

# Saint Kilian's National School

## Admission Policy

**Admission Policy of Saint Kilian's N.S.**

**Mullagh, Co. Cavan**

**School Website: [www.stkilianmullagh.scoilnet.ie](http://www.stkilianmullagh.scoilnet.ie)**

**Roll number: 19608V**

**School Patron: The Bishop of Kilmore**

### **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 in July 2020. 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 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.

Notices will also be placed in the Parish Newsletter, made available in the local play schools and at the school entrances to notify parents that the school is accepting enrolment applications for the coming year. The enrolment process is by written application only. Completed application forms should be returned by January 31st each year. All applications must be fully completed for consideration.

**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.

The address at which the applicant resides will be the address used only by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's name on a list, however early, does not confer an automatic right to a place in the school.

## **2. School Ethos**

St Kilian's National School is a co-educational, Catholic primary school under the patronage of the Bishop of Kilmore which strives to provide children with the basic training they need so that they will grow up to be an integrated member of the community and self-reliant individuals. This training is spiritual, moral, intellectual, emotional, physical and social.

St Kilian's will strive to promote, both individually and collectively, the professional development of teachers through staff development programmes. We aim to create in our school a climate of trust and love, with staff supportive of each other and each child valued as an individual.

We welcome involvement in all aspects of school life from pupils, parents, parish, Board of Management, the school inspector, and the Department of Education and Science. We particularly value the role St Kilian's Parents' Association has in the overall running of the school.

## **3. Admission Statement**

St. Kilian's N.S. will not discriminate in its admission of a student to the school on any of the following:

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

St. Kilian's N.S. 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 Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018*

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

St. Kilian's NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with A.S.D. These 3 classes are known collectively as Spraoi.

#### **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

On enrolment to the ASD class in St. Kilian's N.S. of children with special educational needs, the BOM will request a copy of the child's medical and or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to the disability or special needs to profile the support services required.

Following receipt of the report, the BOM will assess how the school can meet the needs specified in the report. Where the BOM deems that further resources are required, it will request the SENO (NCSE see Circular 01/05).

St. Kilian's N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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. Kilian's N.S. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act."

## 6. 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. Applicants with siblings currently or formerly enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. Children residing in the parish, priority eldest;
3. Children of staff members, priority eldest;
4. Random selection (independently verified)

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:

**Random selection (independently verified). A lottery will be conducted in a fair and transparent manner by the Principal, a member of the BOM and an officer of the Parents Association.**

If all places at St. Kilian's N.S. autism classes are filled (a maximum of six pupils to one teacher per class) applicants will go on a waiting list and be prioritised as follows when places become available.

- (i) Pupils currently enrolled in a mainstream class at St. Kilian's N.S.
  - (ii) Sisters and/or brothers of pupils currently in the school
  - (iii) Children from the catchment area in the Spraoi Early Intervention Class, who have spent a minimum of one year in the EIC.
  - (iv) Priority will be given to other children within the catchment area starting with the oldest
  - (v) Children from outside the catchment area in the Spraoi early intervention class
  - (vi) Children of current staff, including ancillary staff
- Saint Kilian's N.S. is a Catholic school and as such Catholic children will be prioritised for enrolment.

Children who are pre-school age and are diagnosed with autism, or in the process of being diagnosed with autism and are from the catchment area can be put on the waiting list. Priority will then be given to children who are older and are first in need of a school placement.

## **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, other than in relation to a student's prior attendance at Spraoi, early intervention class,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to: admission to Spraoi insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (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 meeting as a condition of admission;
- (f) the date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## **8. Decisions on applications**

All decisions on applications for admission to St. Kilian's N.S. 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 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.

Decisions in relation to applications for enrolment are made by the B.O.M. in accordance with school policy. The BOM will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The BOM will have regard for the relevant DoES guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The BOM is bound by the DoES Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in St. Kilian's N.S. must have reached the age of 4 years by August 31<sup>st</sup> of the year they will commence 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 St Kilian's N.S., 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 St Kilian's N.S. 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.

## **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.
- (iv) the date on which an application for admission was received by the school;
- (v) the date on which an offer of admission was made by the school;
- (vi) the date on which an offer of admission was accepted by an applicant;
- (vii) 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 St. Kilian's N.S. 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 St. Kilian's N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

#### **15. Procedures for admission of students to other years and during the school year**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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. Kilian's N.S. 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 St. Kilian's N.S. 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.

A child will be admitted to classes other than Junior Infants when confirmation has been received from the previous school (Principal) that the child has been removed from their school register, and that a copy of all previous school reports has been furnished with the application.

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to the start of the new school year.**

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

The board of St. Kilian's N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

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

Our school is of Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

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

Prior to religious occasions parents/guardians will be contacted to ascertain if or not they wish their child to attend the religious events arising from an existing list of pupils in this regard. Alternative classes will be offered for these pupils by a teacher.

#### **18. Reviews/appeals**

##### **Review of decisions by the board of Management**

The parents/guardians of 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 parents/guardians of 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.

**19. Implementation and Review**

This Policy will be reviewed, as deemed necessary, by the Board of Management.

**20. Policy Ratification**

The policy was ratified by the Board of Management of St. Kilian's NS on \_\_\_\_\_  
\_\_\_\_\_.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(Chairperson, Board of Management)**

\_\_\_\_\_

**(Principal).**

