Admissions / Enrolment Policy

Scoil Náisiunta Cill Richill
Kilrickle N.S.
Roll No: 16293H

School Patron: Bishop Michael Duignan

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 20.12.2022. 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 Kilrickle NS 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

Kilrickle NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Clonfert.

The school teaching staff comprises of a Teaching Principal, 3 mainstream teachers, 1 SET teacher and 1 shared SET teacher. One part-time secretary and a cleaner.

Classes taught are from junior infants to 6th class and includes both boys and girls.

The school hours are from 9.20 a.m. to 3.00p.m. Children in infant classes finish school at 2.00p.m.

Pupils of any race/colour/religion/nationality/ethnic or soul grouping are welcome

as pupils.

The school has a Catholic Ethos. “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; and

b. a living relationship with God and with other people; and

c. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

d. the formation of the pupils in the Catholic faith, and which 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 Kilrickle 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.

3. Admission Statement

Kilrickle NS 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.

Kilrickle National School 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.

Kilrickle National School 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.

Primary schools receiving applications from applicants of a minority religion Kilrickle 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.

All denominational schools
Kilrickle 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 Catholic 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

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

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:

- Siblings in the school.
- Children of people residing in catchment area.
- Age of children (preference given to older child)
- First come, first served.
- Children of past pupils residing in the catchment area.

In the event that there are two or more students tied for a place or places in any of

the section criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Selection criteria will apply in descending order i.e. siblings in school, children of people residing in catchment area, age of children (preference given to older child etc until one of the above applies.

7. What will not be considered or taken into account

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

a. a student's prior attendance at a pre-school or pre-school service, including naíonraí,

b. the payment of fees 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;

In the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school, see selection criteria.

S Section to (2) parents and grandparents having attended, a school may only apply this criteria 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 2027 only).

8. Decisions on applications

All decisions on applications for admission to Kilrickle 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 15 below in relation to applications received outside of the admissions period and section 16 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 in May where they will also be informed of our Open Day and asked to confirm in writing that they will be attending.

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, 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 Kilrickle 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 Kilrickle N.S. where

i. it is established that information contained 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 Kilrickle 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 Kilrickle N.S. is in the order of priority assigned to the student's 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 late in the previous school year will be considered and decided upon in accordance with our school's Admission Policy, the Education Admissions to School Act 2018 and any regulations made under the Act.

15. 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 year other than the school's intake group are as follows:

a) Parents of these children are asked to fill out an Enrolment Form and return with a copy of the Child's Birth Certificate.

b) Parents are also asked to provide written reports, test results, attendance records etc. from school(s) previously attended by pupil, to elicit information regarding the child's educational/social progress, attendance etc.

c) The school may communicate with any school(s) previously attended by the pupil, to elicit information regarding the child's educational/social progress, attendance etc, etc.

d) Parents/Guardians are given copies of school procedures, documents etc., eg uniforms details, book lists. Tips for parents (on how to help their children adjust to school life) parents check list (of what their child should be able to do prior to entering school)

e) In S.E.N. cases the school must be furnished with any relevant documentation pertaining to their needs in order to ensure provision of resources.

The procedure 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) Parents of these children are asked to fill out an Enrolment Form and return to the school with the Child's Birth Certificate.
b) Decisions in relation to application for enrolment are made by the B.O.M. in accordance with school policy.
c) In so far as is practicable children will be enrolled on application, provided that there is space available and having due regard for the Health & Safety of all pupils.
d) The B.O.M. is bound by the DES "Rules for National School", which provide that pupils may only be enrolled from the age of 0/4 years upwards, (Compulsory attendance does not apply until age 6 years)
e) In the event of application for enrolments exceeding the number of places available, a weighted criteria may be used. (see appendix 1)

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

This rule applies to all schools.

The board of Kilrickle N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions 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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has 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:

The child will remain in their classroom and will take part in an alternative programme of work assigned to them by their teacher.

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, my 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 out in the procedure 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 Action 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the application 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 to 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 of Education and Skills.

The timeline within 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. Reviews:

This policy will be subject to review by the Board of Management as rules of enrolment and circumstances warrant.

Ratification:

This policy was ratified by the Board of Management: Signed:

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Colm Gibbons.

Carmel Lawlor