



## **Admissions Policy Patrician Academy**

**School Address: Bowling Green, Mallow, Co. Cork**

**Roll Number: 62330U**

**School Patron: Most Rev Dr. William Crean, Bishop of Cloyne, Diocese  
of Cloyne**

**Reviewed & Ratified by the Board of Management on:  
1<sup>st</sup> September 2025**

## **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.

This policy has been notified to and approved by the school patron. 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 the Patrician Academy 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.

**It is the responsibility of parents/guardians to fully read this policy, 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**

The Patrician Academy is a Catholic and all boys' voluntary secondary school with a Catholic ethos under the trusteeship of the Bishop of Cloyne.

"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 cultural, educational, moral, religious, social, linguistic and spiritual values; 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,

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of the Patrician Academy 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.

### **Our Mission Statement**

The Patrician Academy aims to be a centre of excellence in education encouraging students to achieve their full potential in all aspects of their educational and personal development.

Management, Parents/Guardians, Teachers and Students co-operate to enable each student reach his full potential. We encourage our students to examine contemporary culture and values in the light of Christian beliefs.

We are committed to the development of students' moral, social and cultural values. We encourage their creativity and seek to develop fully their cultural, educational, moral, religious, social, linguistic and spiritual values. The Patrician Academy provides an education where what is excellent in traditional educational theory is strengthened by what is best in modern educational developments.

We stress the importance of enhancing each student's sense of dignity and self-worth in order to enrich their

quality of life. We aim to provide our students with the necessary skills and attributes to enable them to take their place as confident and productive members of the society in which they live.

### 3. Admission Statement

The Patrician Academy will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender status 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 religious grounds of the student or the applicant in respect of the student concerned,
- (f) the disability grounds 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 grounds 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.

#### Single gender schools

The Patrician Academy is an **All-boy’s** school and does not discriminate where it refuses to admit a girl applying for admission to this school.

#### Schools with special education class(es)

The Patrician Academy is a school which has established five special classes, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

*“Patrician Academy 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.”*

*“Patrician Academy will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”*

### 4. Categories of Special Educational Needs catered for in the school/special class

The Patrician Academy with the approval of the Minister for Education, has established a class to provide an education exclusively for students with ASD (3 classes), Mild General Learning Needs (1 class) and Moderate General Learning Needs (1 class).

### 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him and that he shall make all reasonable efforts to ensure compliance with such code by the student.

- c) The Patrician Academy 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) The special classes attached to the Patrician Academy provides an education exclusively for students with ASD, Mild General Learning Needs and Moderate General Learning Needs and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in this class. Admission to a special class is subject to a formal assessment of need, suitability of placement, and availability of resources. Where a student is not deemed suitable, this decision will be communicated with reasons and rights to review/appeal.

**Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:**

**Professional report(s) outlining:**

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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 autism.

**The new eligibility requirement for a NCSE letter is also a prerequisite for enrolment in our Mild and Moderate General Learning special classes. (along with the psychologist/psychiatrist/multidisciplinary report(s)) Parents should note the new cut-off date: It is the responsibility of parents to notify the NCSE that they are interested in a place in a Special Class by 1<sup>st</sup> October 2025.**

## **6. Oversubscription – in Mainstream or in our Special Classes**

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:

- i. Brothers of students, past or present, but only under specific conditions. To be eligible, the sibling must either be currently enrolled or have completed a full cycle of the \*Inter, Junior or Leaving Certificate exams. The enrolment of a new student does not extend eligibility to an older sibling who is not already attending our school. Therefore, a sibling at another school does not qualify for a place based on our sibling criteria, nor will their position on the waiting list change.
- ii. Sons of permanent members of current staff.
- iii. Applicants whose father or grandfather is a past student of the school. To meet this criterion, the father or grandfather must have completed a full cycle of the\*Intermediate, Junior, or Leaving Certificate examinations. The number of places allocated under this specific criterion will not exceed 25% of the total available places, as detailed in the school's annual admission notice for the relevant academic year.
- iv. Applicants from Primary schools within the traditional catchment area.\*\* Students must have completed a minimum of 1 full academic year i.e. 6<sup>th</sup> Class to be considered in this category.
- v. Applicants from schools outside the traditional catchment area who have previously sent students to the Patrician Academy. Students must have completed a minimum of 1 full academic year i.e. 6<sup>th</sup> Class to be considered in this category.
- vi. Students from other schools.

Selection by lottery after priority categories are exhausted from the 3-week application window in the October preceding entry to secondary school.

