



Admission Policy of Bandon Grammar School

Bandon, Co. Cork.

Roll Number: 62060R

School Patron/s: The Incorporated Society for Promoting Protestant Schools in Ireland.

1. Introduction

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

The policy was approved by the school patron on 29th September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it. It is reviewed annually by the Board of Management of Bandon Grammar School.

The relevant dates and timelines for Bandon Grammar School 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 softcopy (or hardcopy on request) to any person who requests it.

2. Characteristic spirit and general objectives of the school

Bandon Grammar School is a fee charging co-educational, boarding and day school founded in 1642, with an historic and valued association with the Church of Ireland. The school patron is The Incorporated Society for Promoting Protestant Schools in Ireland. The school is governed on behalf

of the patron by a local Board of Directors. The school is managed by a Board of Management which includes directors, teachers and parents.

The school aims to provide a broad education of high quality within a Christian context, mindful of plurality of views in a diverse school community necessitating an atmosphere of tolerance and respect. Our characteristic spirit seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, the school encourages home/family involvement, highlighting the importance of the family/home in the social and emotional development of the child, and more broadly, the community of the school and church.

In accordance with S.15 (2) (b) of the Education Act 1998, The Board of Management and Board of Directors of Bandon Grammar School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic, and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission and Purpose

Bandon Grammar School will promote excellence in all, enabling students to deliver their best in academic results, sport, the arts, or science. Students will be the best they can be in their preferred field.

It will deliver its purpose by:

1. Promoting a culture of tolerance and respect for all stakeholders.
2. Providing facilities and resources to enable excellent outcomes and ensure the IT infrastructure and curriculum remains at the leading edge of Irish schools to equip students for a rapidly changing world.
3. Utilising the support of staff, teachers, parents, and the wider community.
4. Ensuring the wider social, emotional, moral, and spiritual development of students to promote a mature and caring group of young people in society.
5. Deliver policies to ensure a sustainable future for the school in the long term.
6. Maintain a safe environment, which promotes physical & emotional wellbeing.

3. Admission Statement

Bandon Grammar School 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 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.

Post-primary denominational schools

Bandon Grammar School 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 Church of Ireland and other protestant denominations recognised by the Secondary Education Committee for state grant purposes in preference to others.

Bandon Grammar School 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 Church of Ireland and other protestant denominations recognised by the Secondary Education Committee for State Grant purposes and it is proved that the refusal is essential to maintain the ethos of the school.

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

The Minister of Education and Skills has not established a class to provide an education exclusively in a Special Education Needs setting.

The school has an extensive SEN programme within the mainstream.

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 or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

Bandon Grammar School is a Church of Ireland managed school and may refuse to admit as a student a person who is not of a protestant denomination recognised as such by the Secondary Education Committee where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Bandon Grammar School provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. Applicants should note that the admissions criteria and procedure for our ASD class are set out in Appendix 2 of this policy. The criteria in that appendix apply to all applications for the special class regardless of whether it is oversubscribed or not. The special class caters solely for students with a diagnosis of ASD and the Board will refuse to admit any student who cannot demonstrate such a diagnosis with an appropriate professional's report(s). The order of priority applying on oversubscription for places in the special class will be allocated in accordance with paragraph 6 below.

6. Oversubscription

(a) Special Class ASD:

Oversubscription for places in the special class N.B. As noted above, regardless of whether the special class is oversubscribed or not, applicants must meet the criteria set out in Appendix 1 of this policy.

PRIORITISATION OF APPLICANTS In deciding enrolments to the special class, the School shall prioritise applications according to the following categories:

- **Priority Level 1:** Students who are already enrolled in Bandon Grammar School and who will be in Second to Sixth Year at the commencement of the next school year
- **Priority Level 2:** Students who are already enrolled in Bandon Grammar School and who will be in First Year at the commencement of the next school year.
- **Priority Level 3:** Students who are NOT currently enrolled in Bandon Grammar School, who would be regarded as a Criteria 1 or Criteria 2 under the Bandon Grammar School Admissions Policy and who will be in Second to Sixth Year at the commencement of the next school year.
- **Priority Level 4:** Students who are NOT currently enrolled in Bandon Grammar School who would be regarded as a Criteria 1 or Criteria 2 applicant under the Bandon Grammar School Admissions Policy and who will be in First Year at the commencement of the next school year.
- **Priority Level 5:** Students who are NOT currently enrolled in Bandon Grammar School who would NOT be regarded as a Criteria 1 or Criteria 2 applicant under the Bandon Grammar School Admissions Policy and who will be in Second to Sixth Year at the commencement of the next school year.
- **Priority Level 6:** Students who are NOT currently enrolled in Bandon Grammar School, who would NOT be regarded as a Criteria 1 or Criteria 2 applicant under the Bandon Grammar School Admissions Policy and who will be in First Year at the commencement of the next school year.

