

## **Admission Policy of Kilcoskan National School**

**Coolquay, The Ward, Co. Dublin**

**Roll number: 17595F**

**School Patron/s: Catholic Archbishop of Dublin**



## 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 9<sup>th</sup> October 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 Kilcoskan National School'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.

## 2. Characteristic spirit and general objectives of the school

Kilcoskan National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Dublin.

"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 Kilcoskan 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 and general objectives of the school.**

We see the purpose of primary school education as being to help each child to realize his or her full potential and begin to take up his or her role in society.

Drawing from Christian values, our school strives to provide a friendly, inclusive, caring, happy, secure and well-ordered learning environment. We nurture the growth of the whole child

spiritually, morally, cognitively, emotionally, socially and imaginatively. We love all living things and we celebrate the uniqueness of each individual. We work together as a team. We see our school as an important focal point for our community and we work with parents and guardians as partners in their children's education.

*The spring flowers, the autumn moon;*

*Summer breezes, winter snow.*

*If useless things do not clutter your mind,*

*You have the best days of your life.*

### **Ancient Zen Poem**

## **3. Admission Statement**

Kilcoskan National School 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 religious 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', 'religious 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**

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

**Schools with special education class(es)**

Kilcoskan National School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

**In the case of a mainstream school with a SEN class attached**

Kilcoskan National School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism Spectrum Disorder (ASD).

**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.
- c) the child has not reached 4 years of age by 1<sup>st</sup> March of the school year before they start school in the year prior to entry.
- d) the special classes attached to Kilcoskan National School provides an education exclusively for students on the Autism/Autism Spectrum and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

**All denominational schools**

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

**School with special education class(es)**

The special class attached to Kilcoskan National School provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this

class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 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. Students must reach 4 years of age on or before 1<sup>st</sup> March of the school year concerned:

Multiple births such as twins, triplets etc will be entered in the lottery as one entry and will be offered a places/places on the waiting list in sequence of alphabetical order of their first name.

### A. JUNIOR INFANT ENROLMENT CRITERIA:

1. Siblings and stepsiblings of children already enrolled in the school
2. Applicants who have reached 4 years of age by 1<sup>st</sup> March of the year prior to the school year concerned
3. Children living within the region of Kilcoskan/ Coolquay/ Kilsallaghan/ the Chapel of Ease of St Margarets
4. All other applicants

**Waiting List:** Applications submitted by the cut-off date which are not allocated a place will be placed on a waiting list and should places become available (e.g., due to parents declining the offer of a place) these applications will be considered as per the criteria above. 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.

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), places will be offered or added to a waiting list by way of a lottery of completed applications.

### B. SPECIAL CLASSES

If a special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the special class. The child must have a recommendation for the specified category of special educational needs provided for in this class.

#### Priority Category 1:

Children who already attend the school

#### Priority Category 2:

Applicant students who are siblings of children and enrolled in the school at the same time

**Priority Category 3:**

Applicants who have reached four years of age on or before 1<sup>st</sup> March of the year prior to school year concerned

**Priority Category 4:**

All other applicants

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), places will be offered or added to a waiting list by way of a lottery of completed applications.

**C. OTHER YEAR GROUPS**

If the school is oversubscribed, the school will, when deciding on applications for admission apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

**Priority Category 1:**

Applicant students who are siblings of children enrolled in the school at the same time

**Priority Category 2:**

All other applicants

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), places will be offered or added to a waiting list by way of a lottery of completed applications.

**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) the payment of fees or contributions (howsoever described) to the school;
- (b) a student's academic ability, skills or aptitude; other than in relation to:
  - Admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned;
- (c) the occupation\*\*\*, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) the date and time on which an application for admission was received by the school,

- (f) a student's connection to the school by virtue of a member of his or her family attending, or previously attended the school, other than siblings of a student attending or having attended the school as per the criteria

\*\*\* Except for in the case where staff's children are enrolled in 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 year concerned.**

## **8. Decisions on applications**

All decisions on applications for admission to Kilcoskan 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 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.