\* Intermediate Certificate: A historical qualification awarded at the end of the first **3-year cycle** of post-primary education. Replaced by the Junior Certificate in 1992.

Junior Certificate / Junior Cycle: Qualification awarded upon completion of the first **3-year cycle** of post-primary education.

Leaving Certificate: The final qualification of post-primary education, completed after a **2 or 3 year** Senior Cycle, depending on whether Transition Year—introduced in 1974—is taken.

\*\*Traditional Catchment area - schools include,

Baltydaniel National School, Ballyclough (Scoil Eoin Naofa) National School, Ballygown National School, Burnfort National School, Bweeng National School, Dromahane National School, Gaelscoil Thomáis Dáibhís, Glantane National School, Killavullen National School, Mallow Community National School, Rahan National School, Rathduff NS, S N Ath Na Lionta, Scoil Ghobnathan, St Patrick's National School

## **NOTE:**

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.

All applicants within the specific criteria category will be listed by lottery (see below).

Additionally, in circumstances where all available places have been allotted without the application of ALL selection criteria, remaining candidates will be listed within their respective categories by lottery (see below).

Twins/Triplets or siblings: If one Twin/Triplet/sibling is offered a place as a result of being selected by lottery, places will be offered to their Twin/Triplet/sibling provided the schools Health and Safety considerations are met. However, the number of places allocated by the BOM will not be exceeded.

## **Lottery Arrangements**

### **Conduct of Lottery**

All applicants within the specific category will have their names drawn until all places are filled.

When the places are filled, the remaining names of the applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

### **Supervision of Lottery**

The lottery will be supervised by a minimum of two (2) members of the Board of Management (BOM) and a solicitor who is NOT a Board member.

## **7. 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 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 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:
  - i. siblings of a student attending or having attended the school and/or
  - ii. parents and grandparents of a student having attended the school to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

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).

## **8. Decisions on applications**

All decisions on applications for admission to the Patrician Academy 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

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.

## **9. 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.

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

In accepting an offer of admission from the Patrician Academy 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.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by the Patrician Academy 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 and that he 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 10 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 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.”*

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of 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 name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to the Patrician Academy 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 the Patrician Academy 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.

## **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school’s admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will automatically be added to the bottom of the waiting list in order of

the date of receipt of their application OR after the school has applied **the selection criteria in accordance with this admission policy.**

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.

## **15. Procedures for Waiting Lists and Admissions for Years Other than First Year**

Following the initial application process for entry into First Year, any applicant who remains on the waiting list will retain their place unless the school receives **written instruction from a parent/guardian requesting that their son's name be removed.**

Parents/guardians should carefully note the following:

- (i) **Names on the original First Year waiting list will remain active** and valid for subsequent years. There is **no requirement to submit a new application** for consideration in later years. However, parents/guardians must notify the school in writing if they wish to withdraw their son from the waiting list.
- (ii) Applications will be considered valid and active from the date the **original, fully completed application form** was received. **No further documentation is required** unless requested by the school.
- (iii) If an applicant **accepts or declines an offer** of a place, their name will be **removed from the waiting list**, and a new application would be required to be considered again in the future. They would be added to the end of the waiting list, if oversubscribed.

## **Admission Procedures for Mid-Cycle Transfers (Years 2–6):**

Any request to transfer a student from another second-level school into the Patrician Academy must be made in writing, along with a completed Application Form. Where no place is available at the time of application, the student will be placed on the relevant waiting list.

Should a vacancy arise in 2nd–6th Year, the school will offer the place to the next eligible applicant on the waiting list, based on the **priority criteria** and the **date the original application was received**. When a student applies for admission into 3rd or 6th year, we will consider the availability of their desired subjects within our curriculum.

## **Confirmation of a School Place**

Confirmation of a place is conditional on the receipt by the school of the completed registration forms and other relevant documents. Included in the registration form is a section which the parent(s)/guardian(s) must sign agreeing to co-operate with the school authorities in all matters pertaining to the education of their son and a copy of the school's Code of Behaviour.

## **16. Declaration in relation to the non-charging of fees**

The Board of the Patrician Academy or any persons acting on its behalf shall not, except in accordance with section 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 school, or
- (b) the admission or continued enrolment of a student in the school.

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

A parent of a student, or a student who has reached the age of 18, who wishes to attend the Patrician Academy without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent and the student, as the case may be, to discuss how the request might be



accommodated by the school. These arrangements will not result in a reduction in the school day for such students.

## **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.

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.