

	ADMISSION POLICY Royal School Cavan College Street, Cavan Town, Co. Cavan, H12 AY10 Roll number: 610805
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School Patron: Cavan Protestant Local Board of Education & the Bishop of Kilmore Elphin & Ardagh

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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 school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was forwarded by the school patron to the Board of Management. This policy was reviewed and ratified on 4th September 2025. 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 Royal School Cavan admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic Spirit And General Objectives of the School

Royal School Cavan is one of six Ulster royal schools which were founded during the reign of King James. The school received its charter in 1608 and the first headmaster was appointed in 1611. His name was John Robinson and he was to begin an era of providing education in Cavan for over 400 years. Cavan Protestant Local Board of Education is the registered patron. In accordance with the Education Act 1998, a Board of Management was established in October 2009, and the patron gave responsibility to this board to manage the day school in accordance with the Articles of Management.

The school recognises its Protestant background and ethos but also embraces a policy of openness and affirmation of different traditions and cultures within society. As a co-educational voluntary secondary school, Royal School Cavan welcomes boys and girls of all religious, social, cultural and ethnic backgrounds.

The Ethos of our School

The warm, friendly and caring atmosphere of Royal School Cavan arises from the high value placed on relationships between students, staff and parents. The great majority of students have a positive attitude towards school life, particularly appreciating their friendships. Teachers have high expectations of students academically but also in terms of their social and moral development. There is a wide range of extra-curricular and co-curricular activities which offer opportunities to support the physical, intellectual and cultural development of our students.

We celebrate the many talents and achievements of our students but we particularly value effort. Intelligence and ability are not regarded as fixed qualities. We encourage our students to have a growth mind-set. Students are encouraged to learn from their mistakes and to believe in their potential, thereby developing a positive attitude towards learning from which they will benefit throughout their lives.

Royal School Cavan is a Christian school in which traditions and beliefs of the Church of Ireland inform the policies and practices of the school. This ethos is reflected in many ways:

- Religious Education is a core subject on the school curriculum for all Forms.
- Students attend daily morning assemblies.

- We celebrate together to mark key times throughout the year e.g. Harvest Thanksgiving, Christmas, Form 6 graduation, Form 3 examinations prayer service.
- Charity work is an integral part to instil in students a sense of care, compassion and community.
- Students can join our Christian Union and Bible Study groups.
- We foster a spirit of inclusivity by holding various themed weeks throughout the school year e.g. Week of Culture & Languages, Friendship Week, Wellbeing Week, etc.

Mission Statement

Royal School Cavan endeavours to nurture students' gifts and talents in a learning community that is supportive, inclusive and creative. Everyone is encouraged to achieve their full academic and personal potential while developing habits that instil lifelong learning, guided by our Christian ethos.

Educational Aims of Royal School Cavan

- To offer a Church of Ireland education that strives to empower and motivate students to use their individual gifts with confidence, creativity and generosity in a spirit of loving and responsible service.
- To promote the moral, spiritual, academic, social and personal development of students in consultation with their parents.
- To cherish all students equally regardless of ability, gender, creed, class or ethnic background.
- To encourage a pursuit of excellence appropriate to each student so that they may develop their particular gifts.
- To offer a broad holistic curriculum to enable students to reach their full potential and to develop a love of learning.
- To give every opportunity to students to develop powers of critical reflection thereby building independence of mind as a means towards responsible citizenship.
- To nurture the aesthetic sense through the creative arts and an appreciation of heritage and culture.

Promoting Positive Mental Health at Royal School Cavan

This school is one that seeks to promote healthy lifestyles for all in a safe, supportive and nonthreatening environment. Through its policies, procedures, activities and structures the school aims to create an environment in which:

- People feel valued
- Self-esteem is fostered
- There is respect, tolerance and fairness
- People in difficulty are supported
- There is open and honest communication
- Effort is recognised
- Difference and diversity are valued
- Conflict is handled constructively
- Social, moral and civic values are promoted
- Initiative and creativity are stressed.

These aims are implemented in the daily transactions between management, staff, students and the wider school community.

This process is further enhanced by a weekly timetabled class in Social, Personal and Health Education (SPHE) for each class group in Forms 1, 2, 3, 4 (Transition Year) and 5, along with one class period of Wellbeing for Form 6. Themed weeks such as; the Week of Languages & Culture, Friendship Week, Mental Health Awareness Week, and Healthy Eating Week all promote the importance we place on developing a healthy lifestyle.

