



Admission Policy of St Francis College

School address: Monastery Road, Rochestown, Co Cork T12 TK82

Roll number: 62460K

School Patron: Irish Province of the Capuchin Franciscan Order

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1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the college has consulted with college staff, the college patron and with parents of children attending the college.

The policy was approved by the college patron on 12 December 2022. It is published on the college's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Francis College admission process are set out in the college's annual Admission Notice which is published annually on the college'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 college'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 college

St Francis College is a Catholic all-boys voluntary secondary school with a Catholic ethos under the trusteeship of the Irish Province of the Capuchin Franciscan Order.

'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 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 s15(2)(b) of the Education Act, 1998 the board of management of St Francis College shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the college 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 college.

Mission Statement

St. Francis College Rochestown, an all-boys Catholic secondary school under the trusteeship of the Capuchin Franciscan Order, aims to provide an environment which promotes, in a harmonious manner, the physical, academic, spiritual, social and moral growth of the whole person.

We respect and value all of creation but particularly the dignity of each individual within the college community. We strive to fulfil this mission in a spirit of collaboration and partnership between students, parents, teachers, trustees, management and the community at large.



Operation Context

- (a) The college operates within the context of:
- (i) the religious educational philosophy of the Capuchin Order and the rights of that congregation and trustees as set out in the Education Act 1998.
 - (ii) the Department of Education and Skills (DES) regulations and programmes.
- (b) The college supports the principles of:
- inclusiveness and partnership
 - transparency
 - equality
 - parental choice in relation to admissions
 - diversity
- (c) The primary aims of the college community are:
- the holistic development of the students
 - the development and enhancement of students' self-confidence and general life skills and attitudes enabling them to lead lives which are socially productive.
 - the promotion of the ethos of the college
- (d) The board of management of the college is committed to the successful implementation of all relevant legislation, particularly the following:
- the Education Act 1998
 - the Education (Amendment) Act 2012
 - the Education (Admission to Schools) Act 2018
 - the Equal Status Act 2000, as amended
 - the Safety, Health and Welfare at Work Act 1989
- (e) The college's educational programmes and the operation of the facilities are subject to adequate resources and staffing allocations being made available by the DES.
- (f) The college operates within the regulations laid down from time to time by the DES.
- (g) The college follows the curricular programmes prescribed by the DES, which may be amended occasionally in accordance with s 9 and 30 of the Education Act 1998.
5. College details, organisations, programmes and activities:
- (a) St. Francis Capuchin College is an all-boys voluntary Catholic secondary school under the trusteeship of the Irish Province of the Capuchin Franciscan Order.
- (b) The college is grant aided by the DES and is managed by a board of management which is composed of eight members. These are appointed as follows: Four (4) nominees of the trustees, two (2) nominees of the teachers and two (2) nominees of the parents of students attending the college.
- (c) Senior management of the college is composed of the principal and two (2) deputy principals.
- (d) A parents' association operates within the college in co-operation with the board of management.
- (e) A students' council operates within the college under the direction of the board of management.



- (f) The DES provides an annual allocation of teaching posts to service the curriculum in the college.
- (g) The college offers a three-year junior cycle, followed by transition year and a two-year leaving certificate programme. The subjects, pastoral and other services and extra-curricular activities on offer are available to view on the school website www.stfranciscollege.ie.
- (h) Students are invited to share fully in the promotion of the college's ethos by becoming involved in the varied extra-curricular activities on offer in the college.
- (i) The college formulates an annual school calendar in compliance with the DES guidelines.
- (j) The school day begins at 9.00am and finishes at 3.45pm except on Wednesday when school concludes at 1.15pm.
- (k) Supervision of students extends for 15 minutes before classes commence, except in the case of college-sponsored activities or courses.
- (l) Parent teacher meetings are held throughout the school year. Parents are invited to contact their son's year head or class teacher if they are concerned about any matter.
- (m) The college authorities are committed to the safety and wellbeing of all those who study and work in the college's environs and it is expected of students that they will observe safety regulations and guidelines at all times.

3. Admission Statement

St Francis College will not discriminate in its admission of a student to the college 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 s 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 s 3 of the Equal Status Act 2000.



- St Francis College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.
- St Francis 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 the Catholic faith in preference to others.
- St Francis 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 the Roman Catholic faith and it is proved that the refusal is essential to maintain the ethos of the college.
- St. Francis 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.
- St. Francis 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 college shall admit each student seeking admission except where –

- a) the college is oversubscribed (please see [section 5](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with s 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

- St Francis 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.
- St Francis 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.

5. Oversubscription

The board of management will set a maximum limit on the number of places available in each year group in the college in any given year. Such limits will be based on the availability of resources, facilities and staff in addition to the fact that certain maximum class sizes will pertain in certain subjects. All applicants for admission will be notified of the result of their applications within 21 days of the closing date for applications.

