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**Admission Policy of Kiltealy National School**

**School Address: Kiltealy, Enniscorthy, Co. Wexford**

**Roll number: 16833N**

**School Patron/s: Diocese of Ferns**

## **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 / / . 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 Kiltealy National School 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.

## **Characteristic spirit and general objectives of the school**

Kiltealy National School is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of Ferns.

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Kiltealy National School 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**

* Kiltealy National School is a co-educational, Catholic, primary school which strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.
* Kiltealy National School, where the ethos is that of a Christian 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.
* Our school enables all pupils to develop into responsible citizens, who, while retaining their individuality, are capable of living positive, happy and fulfilled lives as responsible and caring members of their community and society.
* Our holistic approach to child development seeks to simultaneously address the physical, emotional, relational, intellectual, and spiritual aspects of a child's life. To this end, the qualities of creativity, leadership, self-reliance and co-operation are essential.
* Individual development also demands competence in the fundamentals of education to the highest levels attainable by the individual pupil. It also demands the ability to research information and subsequently to analyse and evaluate, in order to develop an independent and constructively critical mind.
* Knowledge of the environment and of the world in which the pupil lives, is a prerequisite to an appreciation of proper and responsible behaviour and an understanding of the inter dependence of all environmental elements, both human and physical.
* Appreciation of the arts and literature and participation in sport and community activity will lead to a positive and healthy lifestyle, which will benefit not only the individual, but the whole community.

Our ethos is 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’.

* Prayer is a feature of the school day.
* 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.
* The school aims at promoting the full and harmonious development of all aspects of the pupil, including his/her relationship with God, with other people and with the environment.
* While Kiltealy National School is a school with a Catholic ethos, it also has due recognition for all other religions. 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.
* The Principal, teaching staff and SNA’s aim at maintaining high professional standards and creating a safe and happy environment.
* Kiltealy National School encourages the involvement of parents through home/school contacts and through their involvement in the Kiltealy National School Parents Association. This partnership allows us to support and collaborate with one another in leading the children to the fullness of their potential at the different stages.
* The 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.
* Kiltealy National School strives to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.
* Kiltealy National School will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.
* Kiltealy National School will promote gender equality amongst the teachers and pupils.
* Labhraímid Gaeilge i rith ceachtanna Gaeilge agus go neamhfhoirmiúil.
* Our motto is “Mol an óige agus tiocfaidh siad”

## **Admission Statement**

Kiltealy National School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

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| **All denominational schools**Kiltealy National School 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 Roman Catholic Church and it is proved that the refusal is essential to maintain the ethos of the school |

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

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| In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here. **N/A** |

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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

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| **All denominational schools**Kiltealy National School is a Roman Catholic School and may refuse to admit as a student a person who is not of the Roman Catholic Church where it is proved that the refusal is essential to maintain the ethos of the school. |

## **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:

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| Children who have reached 4 years of age before the first day of the academic year and 1. have siblings already enrolled in the school (including step-siblings) prioritising the oldest
2. are living in the traditional geographical catchment area of Kiltealy school, prioritising the oldest
3. are children of current school staff, prioritising the oldest
4. are from the wider Parish of Ballindaggin, prioritising the oldest
5. are not in the above named categories
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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:

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| * Priority will be given to the older child and the unsuccessful applicant will be prioritised in line with the categories above, in the same order the following school year over others on the waiting list.
* If, in the event that one place is available and the next two children are twins; both will be taken.
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## **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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,
2. the payment of fees or contributions (howsoever described) to the school;
3. a student’s academic ability, skills or aptitude;
4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
6. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;
7. 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. |

## **Decisions on applications**

All decisions on applications for admission to Kiltealy National School 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 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  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.

## **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](#_Reviews/appeals) below for further details).

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

In accepting an offer of admission from Kiltealy National School, 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.

## **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 Kiltealy National School where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

## **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).

## **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 Kiltealy National School 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 Kiltealy National School 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.

## **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.

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

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| 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 or after the commencement of the school year in which admission is sought are as follows: * Pupils may transfer to the school at any time, subject to the enrolment policy of the school, available space, and either with approval of the Department of Education & Skills or when a transfer is made because of a change of the ordinary residence of the child. Such applications will be dealt with on a case by case basis.
* A pupil who leaves the school and who is struck off the rolla/POD, and who subsequently wishes to return to the school must reapply to the Board of Management in writing.
* Parents/guardians who request a school place will be given an enrolment policy and an enrolment form. When the enrolment form has been received by the school, the parent/guardian will be informed if there is a place available.
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## **Declaration in relation to the non-charging of fees**

The board of Kiltealy National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

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

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| The following are the school’s arrangements for students, where the parent~~s~~ 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 written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school. |

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## **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.

**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 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.

This policy was approved by the school’s Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fr. Jim Fegan Chairperson