The School Programme

Every effort is made at Royal School Cavan to offer students a broad and enriching educational experience. In addition to Junior Cycle and Leaving Certificate, all students complete a compulsory Form 4 (Transition Year) Programme. There are only two conditions that will be taken into account for entry exemption, as detailed in our 'Entry Exemption from our Compulsory Transition Year Programme Policy'.

Role of the Board of Management & Principal

The Board of Management, in consultation with the Patron, determines the Admissions Policy of the school. The Board determines the maximum number of students and the gender balance in the school each year. The Principal allocates the places on behalf of the Board of Management based on the criteria determined by the Board.

3. Admission Statement

Royal School Cavan 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.

Royal School Cavan 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 or a student who is a member of another mainstream Protestant or Reformed tradition of Christianity being members of the Irish Council of Churches, or as recognised by the Secondary Education Committee as eligible for consideration for grants. The school does not discriminate in relation to the admission of students where it refuses to admit as a student a person who is not Church of Ireland or a member of another Protestant denomination and it is proved that the refusal is essential to maintain the ethos of the school.

Royal School Cavan 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.

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

Special Classes

The Minister for Education has approved two ASD Special Classes at Royal School Cavan. These special classes provide an education exclusively for students with a category of special educational needs specified by the Minister and the Principal of Royal School Cavan may refuse to admit to either of the two classes a student who does not have the category of need specified.

Eligibility Criteria

Children and young people are eligible for enrolment in our special class for ASD when the following is provided in support of such an application: Professional report(s) outlining:

- I.** Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report))

AND

- II.** A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- III.** 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

- IV.** 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)

4. Admission of Students

This school shall admit each student seeking admission except where:

- A.** the school is oversubscribed (please see [section 5](#) below for further details)
- B.** a parent of a student, when required by the 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.
- C.** Royal School Cavan is a Church of Ireland school and may refuse to admit as a student a person who is not of Church of Ireland/Protestant faith, where it is proved that the refusal is essential to maintain the ethos of the school.
- D.** The two ASD classes attached to Royal School Cavan provide an education exclusively for students with an assessment and a recommendation that the student is placed in the special class. 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 these classes.

5. Oversubscription

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. Children who are members of the Church of Ireland, children who are members of other mainstream Protestant traditions or Reformed traditions of Christianity as listed on the SEC (Secondary Education Committee) website. (A direct link to eligible denominations & churches in this criteria can be found at Appendix I).
2. Children who are members of other churches, and these churches are members of the Irish Council of Churches (A direct link to the list of members of the Irish Council of Churches can be found at Appendix II).
3. Brothers and sisters of those already in the school and children of all staff members.
4. Brothers and sisters of past students, who completed a minimum of two-years of secondary education at Royal School Cavan.
5. Children from traditional feeder schools subject to availability of places (Appendix III).
6. Children who have attended a school under Protestant management.
7. Children who are members of other Christian denominations.
8. Students from non-traditional feeder schools subject to availability of places.

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), priority will be given to the student from our listed feeder schools. Random selection will occur if none of the applicants are from our feeder schools.

In the event that there are two or more students tied for a place or places in any of the sub-selection criteria categories above (that is where the number of applicants exceeds the number of remaining places after taking into account of places allocated under other sub-selection criteria having priority), the places will be allocated by random selection.

Where two or more applicants are equally entitled on any one of the criteria, preference will be given to the applicant(s) who complies with the next criterion.

In the event of applicants having equal entitlement to enrolment, and where such applications exceed the number of places available, the places will be allocated by random selection.

6. What will not be Considered or Taken into Account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- A.** a student's academic ability, skills or aptitude;
- B.** the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- C.** a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; (other than in the case of admission to the residential element of a boarding school).
- D.** 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 (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school).
- E.** the date and time on which an application for admission was received by the school.

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

7. Decisions on Applications

All decisions on applications for admission to Royal School Cavan will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

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

8. Notifying Applicants of Decisions

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

If a student is not offered a place in 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 17](#) below for further details).

9. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Royal School Cavan, 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

10. Circumstances In Which Offers May not be Made or May be Withdrawn

An offer of admission may not be made or may be withdrawn by Royal School Cavan 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 9](#) above.

11. Sharing of Data With Other Schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of 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 member 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 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 the school;
- IV. A student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

12. Waiting List in the Event of Oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Royal School Cavan 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 Royal School Cavan is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

13. Late Applications

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

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applications 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 Late Waiting List.