Applicants who fail to submit current reports to prove that they meet the criteria for enrolment will not be granted any priority level.

ALLOCATION OF PLACES Priority will be afforded first to children in Priority Level 1 and then sequentially to each subsequent priority level. Where there is an excess of applicants within a priority level, the places available shall be offered based on random selection by lottery.

Parents/guardians of applicant students will be informed of the outcome of their application in accordance with the relevant period prescribed in regulations.

(b) Mainstream part of school

In the event that the mainstream part of Bandon Grammar 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:

Selection Criteria in order of Priority. Boarding and Day Pupils.

1. Members of the Church of Ireland and other Protestant denominations including inter-church families as recognised by the Secondary Education Committee.
2. Siblings of current pupils.
3. Siblings of past pupils.
4. Children of past pupils (Limited to 25% of total intake).
5. Children within the catchment area for school transport.
6. All other applicants.

Note: For applicants for Boarding a visit to view facilities and an interview is recommended.

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:

A lottery draw will be conducted for each selection criteria imparted by oversubscription supervised by a member of the school independent interview chairperson nominees. A list in order of those drawn will be compiled and parents of those applicants informed of their place on the waiting list.

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 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 other than in relation to the fee charging nature of the school as set out on the school policy on fees.

- (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, other than in the case of admission to the residential element of the boarding school.
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, on (1) siblings of a student attending or having attended the school and/or (2) parents of a student having attended the school.

In relation to (2) parents having attended, the school may only apply to a maximum of 25% of the available spaces as set out in the school's annual admission notice.

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

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Bandon Grammar 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 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

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

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 (see section 18 below for further details).

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

In accepting an offer of admission from Bandon Grammar School, 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.

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 Bandon Grammar School 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 10 above.
- (v) '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 post 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 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).

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 Bandon Grammar School 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 Bandon Grammar School 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 be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

15. Changing status of student application

A student who successfully applies for and who has accepted a place as a boarder in the School will not receive any priority if at any time s/he subsequently applies instead to be enrolled as a day student. In such cases, this student will be deemed to be making a new application, and the application will be determined in accordance with this Admissions Policy and will be afforded the priority that applies to an applicant making an application for a day place. This means that an applicant who had been enrolled as a boarder in the school, who subsequently applies to be admitted as a day student, may not be successful in being enrolled in the School as a day student. The boarding space held by the applicant shall not be deemed to be a day space for the purpose of his/her application. Furthermore, as per the School's Policy of Fees, parents and guardians agree to pay each half year's fees in advance and if withdrawing and /or changing a pupil from either a boarding or day space are required to give three months' notice of withdrawal in writing or pay a third of a years' fee in lieu of notice.

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

(i) 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:

Applications will normally be made by February 1st of the year prior of entry and a decision communicated to the applicant's parents within 3 working weeks.

(a) The criteria and procedures set out in sections 3, 4, 5, 6 and 7 will apply

(b) A visit to the school and interviews are recommended for new applicants to boarding

(c) Information and records (Education passport) are obtained from the students' previous schools.

(d) The move is in the best interest of the child, especially where subject options are concerned, and special education needs can be met appropriately

(ii) 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:

(a) Entry will normally be at the start of the school year. Mid-stream admission during the school year will only be considered in exceptional circumstances. Such circumstances may include where a family relocates to live in the area.

(b) The criteria set out at sections 3, 4, 5, 6, 7 and 15 (i), (b), (c), (d) and (e) will apply.

(iii) '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 post 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.

17. Declaration in relation to the fees

The board of Bandon Grammar School or any persons acting on its behalf in accordance with section 64 of the Education (Admission to Schools) Act 2018, may charge fees for or seek payment as a condition of.

- (a) an application for admission of a student to the school, (non-refundable).
- (b) a deposit on acceptance of a place, refundable on final account.
- (c) school fees and extra charges for continued enrolment of a student in the school.

18. Arrangements regarding students not attending religious instruction .

Bandon Grammar School provides Religious Education but not religious instruction in any faith. Religious instruction, preparation for confirmation etc. remains a private matter.

19. 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.

Appendix 1

Application Procedure and Admission Criteria to Special Class for ASD students

Applicants for a place in the special class must also complete a separate Application Form for enrolment to the special ASD classes. This form will be available from the School Office or on the School website www.bandongrammar.ie

Details of the application timing for each relevant year shall be stated in the Bandon Grammar School's Annual Admissions Notice.

