



**Kilsheelan NS**  
**Kilsheelan, Clonmel, Co.Tipperary**  
**Roll No: 18486F**  
**www.kilsheelanns.com**  
**Patron: Bishop of Waterford & Lismore**

## **Admission Policy of Kilsheelan NS**

### **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 14<sup>th</sup> September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Kilsheelan 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**

Kilsheelan NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford & Lismore

“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 Kilsheelan NS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

### **Mission Statement**

In partnership with parents and the community Kilsheelan NS aims, through a holistic approach, to foster in the children a love of learning, a strong sense of self belief, a moral code, an appreciation of cultural diversity and an appreciation of and respect for the world around them. Therefore our Mission Statement addresses these aims in the following ways:

#### ***Academic.***

*That children receive an education in accordance with Department of Education and Skills requirements and following Curriculum guidelines, taking into account individual differences so that the children will realise their own academic potential.*

#### ***Aesthetic.***

*That the children will develop an awareness of and appreciation and respect for the world around them.*

#### ***Physical.***

*Children are encouraged to develop initiative and leadership and to acquire positive attitudes towards physical activities, with the emphasis on the importance of participation, fair play and team spirit. Children are encouraged to develop a respect for their own physical well-being and for the health and well-being of others.*

#### ***Cultural.***

*That the children have an awareness and understanding of their own culture.  
That they also have an awareness of and respect for cultural diversity in all its forms.*

#### ***Moral.***

*That the children develop a sense of right and wrong and a respect for themselves and others.*

#### ***Social.***

*Develop social skills, self-confidence, communication and inter-personal skills.*

#### ***Emotional.***

*That children develop maturity, self-control, empathy and can express themselves emotionally.*

#### ***Personal.***

*That the children develop self-respect, self-awareness and self-identity as well as an ability to recognise and care for, their own mental and physical well being.*

### **3. Admission Statement**

Kilsheelan 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.

#### **All denominational schools**

Kilsheelan NS 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

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

This section is not applicable to our school

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see Section 5 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) All denominational schools  
Kilsheelan NS is a Catholic School and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

- d) the pupil is under four years of age on the 1st September in the year they are due to start school in Kilsheelan NS.

## **6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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 live in the parish of Kilsheelan/Kilcash
2. Siblings of Children already enrolled in and attending the school.
3. Children of school staff
4. The children of past pupils.
5. Children from other localities who present for a place

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

- (a) Places will be offered according to age, with priority being given to the oldest children. A waiting list will be set up in accordance with the priority listing.
- (b) Should a parent/guardian opt to re-apply for enrolment for the following year, such an application will accrue no greater entitlement to an offer of a place than the previous year i.e. places will be allocated according to the criteria listed above in the first instance and further delineated with reference to the child's date of birth should the school be over-subscribed.

## **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;

Note: It is permitted for the school to include a *Selection Criteria* based on siblings attending or having attended the school and in relation to parents having attended. The school may 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 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Kilsheelan NS 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 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.

## **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 \_\_\_\_\_ below for further details).

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

In accepting an offer of admission from Kilsheelan NS, 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 Kilsheelan NS 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.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

### **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Kilsheelan NS 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 Kilsheelan NS 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 12.

### **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 years other than the school's intake group are as follows:

- (a) Parents/Guardians contact the school to advise of an interest in enrolling their child. The Education Welfare Act (2000) requires that information concerning attendance and the child's educational progress should be communicated between schools. Parents/Guardians should be advised that all transfers involve the Principal contacting the Principal of the current school.

- (b) Where possible, a meeting is arranged with the Principal to discuss the possible enrolment. (It is noted that applicants from overseas cannot fulfil this arrangement but communication is a key element for successful enrolment).
- (c) The Principal should be in a position to advise parents of available space in the class grouping into which enrolment is sought. Other considerations may surface during this discussion.
- (d) Where parents/guardians opt to progress the application, a formal application process should be undertaken, including the provision of information for enrolment, confirmation 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.
- (e) The date by which applicants will be notified of the decision on the application will be no later than three weeks from the date of receipt of the formal written application.

The procedures of the school in relation to the admission of Junior Infant students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are the same as for late applications and the name of the child will be added to the waiting list for that school year, if one exists. Where the applicant has commenced the school year in another school in the country, the school will follow Steps (a) to (e) above.

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30<sup>th</sup> September.**

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

This rule applies to all schools.

The board of Kilsheelan NS 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 a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses etc.

The following are the school's arrangements for students, where the parents 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:

- (a) A written request should be made to the Principal of the school.
- (b) A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

- (c) The Class Teacher will provide such students with alternative self directed activities to be completed by the student in their own classroom during Religious Instruction

## **18. Reviews/appeals**

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

The parent 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.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent 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.

### **Implementation**

This policy is effective from October 1<sup>st</sup> 2020.

**Review**

This policy has been drafted in April 2020 and redrafted in June 2020. This policy will be reviewed annually or sooner if required as per DES guidelines and circulars.

Signed: \_\_\_\_\_ Date: 30<sup>th</sup> September 2020

Chairperson Board of Management

Signed: \_\_\_\_\_ Date: 30<sup>th</sup> September 2020

Principal