14. Procedures for Admission of Students to Other Years and During the School Year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- A.** Royal School Cavan 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 Protestant faith in preference to others.
- B.** Royal School Cavan 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 Protestant faith and it is proved that the refusal is essential to maintain the ethos of the school.
- C.** For applications to mainstream classes in years other than Form 1, prospective applicants may be interviewed by the Principal on behalf of the Board. The prospective student will be required to show that his/her behaviour and general progress up to that point would be deemed to be compatible with the school ethos, aims, and objectives, and that they would have made sufficient academic progress to allow them to cope with the demands of a particular year. (Note: In line with Department guidelines, this requirement does not apply to students seeking admission to a special class).
- D.** Form 4 (Transition Year) is compulsory in Royal School Cavan and applications from students wishing to transfer into 5th Year from junior cycle will not, save in exceptional circumstances, be considered. Enrolment for such applicants would normally take place at the beginning of the academic year.
- E.** Confirmation of a place is conditional on the receipt by the school of the signed acceptance by a parent of the school's Code of Behaviour.
- F.** With the best interest of the student in mind and his/her educational welfare and considering the issues relating to mid-year transfer which may include subject choices, class sizes and available resources, the management of the school may decide to refuse admission at that time and advise parents/guardians to reapply if they so wish for the following year. This restriction does not apply to applications for placement in a special class where a place is available.

The criteria that will be applied to students on a waiting list is as follows:

- 1.** Children who are members of the Church of Ireland, children who are members of other mainstream Protestant traditions or Reformed traditions of Christianity as listed on the SEC (Secondary Education Committee) website. (A direct link to eligible denominations & churches in this criteria can be found at Appendix I).
- 2.** Children who are members of other churches, and these churches are members of the Irish Council of Churches (A direct link to the list of members of the Irish Council of Churches can be found at Appendix II).
- 3.** Brothers and sisters of those already in the school and children of all staff members.
- 4.** Brothers and sisters of past students, who completed a minimum of two-years of secondary education at Royal School Cavan.
- 5.** Children who have attended a school under Protestant management.
- 6.** Children who are members of other Christian denominations.

15. Declaration in Relation to the Non-charging of Fees

The board of management of Royal School Cavan 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 contribution, (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.

16. Arrangements Regarding Students Not Attending Religious Instruction

Religious Education is provided in the school in such a way, that all students, whether of a particular religious affiliation or none, can freely and actively participate in the classes. A parent of a student, or a student who has reached the age of 18, who wishes to attend Royal School Cavan without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student to discuss how the request may be accommodated by the school.

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. 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**

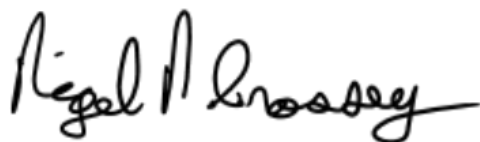
appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.

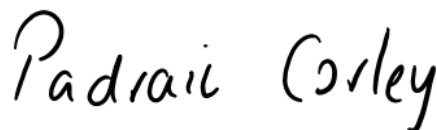
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Signed:



Dean Nigel Crossey (Chairperson BOM)

Signed:



Padraic Corley (Principal)

Date:

10th September 2026

Appendix I

[Link](#) to the list of eligible denominations & churches in criteria 1.

Alternatively log onto www.secgrant.ie and click on Religion.

Appendix II

[Link](#) to the list of members of the Irish Council of Churches in criteria 2.

Alternatively log onto www.irishchurches.org to view all members.

Appendix III

Church of Ireland and Other Protestant National Feeder Schools

Roll No.	School	Address
05627W	Bailieborough Model School	Bailieborough, Co. Cavan
11409V	Ballyconnell Central National School	Ballyconnell, Co. Cavan
12099O	Billis National School	New Inns, Ballyjamesduff, Co. Cavan
19527V	Cabra Central National School	Kingscourt, Co. Cavan
11517B	Cavan No.1 National School	Farnham Street, Cavan, Co. Cavan
12312L	Darley National School	Cootehill, Co. Cavan
19921C	Drung No. 2 National School	Drung, Co. Cavan
13271F	Fairgreen National School	Railway Road, Cavan, Co. Cavan
11205F	Killeshandra National School (C of I)	Killeshandra, Co. Cavan
19322D	Kilmore Central National School	Kilmore, Co. Cavan
09353I	Newtowngore Central National School (C of I)	Newtowngore, Co. Leitrim
08673V	The Hunt National School	Castle Street, Mohill, Co. Leitrim
12683A	Longford Mixed National School	Battery Road, Longford, Co. Longford
13313S	St John's National School	Edgeworthstown, Co. Longford
10223C	Tashinny National School (C of I)	Colehill, Co. Longford.
19703P	Drumcorrin National School	Drum, Co. Monaghan
06028F	Rockcorry Primary School	Rockcorry, Co. Monaghan