

Admission Policy of Kiltiernan N.S.

School Address: Kiltiernan, Kilcolgan, Co. Galway

Roll number: 17645R

**School Patron/s: The Most Reverend Brendan Kelly
Bishop of Galway & Kilmacduagh**

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.

Kiltiernan NS 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.

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

The policy was approved by the school patron in June 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 Kiltiernan N.S. 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

Kiltiernan N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Galway

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;
- (b) a living relationship with God and with other people;
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; a
- (d) the formation of the pupils in the Catholic faith.
- (e) The school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

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

The ethos of Kiltiernan N.S. encompasses collective attitudes, beliefs, core values, traditions, aspirations and goals. These are reflected in the actual practices which are carried out in the school on a daily, weekly and yearly basis. While it is impossible to outline all aspects of the school ‘ethos’, the following characteristics are experienced and promoted as essential elements in the establishment of a supportive and positive ‘ethos’.

- In Kiltiernan N.S., where the ethos is that of a Catholic school, religious instruction, in accordance with the doctrine and tradition of the Catholic Church is part of the education given to children who belong to that Church
- The pupils are prepared for the reception of the sacraments of First Confession, First Holy Communion and Confirmation, in accordance with arrangements in the diocese
- Prayer is a feature of the school day
- The school aims at promoting the full and harmonious development of all aspects of the pupil, including his relationship with God, with other people and with the environment
- The Principal and teaching staff aim at maintaining high professional standards and creating a safe and happy environment
- A spirit of mutual respect is promoted within the school community. Pupils are drawn by example and teaching to appreciate and respect people of different religious affiliations and of different nationalities.
- Close contact is maintained between school and home. Parents / guardians and teachers support one another and collaborate with one another in leading the children to the fullness of their potential at the different stages.

It is our wish that all visitors to the school would sense, upon entering the premises, the warmth, friendship and collegiality of the whole school community.

All Ancillary staff in the school are highly esteemed and respected. It is recognised that their work makes a valued contribution to the process of education.

Kiltiernan N.S. operates in accordance with the Education Act 1998 and the Rules for National Schools as determined by the Department of Education and Science.

The teachers in Kiltiernan National School, see our school as a centre of learning in the broadest sense. We have a deep interest in the progress of all our pupils. We are committed to developing each child's God-given talents to the utmost of their individual potential, calling each child to excellence in every sphere, while recognising that the level of excellence appropriate to each child may well vary depending on the child's abilities and gifts. The focus would be on the child rather than on a rigid demanding standard perceived as excellent by teachers/principal. Pupils would be constantly encouraged and affirmed, promoting a wholesome self-esteem and confidence, consistent with their dignity and uniqueness as persons. The goal of true education in Kiltiernan N.S. is the development of the whole person, including the spiritual, moral and religious dimensions.

We strive to promote, both individually and collectively the professional and personal development of all our teachers through staff development programmes. We place great emphasis on close collaboration by all the members of the school community, with teachers and parents being the essential partners in the life of our school.

3. Admission Statement

Kiltiernan N.S. 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.

Kiltiernan N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

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

Kiltiernan N.S. includes our SEN pupils in mainstream classes, at their age level, providing them and their class teacher with support from our SEN team comprised of our current SET and SNA allocation.

Note for schools: The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

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.**

Kiltiernan N.S. is a Catholic school which promotes the Catholic faith but welcomes enrolment applications from pupils of all faiths and none.

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:

Insert selection criteria here

Note: In the case of a primary school that intends to give priority in admission to a student of a minority religion in accordance with section 7A of the Equal Status Act 2000, the school must include details of the arrangements for same here (see FAQ number 15) (delete if not applicable)

1. Siblings of children currently enrolled in the school [including step-siblings and foster children, resident at the same address] and children of staff members.
2. Children of families whose primary residence is in the primary catchment area of the school
3. Children of families whose primary residence is outside the primary catchment area but in close proximity to the school
5. Children whose Parents/Grandparents attended the school.
6. Children of families whose primary residences are in the parish of Ardrahan, Ballinderreen & Clarinbridge.
7. Any other applicants from the greater South Galway area, or beyond, in line with the above.

The above criteria are listed in order of priority.

When places are allocated under 'Criterion 1' and more places are available, then 'Criterion 2' comes into play, and so on until no places remain.

Correct home address must be given when filling enrolment form.

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:

If only some of the children can be taken from a particular category, these will places will be decided on an age basis, prioritising the oldest children.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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;
- (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 meeting as a condition of admission;
- (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;
- (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.

8. Decisions on Applications

All decisions on applications for admission to Kiltiernan N.S. 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. When returning their acceptances of a place in Kiltiernan N.S. notified parents must also include

- **Signed acceptance of the school's Code of Behaviour and other policies.**

- **Signed declarations of intent regarding of AUP policy and GDPR**
- **A Completed Data Form**

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 Kiltiernan 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 Kiltiernan 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.

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 Kiltiernan 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 Kiltiernan 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.

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 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

Enrolment Criteria for Senior Infants to Sixth Class

Upon completion of an enrolment application form the following criteria will be applied.

1. **Siblings of children already in the school** or children who reside at the same address.(step siblings and foster siblings)
2. Families whose **primary residence is in the immediate catchment area.**
3. Families whose **primary residence is in close proximity** to the primary catchment area.

Enrolment will depend on

- **The number of children currently in the relevant class.** Class places are determined according to the Department of Education and Skills directive for the September of each enrolment year. This criteria is subject to the approval of the Board of Management.
- Provision of a **Letter of Release** from the child's current school.

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:

Upon completion of an enrolment application form the following criteria will be applied:

1. **Siblings of children already in the school** or children who reside at the same address.
2. Families whose **primary residence is in the immediate catchment area** (as defined above).
3. Families whose **primary residence is in close proximity** to the primary catchment area (as defined above).

Enrolment will depend on

- **The number of children currently in the relevant class.** Class places are determined according to the Department of Education and Skills directive for the September of each enrolment year. This criteria is subject to the approval of the Board of Management.
- Provision of a **Letter of Release** from the child's current primary school.

If there are no places available in the relevant class, on receipt of a pre-enrolment form, then parents are informed as soon as possible.

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

This rule applies to all schools.

The Board of Kiltiernan 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

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for parents, who have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students.

1. A **written request** should be made to the Principal of the school.
2. A **meeting will then be arranged** with the parent(s), to discuss how the request may be accommodated by the school.
3. **Alternative class work during religious instruction** within the child's classroom will be discussed.
4. **Each request will be dealt with on an individual basis and an accommodation reached that best suits the needs of the student within the context and constraints of the school provisions**, both educationally and physically.

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 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, Review & Communication

This policy, adopted in May 2020 by the Board of Management, is available to view on the school website and through the office in the school.

The Board of Management will monitor the implementation of all aspects of this Policy and amend it, as required, with particular emphasis places on:

- Effective management of the application process
- Clarity , transparency and fairness relating to the process
- Parental feedback

This policy will be reviewed by teaching staff and the Board of Management yearly, or if prompted by legislative changes. Any staff member, board member or parent may request a review at any time, and such a request will be dealt with as soon as possible.

Chairperson _____ Date _____

Principal _____ Date _____