of Management, is funded by the Dept. of Education, and operates within the guidelines and regulations of that Department.

- Our school seeks to provide a holistic education in a welcoming Christian environment where each child's uniqueness and dignity is valued, respected and is part of our community. We aim to promote the full harmonious development of all of our children. We strive to develop their self-esteem, mutual respect and to motivate them to achieve their full potential. Conscious of the legacy of Edmund Rice, founder of the Christian Brothers, our school upholds the values and principles of a Christian Education.
- We in CBS Primary Dundalk, encourage the involvement of parents through home/school contacts and through their involvement in various school activities.

4. ADMISSION STATEMENT

CBS Primary Dundalk will not discriminate in its admission of a student to the school on any of the following:

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

Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.

Primary schools receiving applications from applicants of a minority religion

CBS Primary Dundalk is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

All denominational schools

CBS Primary Dundalk 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education classes

CBS Primary School is a school which has established a class, with the approval of the Minister for Education and Skills.

5. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL/SPECIAL CLASS

CBS Primary Dundalk 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. CBS Primary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

In the case of a mainstream school with a SEN class attached

CBS Primary School, with the approval of the Minister for Education and Skills, established one class (Sept 24) to provide an education exclusively for students with a diagnostic or psychological report – confirming a diagnosis of autism. The classes are for all pupils who meet these criteria irrespective of cognitive ability.

In order for a child to be considered for enrolment in the autism classes, a place must be available and they must fulfil the criteria listed in circular 39/2025;

Eligibility Criteria requirements highlighted in Circular 39/2025

Children and young people are eligible for enrolment in a special class for (insert category of special educational need e.g. 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 (insert category of special educational need e.g. autism)

The circular further states that **schools are not permitted to add any additional eligibility criteria for the special class or special school.**

School Based Summer provision will not be offered or met by the school at the present time.

6. 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 them and that they shall make all reasonable efforts to ensure compliance with such code by the student

All denominational schools

CBS Primary Dundalk is a Roman Catholic school and may refuse to admit as a student a person who is not of a Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

7. SCHOOL WITH SPECIAL EDUCATION CLASSES (ALSO SEE 18 ADMISSION TO OUR AUTISM CLASS)

The special class attached to CBS Primary Dundalk, provides an education exclusively for students with a diagnosis of autism which meets eligibility criteria requirements highlighted in Circular 39/2025

Children and young people are eligible for enrolment in a special class for (insert category of special educational need e.g. 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 (insert category of special educational need e.g. autism)

The circular further states that **schools are not permitted to add any additional eligibility criteria for the special class or special school.**

The school may refuse admission to this class, where the student concerned does not meet these criteria.

8. OVERSUBSCRIPTION (THIS SECTION MUST BE COMPLETED BY ALL SCHOOLS INCLUDING SCHOOLS THAT DO NOT ANTICIPATE BEING OVERSUBSCRIBED)

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:

1. Siblings of children in this school, and children of parents who themselves were pupils in the school and children of the current staff of CBS Primary Dundalk.
2. Children who are attending 'CBS' pre-school operated by Donna Kirk. (Located on CBS Campus)
3. All children, who live within the Parish of St. Patrick's applying for a place, are entitled to a place, if there are vacancies after groups 1 to 2 have been allocated places, considering age (priority to the oldest).
4. All children, who apply to the school and are not residents within the parish boundaries, are entitled to a place in the school, if there are vacancies after groups 1 to 3 have been allocated places (priority to the oldest). The following exceptions will be made to children applying from outside the parish: Siblings of children already enrolled in the school and children of current staff members.

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 oldest child.

In the event that the **special class** 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: -subject to meeting all the criteria and completing all the procedures outlined in this policy.

1. Siblings of children in this school, and children of parents who themselves were pupils in the school and children of the current staff of CBS Primary Dundalk.
2. Pupils currently enrolled in a mainstream class in CBS Primary for whom enrolment in an autism class is deemed a more suitable learning environment. (Priority to the eldest applicant)
3. Children who are attending 'CBS' pre-school. (Located on CBS Campus)
4. Children for whom enrolment in an autism class is deemed a more suitable learning environment, who live within the Parish of St. Patrick's applying for a place, are entitled to a place if there are vacancies after groups 1 to 3 have been allocated places, considering age (priority to the eldest applicant).
5. Children for whom enrolment in an autism class is deemed a more suitable learning environment, who apply to the school and are not residents within the parish boundaries, are entitled to a place in the school if there are vacancies after groups 1 to 4 have been allocated places (priority to the eldest applicant). The following exceptions will be made to children applying from outside the parish: Siblings of children already enrolled in the school and children of current

staff members.

If two or more students are 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 oldest child.

9. 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 any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, b) the payment of fees or contributions (howsoever described) to the school. c) a student's academic ability, skills or aptitude.
- d) the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- e) a requirement that a student, or his or her parents, attend an interview, open day or other meetings as a condition of admission.
- f) 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 31st January 2025 only).

10. DECISIONS ON APPLICATIONS

All decisions on applications for admission to CBS Primary 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 16](#) below in relation to applications received outside of the admissions period and [section 17](#) below in relation to applications for places in years other than the intake group.)

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

11. NOTIFYING APPLICANTS OF DECISIONS

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

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

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

12. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT

In accepting an offer of admission from CBS Primary Dundalk, 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.

13. 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 CBS Primary Dundalk 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 12](#) above.

