

**Kilcolman N.S.,  
Ardagh,  
Co. Limerick.**

Telephone 069 60005  
Email: [kilschool1@eircom.net](mailto:kilschool1@eircom.net)

*Principal: Cáit Ní Fheorais*



## **Admission Policy of Kilcolman N.S.**

**School Address: Kilcolman, Ardagh, Co. Limerick.**

**Roll number: 17138A**

**School Patron: Bishop Breandán Leahy**

### **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 \_\_\_\_\_. 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 Kilcolman N.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 to any person who requests it.

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

Kilcolman N.S. is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Limerick, Breandán Leahy is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'.

*'The Catholic Preschool & Primary Religious Education Curriculum p15'*

'Catholic Ethos' in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church (which is established in connection with the Minister), which aims at promoting:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects and a living relationship with God and with other people
- The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus.
- Kilcolman N.S. as a Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and the formation of the pupils in the Catholic faith
- The 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 Kilcolman 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.

Our school is a Catholic School with a Catholic Ethos. Non Catholic pupils attending our school are respectfully given the freedom to adhere to their own beliefs and practices.

Our aim is to create an environment where each child is valued as a person and is provided with a variety of opportunities enabling her to live as a child and developing all aspects of the person; spiritual, emotional, moral, social, intellectual, cultural and physical.

The 'ethos' of Kilcolman N.S. encompasses collective attitudes, beliefs, core values, traditions, aspirations and goals. These are 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'.

1. We seek to develop in the child a positive self-image and a respectful caring attitude towards others.
2. We encourage each child to take an active part in her own development on all levels so that she can:

- enjoy being at school and contribute to making school life a good experience for all.
  - be ready and able to benefit from second level education.
  - go on to take her place in society as a happy fulfilled and responsible adult.
3. Since teaching/learning is a collaborative effort we involve parents, teachers, pupils and the wider community.
  4. We endeavour to challenge the gifted child and to give special support, care and attention to children with any level of additional needs
  5. In Kilcolman N.S., 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 this Church.
  6. The pupils are prepared for the reception of the sacraments of First Holy Confession, First Holy Communion and Confirmation, in accordance with arrangements in the Diocese.
  7. Prayer is a feature of every school day.
  8. Throughout the school year the pupils and staff frequently attend and actively participate in special masses to celebrate a variety of events eg: starting and finishing the school year, Grandparents' Day, St. Brigid's Day, Graduation of the 6<sup>th</sup> class, Feasts & Holy Days of Obligation (if the school is open on that day) etc.
  9. 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 wider community and with the environment.
  10. The Principal and teaching staff aim at maintaining high professional standards and creating a safe and happy environment.
  11. A 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.
  12. 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.

### **Mission Statement**

We wish our school to be a place where pupils are happy and fulfilled motivated and challenged in a caring and secure environment. We wish our pupils to be socially conscious, spiritually aware and morally courageous with a keen sense of responsibility and respect for themselves and others. We hope that all pupils will reach their full potential academically while enhancing their personal talents and skills by presenting them in a variety of learning opportunities within the school and the local environment.

### **3. Admission Statement**

Kilcolman 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.

### **Primary schools receiving applications from applicants of a minority religion**

Kilcolman N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

### **All Denominational Schools**

Kilcolman 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 who is not a 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 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

### **All denominational schools**

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

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

## **5. 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:

### **Criteria to be used:**

- Children who are four years of age before the first day of the academic year who have siblings currently enrolled in the school. (If the applications within categories exceed the number of places available, older children will have precedence.)
- Children who are four years of age before the first day of the academic year and whose parent is an employee of the school. (If the applications within categories exceed the number of places available, older children will have precedence.)
- Children who are four years of age before the first day of the academic year and who live within the traditional geographical catchment area of the school. Evidence of residency will be requested in the form of a recent utility bill such as ESB, house insurance etc. (If the applications within categories exceed the number of places available, older children will have precedence.)
- Children who are four years of age before the first day of academic year who live in the parish of Kilcolman. (If the applications within categories exceed the number of places available, older children will have precedence.)
- Children not in the above named categories and who are four years of age before the first day of the academic school year. (If the applications within categories exceed the number of places available, older children will have precedence.)

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:

- If the applications within categories exceed the number of places available, older children will have precedence.
- If, in the event that one place is available and the next two children are twins; both will be taken.

## **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 student's prior attendance at a pre-school or pre-school service including naonraí
- The payment of fees or contributions (howsoever described) to the school
- a student's academic ability, skills or aptitude
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- a student's connection to the school by virtue of a member of his or her family having previously attended the school in the past (e.g. parent/grandparent having attended the school)
- 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

## **7. Decisions on applications**

All decisions on applications for admission Kilcolman N.S. 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.

## **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 18 below for further details).

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

In accepting an offer of admission from Kilcolman 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.

(iii) whether it is your intention to accept the place offered to you by Kilcolman National School.

## **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 Kilcolman 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) 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.

## **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 Kilcolman 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 Kilcolman 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 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:

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.

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 Kilcolman 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 Kilcolman 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.

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.

Junior Infants, with the exception of students transferring from another school, will be considered on a case by case basis. However, Junior Infants normally start school at the start of Term 1.

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

The board of Kilcolman N.S. 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

Regarding students not attending religious instruction, 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.

Written requests by parents/guardians will be considered on a case by case basis.

Discussions will also need to be made to ascertain if or not they wish their child to attend religious events. Alternative arrangements will need to be agreed.

## 17. 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 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 will be reviewed as necessary in light of experience. This policy was approved by the school's Board of Management on \_\_\_\_\_.

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

John Hayes  
(Chairperson, Board of Management)