

Admission Policy of Killeeneen National School

School Address: Killeeneen, Craughwell, Co. Galway

School Website: www.killeeneenns.com

Roll number: 18268S

School Patron: Bishop Brendan Kelly

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 Admission Policy was approved by the school patron on September 24th, 2020. It is published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for Killeeneen National School's admission process are set out in the school's Annual Admission Notice (see [Appendix 1](#) for template of 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, but not before October 1st of that year.

This Admission 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 to any person who requests it.

2. Characteristic spirit and General objectives of the school

Killeeneen N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Galway, Kilfenora and Kilmacduagh.

"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 Killeeneen 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.

While it is a Catholic school, the Board of Management welcomes children of all denominations to the school and every effort will be made to respect their beliefs.

The mission of Killeeneen National School is to nurture, guide and challenge all of the children in our care to achieve their maximum potential. We aim to nurture a sense of personal identity, self-esteem and awareness of one's particular abilities and aptitudes, combined with a respect for the rights and beliefs of others. Killeeneen National School is dedicated to developing the potential of each child in many ways: spiritually, socially, emotionally, physically and intellectually. In our school, we aim to provide a positive, inclusive atmosphere and environment based on the mutual respect and co-operation of all involved in its activities. Each pupil and staff member is valued for the contribution (s)he makes to school life.
Insert mission statement here.

Killeeneen N.S. is staffed in accordance with the standard pupil-teacher ratios and allocation of special education teaching hours as sanctioned by the Department of Education and Skills. The school operates within the regulations laid down by the Department of Education and Skills. The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies, are dependent on the resources it receives.

3. Admission Statement

Killeeneen 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.

Killeeneen 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 5](#) below for further details)
- b) parents of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fail to confirm in writing that the Code of Behaviour and the Anti Bullying Policy of the school are acceptable to them and that they make all reasonable efforts to ensure compliance with such code by the student and the parents (see [Appendix 2](#) for Parental Consent Forms re. Policies)
- c) the school does not have the physical/human resources to provide for the needs of the student. Killeeneen N.S. will make every effort to secure those resources; where the resources cannot be secured, the school may refuse admission.

Killeeneen N.S. is a Roman Catholic school and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission to Junior Infants, 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:

- (i) Siblings of children already in the school or who have attended the school in the past
- (ii) Children within our parish (in this document, the word 'parish' refers to the geographical Catholic parish of Clarinbridge)
- (iii) Children of permanent staff

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:

Places will be allocated on the basis of age starting with the oldest applicant

6. 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;
(other than, in the case of the school wishing to include a selection criteria based on siblings of a student attending or having 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.

7. Decisions on applications

All decisions on applications for admission to Killeeneen 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 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.

8. 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 17](#) below for further details).

9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Killeeneen 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.

10. 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 Killeeneen 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) parents of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fail to confirm in writing that the Code of Behaviour and the Anti Bullying Policy of the school are acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the student and the parents; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 9](#) above.

11. 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).

12. 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 Killeeneen 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 Killeeneen 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.

13. 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](#).

14. Procedures for admission of students to other classes and during the school year

The Board of Management of Killeeneen N.S. respects parental choice with regard to enrolling their children in a primary school. The Board of Management respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind relevant factors such as availability of appropriate supports and resources.

If there is a surplus of applications for places in other classes and during the school year the following criteria will apply:

Admission of new students from Senior Infants – 6th class if there is a surplus of applications, at the start of the new school year, are as follows:

Priority is given to:

- (i) Siblings of children already in the school or who have attended the school in the past
- (ii) Children within our parish
- (iii) Children of permanent staff

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:

- (i) Places will be allocated on the basis of age starting with the oldest applicant

Admission of new students from Junior Infants – 6th class if there is a surplus of applications, after the commencement of the school year in which admission is sought, are as follows:

Priority is given to:

- (i) Siblings of children already in the school or who have attended the school in the past
- (ii) Children within our parish
- (iii) Children of permanent staff

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:

- (i) Places will be allocated on the basis of age starting with the oldest

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

The Board of Management of Killeeneen 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-

- (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 have requested that the student attend the school without receiving 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.

17. Reviews/Appeals

Review of Decisions by the Board of Management

The parent of the student may request the Board of Management to review a decision to refuse admission, within three weeks from the date of receipt of refusal. Such requests must be made in accordance with Section 29C of the Education Act 1998. The Board of Management will reply to any appeals within 3 weeks of receipt of appeal.

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 drawn up in April 2020, approved by the Patron on September 24th, 2020, and will be reviewed as required.

Signed: Fr. Barry Hoan

Chairperson, Killeeneen N.S. Board of Management

APPENDIX 1

KILLEENEEN NATIONAL SCHOOL ANNUAL ADMISSION NOTICE

in respect of admissions to the 20XX/20XX school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the [insert school year] is available as follows: --

To download at: www.killeeneenns.com

On request: by emailing killeeneen2@gmail.com

Or writing to: Killeeneen NS, Killeeneen, Craughwell, Co.Galway H91 E293

PART 1 - Admissions to the [insert school year concerned] school year

Application and Decision Dates for admission to [insert school year concerned]

The following are the dates applicable for admission to Junior Infants

The school will commence accepting applications for admission on	
The school shall cease accepting applications for admission on	
The date by which applicants will be notified of the decision on their application is	
The period within which applicants must confirm acceptance of an offer of admission is*	

***Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

PART 2 - Admissions to the [insert previous school year] school year

(This section should only be completed if your school intake group was oversubscribed in the previous school year)

Information regarding the admission process for the Intake Group for Junior Infants] for the (XXXX) school year

In respect of the [insert school year prior to that to which the admission notice applies] school year, the total number of applications for admission received by the school was _____

Breakdown of places allocated for the xx/xx school year:	
Number of places available:	
Number of applications received:	
Number of Offers made and accepted under each criteria:	A description of each criterion used and the number of places offered and accepted under that criterion must be entered here. Example, as follows: Criterion One: Applicants with siblings attending the school – 20 places offered, 20 places accepted. Criterion Two: Applicants living in the parish– 40 places offered, 38 places accepted.
Total number of offers made	
Number of names placed on waiting list for the school year concerned.	

APPENDIX 2

Parental Consent Forms re Policies

Killeeneen National School has provided us with copies of the following policies:

- Code of Behaviour
- Anti-Bullying Policy

I / We have read the aforementioned policies and agree to abide by them and support Killeeneen N.S. in their implementation.

Signed: _____

Print name: _____

Date: _____

Signed: _____

Print name: _____

Date: _____