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 19](#) below for further details).

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

In accepting an offer of admission from Kilcoskan 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 are 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 Kilcoskan National School 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.

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 Kilcoskan 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 Kilcoskan 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, see **Section 6** above. Late applications will be added to the list in date order, see **Section 14** below.



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.

**Waiting lists will expire at the end of each school year.**

#### **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 a 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**

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:

In the event that the Board of Management judges that space / spaces and relevant supports are available in classes above junior infants, for any given year, such spaces will be made available to pupils, subject to the conditions as outlined in this policy, upon application for enrolment on a first come first served basis. Applications will normally be processed and written feedback provided to parents within 21 working days of the application being submitted. Such applications proceed taking note of the required information as provided on and required with the child's Application Form.

#### **16. Procedures for admission of students to the Autism Spectrum Disorder Special Education Class**

The procedures of the school in relation to the admission of students to the Autism Spectrum Disorder Special Education Class are as follows:

1. The process of admission to our special classes for supporting children with ASD begins with an enquiry to the school – this can be a telephone call, e-mail or a visit from the parents/guardians.
2. The person making the enquiry will be informed of the current enrolment status of our special classes and will also be directed to this Admission Policy which is accessible on our school website [www.kilcuskanns.ie](http://www.kilcuskanns.ie)
3. If an application proceeds, it will be entered in the Applications File.

4. Applications will only be considered on the basis of a diagnostic or psychological report; a diagnosis of autism meeting DSM IV/V or ICD diagnostic criteria. These classes are for all pupils who meet these criteria irrespective of cognitive ability.
5. The application will undergo assessment by the Admission Team. This team is comprised of:
  - The Principal
  - Special Class teacher
  - One other member of the Support Teaching Team (Special Ed Teacher).This is to ensure that the application fulfils the admission criteria outlined in this policy.
6. Once this process has been completed the applicant secures a place on the list of applicants to enrol. This list is organised on the basis of our enrolment criteria outlined below.
7. When a place becomes available the parents and principal will complete the "Notification to NCSE of enrolment in a special class" (Form 7). This is available on [www.ncse.ie](http://www.ncse.ie) A school application form, incorporating family details and medical history is completed on enrolment day for children who have secured a place.

### **Enrolment Criteria for ASD Classes**

The maximum class size in each special class is six pupils. The Board of Management reserves the right to enrol less than this if it is deemed in the best interests of the class, the children and the school.

### **Oversubscription**

If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one – subject to meeting all the criteria and completing all the procedures outlined in this policy.

### **Category 1: Children with an ASD diagnosis currently enrolled in the school.**

If the number of applicants in category 1 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:

1. Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.
2. Length of time waiting for enrolment.

### **Category 2: Children with an ASD diagnosis living within the catchment area as outlined in our general enrolment policy.**

If the number of applicants in category 2 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:

1. Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.
2. Length of time waiting for enrolment.

### **Category 3: If spaces are still available, places will be allocated to children with an ASD diagnosis from outside the catchment area.**

If the number of applicants in category 3 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:

1. Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.
2. Length of time waiting for enrolment.

### **Inclusion**

The Board of Management reserves the right of admission within the terms of this policy. The Board of Management will not refuse a child on the basis of any of the grounds of discrimination outlined in the Equal Status Acts 2000-2015, provided they fulfil the enrolment criteria. Fulfilling the enrolment criteria does not necessarily ensure enrolment if:

- Necessary resources pertaining to the enrolment are not available
- Sufficient classroom space is not available
- The Admission Team decide that the school is unable to adequately meet the needs of the child

Taking all of the above into account, and based on the advice of the Admission Team for the ASD special classes, the Board of Management reserves the right of admission.

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

The board of Kilcoskan 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.

## **18. 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:

A written request should be made to the Principal of the school. 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.

## **19. 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 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.

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.

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.

## **20. Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988-2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained.

The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.