14. 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) 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).

15. 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 CBS Primary Dundalk 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 CBS Primary Dundalk 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application, admission criteria will be applied as listed in [Section 8](#).

In the event of oversubscription in our Autism Class the child will be placed on the waiting list for the duration of the child's primary school education.

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, admission criteria will be applied as listed in [Section 8](#). Waiting lists for mainstream places will be cleared at the end of each academic year. A place on the waiting list will be maintained if the parent contacts the school to confirm they want their child to remain on the waiting list.

16. 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 no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in [Section 15](#).

17. 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:

When a child is transferring from another school with the Minister's consent, the school requires a Letter of Transfer from the child's previous school. All reports, school attendance, relevant information, child safety issues and involvement of support services must be submitted with the application. It is school policy that the Principal of CBS Primary Dundalk will contact the Principal of the present school of the child before a place is confirmed. HSCL may also contact the present school.

Submitting an application/enrolment form does not guarantee a place. Parents will be informed either in writing, email or by phone whether there is a place available or not. On receipt of offer, written acceptance must be returned to the school within five days.

Criteria for enrolment is set out annually by the board of management, when making the decision the board may also consider the size of the classroom and the health and safety of the current cohort of children. admission criteria will be applied as listed in [Section 8](#).

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:

- Transferring from another school: as outlined above.
- Junior Infants: As outlined in our admissions policy.
- If all classes are full no new admissions will be accepted during the academic school year.
No new admissions will take place in June.

18. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

This rule applies to all schools.

The board of CBS Primary Dundalk 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) the admission or 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.

19. ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

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 written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

20. ADMISSION TO OUR AUTISM CLASS

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

All decisions regarding enrolment applications are made by our Board of Management.

Rationale

The autism class at CBS Primary School will opened in September 2024. This class aims to support children with autism who are experiencing or would experience difficulty in a mainstream class setting to access the curriculum and maximise their potential for learning and personal development. These classes also serve to prepare children with autism, where suitable, to re-integrate into the mainstream setting.

Enrolment Procedure

The process of enrolling in our Autism Class begins with an enquiry to the school, including a telephone call, email or a visit from the parents/guardians.

The caller will be informed of the current enrolment status of the Autism Class and will be asked to complete a pre-enrolment form, which is available on our school website. [Enrolment – CBS Primary School \(cbsprimarydundalk.ie\)](https://www.cbsprimarydundalk.ie)

These classes are for all pupils who meet the criteria irrespective of cognitive ability, eligibility criteria is outlined in **5** above. All applications received within the timeline for receipt of applications as set out in the school's annual Admission Notice posted on our website, [School Policies – CBS Primary School \(cbsprimarydundalk.ie\)](https://www.cbsprimarydundalk.ie), will be considered for first-round offers.

A full school enrolment form incorporating family details and medical history must be completed when a child is offered a place.

The application will undergo team assessment by the Senior Leadership team to ensure that the application fulfils the enrolment criteria outlined in this policy. Once this process has been completed, the applicant secures a place on the list of applicants to enrol. This list is organised based on our enrolment criteria outlined below.

When a place becomes available, the parents and principal/deputy principal will complete the 'Notification to NCSE of enrolment in a special class'. This is **Form 7**, which is available on www.ncse.ie

Criteria for Enrolment in Autism Classes

The maximum class size is six pupils. The Board of Management reserves the right to enrol less than this if it is deemed in the best interests of the class, the children and the school.

In order for a child to be enrolled in our Autism Class, a place must be available, and they must fully fulfil the criteria listed in **5** above.

- A multi-disciplinary report is also valuable and should be presented to the school as soon as possible.

If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one— subject to meeting all the criteria and completing all the procedures outlined in this policy.

1. Siblings of children in this school, and children of parents who themselves were pupils in the school and children of the current staff of CBS Primary Dundalk.
2. Pupils currently enrolled in a mainstream class in CBS Primary for whom enrolment in an autism class is deemed a more suitable learning environment. (Priority to the eldest applicant)
3. Children who are attending 'CBS' pre-school. (Located on CBS Campus)
4. Children for whom enrolment in an autism class is deemed a more suitable learning environment, who live within the Parish of St. Patrick's applying for a place, are entitled to a place if there are vacancies after groups 1 to 3 have been allocated places, considering age (priority to the eldest applicant).
5. Children for whom enrolment in an autism class is deemed a more suitable learning environment, who apply to the school and are not residents within the parish boundaries, are entitled to a place in the school if there are vacancies after groups 1 to 4 have been allocated places (priority to the eldest applicant). The following exceptions will be made to children applying from outside the parish: Siblings of children already enrolled in the school and children of current staff members.

If two or more students are 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 oldest child.**

Inclusion

The Board of Management will not refuse a child based on ethnicity, disability (i.e. severity of autism diagnosis), traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria. However, enrolment may not proceed if:

Health Board Input

Essential services are to be provided by the Health Service Executive. These services include Speech and Language therapy, Occupational therapy and sensory activities.

18. 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.

Evaluation

The Board of Management will monitor the implementation of all aspects of this policy. This policy will be amended and updated as required.

Implementation and Review

The Board of Management adopted this policy on 15th September 2025. Signed:

Deirdre Kerr, Chairperson, BOM Date: 15th September 2025. Signed: Eileen

Hart, Principal, Date: 15th September 2025.