To be eligible for consideration for a place in the special class, the student must have a current (within last two years) Psychological Report which clearly specifies a diagnosis of ASD and a recommendation for enrolment in a Special Class in a mainstream school. The diagnosis must be determined by the DSM IV or V criteria. The Psychological Assessment must have been completed with a post-primary mainstream educational setting in mind.

Applicants should also submit copies of all other relevant reports and assessments. These could include the following:

- A Cognitive Assessment which includes an estimation of Global Cognitive Function
- A Speech and Language Assessment (within last two years)
- An Occupational Therapy report (within last two years)
- A Psychiatric Report (if such exists)
- All reports and information from CAMHS, HSE or similar support services.

If necessary, applicants may be asked to supply further information including any additional documentation relevant to the student needs which would have an impact on educational planning.

Applicants will be required to grant permission for Bandon Grammar School to contact any previous school(s) for records, paperwork, and transfer information.

Applicants should note that the special class is a designated ASD class only and will not accept applications from students other than those who can supply a psychological report confirming that they have an ASD diagnosis. Applicants should note that the special class does not cater for students with emotional or behavioural disorders regardless of whether they have a diagnosis of ASD or not. Applications for such students will not be accepted, and the applicant will be refused admission.

SCHOOL MULTI-DISCIPLINARY REVIEW PANEL

All applications for the special will be reviewed by a Multi-Disciplinary Review Panel which may consist of the following members as necessary, and as determined by the School:

- Bandon Grammar School Principal or a delegated Deputy Principal
- Bandon Grammar School ASD Class teacher
- Bandon Grammar School Additional Needs Department Coordinator

The remit of the Multi-Disciplinary Review Panel is:

- To make recommendations based on these findings to the Principal, Bandon Grammar School.
- To advise the Principal on the allocation of places in the special class.
- The decision on the allocation of places in the special is made by the Principal in the context of this Policy.

Decisions of the Principal concerning admissions to the special may be reviewed by the Board of Management (see below).

DECISIONS NOT TO ENROL OR TO WITHDRAW ENROLMENT

The Board of Management require that Parents/Guardians must accept that the enrolment process to the special class only proceeds where the educational and physical needs of the applicants as identified can be met within the special class.

Enrolment may be refused to the special class on health and safety grounds if:

- Students are deemed by the Multi-Disciplinary Review Panel to be an unacceptable risk to themselves, to other students, to school staff or to school property.
- Enrolment would have a detrimental effect on the education of other students.
- The student's needs are such that, even with additional resources available from the Department of Education and Skills and the HSE, the school cannot meet such needs and/or provide the student with an appropriate education.

Should the Principal refuse enrolment to the special, parents will be advised of their right to a review of this decision by the Board of Management and will be given information on how to do so.

As already indicated above the Parents/Guardians of the applicant for enrolment must accept and agree to Bandon Grammar School Code of Behaviour and the terms of this policy. All efforts will be made by staff at the school to manage such behaviour using various strategies and through the implementation of the student's Individual Educational Plan. However, all students, including those with special educational needs, are subject to the Code of Behaviour as well as the terms of the Bandon Grammar School Health and Safety Policy. Where any student's behaviour impacts in a negative way on the other students in the special class or the students in a mainstream class, to an extent that their health, safety, welfare or constitutional right to an education are being interfered with, as determined by the Principal of the school, then the school reserves the right to advise Parents/Guardians that a more suitable educational setting should be found for their child and, if necessary, to permanently exclude the student from the school. This decision may be appealed to the Board of Management.

In cases where the attendance of a student enrolled in the special class is of a nature that causes the staff to be significantly concerned about their commitment and engagement to the programme, the impact on the attendance/non-attendance on the progress of the other students enrolled on the programme, and the possibility that a place is being denied to a more suitable applicant, the case for

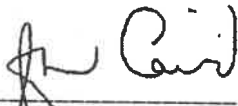
the student's removal from the programme will be referred to the Multi-Disciplinary Review Panel after consultation with the parents/guardians.

Parents/Guardians of all applicants who are refused admission to Bandon Grammar School will be advised of their right to appeal the matter to the Secretary General, DES under Section 29 of the Education Act 1998

Ratification and Communication

Policy adopted by the Board of Management: 23rd September 2025

Approved by the Board of Management on 22nd September 2026



Dr. A. Caird
Chairperson
Board of Management



Ms. N. McShane
Secretary
Board of Management