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 college's annual Admission Notice:

The criteria for decision making on applicants are in order as follows:

- (i) three (3) places may be allocated to students at the discretion of the trustees
- ii) sons of teachers of the college
- iii) brothers of present students
- iv) brothers of past students
- v) applicant whose parent / grandparent attended the college subject to a maximum of 25% of the available spaces as set out in the college's Admission Notice.
- vi) living within the catchment radius as per the admission map
- vii) all other applicants

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:

In the event of an excess of applicants for places in categories (v) (vi) and (vii) above, random selection will be carried out under the direction of the board of management. If twins are involved in random selection, the drawing of one twin will automatically mean that his brother will also be offered a place. The remaining applicants will be notified of their number on the waiting list and will be offered a place should it arise. This waiting list will cease to operate on the Monday before the first day of the following school year.

6. What will not be considered or taken into account

In accordance with s 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 college:

- (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 college
- (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 college by virtue of a member of his family attending or having previously attended the college other than, in the case of siblings of a student attending or having attended the college and parents or grandparents of a student having attended the college to a maximum of 25% of the available spaces as set out in the college's annual Admission Notice



(g) the date and time on which an application for admission was received by the college

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 college for the school year concerned.

7. Decisions on applications

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

- the college’s Admission Policy
- the college’s annual Admission Notice
- the information provided by the applicant in the college’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 college’s Admission Policy will not be used to make a decision on an application for a place in the college.

8. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the college, within the timeline outlined in the annual Admission Notice.

If a student is not offered a place in the college, 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](#) below for further details).

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

In accepting an offer of admission from St Francis College, 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 college.



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 St Francis College 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 s 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the college 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.

11. Sharing of data with other schools

Applicants should be aware that s 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. S 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 name, address, date of birth and personal public service number (within the meaning of s 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 St Francis 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 St Francis 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.



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 the college's Admission Policy, the Education (Admission 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 college 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 procedures of the college in relation to the admission of students who are not already admitted to the college to classes or years other than the college's intake group are as follows:

- the availability of space in the college at the time of application in accordance with [section 5](#) and [6](#) above and as determined by the college's ability to accommodate the student in the year group and in individual classes.
- the terms of the Admission Policy being applied

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

- the availability of space in the college at the time of application in accordance with [section 5](#) and [6](#) above and as determined by the college's ability to accommodate the student in the year group and in individual classes.
- the terms of the Admission Policy being applied

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

The board of St Francis College or any persons acting on its behalf shall not, except in accordance with s 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the college, or
- (b) the admission or continued enrolment of a student in the college.

16. Arrangements regarding students not attending religious instruction

The following are the college'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 St Francis college 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 appropriate, to discuss how the request may be accommodated by the school. The provision of the college's educational programmes and the operation of its facilities are subject to adequate resources and staffing allocation being made available by the DES.¹

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 within 42 days of the date of refusal. Such requests must be made in accordance with s 29(c) of the Education Act 1998.

The requirements applicable to such reviews are set out in the procedures determined by the Minister under s 29(b) of the Education Act 1998 which are published on the website of the DES.

The board will conduct such reviews in accordance with the requirements of the procedures determined under s 29(b) and with s 29(c) 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 s 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 s 29 of the Education Act 1998.

Right of appeal

Under s 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 the college to refuse admission.

An appeal may be made under s 29(1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the college being oversubscribed.

An appeal may be made under s 29(1)(c)(ii) of the Education Act 1998 where the refusal to admit was due to a reason other than the college being oversubscribed.

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 s 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 s 29 of the Education Act 1998 (see review of decisions by the board of management).

Appeals under s 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 s 29(b) of the Education Act 1998 which are published on the website of the DES.

¹ Education Act 1998.



St Francis College annual Admission Notice for 2023/24

Copies of the school's Admission Policy and the application form for admission for the 2023/24 school year are available as follows: –

To download at: www.stfranciscollege.ie

On request: By emailing info@stfranciscollege.ie or writing to:

St Francis College,
Monastery Road,
Rochestown,
Co Cork T12 TK82

1. Application and decision dates for admission to 1st Year for 2023/24:

1.	The school will commence accepting applications for admission on	1 October 2022
2.	The school will cease accepting applications for admission on	22 October 2022 at 9.30 a.m.
3.	Applicants will be notified in writing of the decision on their application by	25 October 2022
4.	Applicants must confirm acceptance of an offer of admission by	28 October 2022

Failure by an applicant to accept an offer by the 28 October 2022 may result in the offer being withdrawn.

Failure by an applicant to accept an offer by 28 October 2022 may result in the offer being withdrawn.

2. Number of places being made available in the 2023/24 school year:

The number of places being made available in 1 st year is	162
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3. Number of places in 1st year for the 2023/24 school year which were offered and accepted before 1 February 2020:

The number of places for 1 st year that were offered and accepted prior to the coming into operation of s 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	0
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4. Breakdown of applications in the previous year (only required if the school was oversubscribed in the previous year):

The total number of applications for admission received by the school for admission in 1st year in the 2022/23 school year was **234**.



Breakdown of places allocated for 1st Year for the 2022/23 school year:	
Number of places available	140
Number of applications received	234
Offers made and accepted under each criteria	Criteria 1: 0 Criteria 2: 1 Criteria 3: 41 Criteria 4: 5 Criteria 5: 9 Criteria 6: 1 Criteria 7: 83



Catchment map

