



Kilbeg National School

Admissions Policy

Admission Policy of Kilbeg National School

**Kilbeg National School
Kilbeg,
Carlanstown,
Kells,
Co. Meath**

Roll number:11039o

School Patron: Bishop Tom Deenihan

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, there has been collaboration among the school community.

The policy 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 Kilbeg 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 available electronically or in hardcopy on request to any person who requests it.

Characteristic Spirit of Kilbeg N.S.

Kilbeg National School is a co-educational primary school under the patronage of the Catholic Bishop of Meath. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

'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 aims at promoting:

- the full and harmonious development of all aspects of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and

resurrection of Jesus; and the formation of the pupils in the Catholic faith: and

- a school which 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 Kilbeg 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.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department.

The Board of Management supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with disability or other special or educational need
- equality of access and participation in school
- parental choice in relation in relation to the school, having regard to the characteristic spirit of the school.
- respect for diversity of values, beliefs, traditions, languages and ways of life

2. Admission Statement

Kilbeg N.S. will not discriminate in its admission of a child to the school on any of the following:

- (a) the gender ground of the child or the applicant in respect of the child concerned,

- (b) the civil status ground of the child or the applicant in respect of the child concerned,
- (c) the family status ground of the child or the applicant in respect of the child concerned,
- (d) the sexual orientation ground of the child or the applicant in respect of the child concerned,
- (e) the religion ground of the child or the applicant in respect of the child concerned,
- (f) the disability ground of the child or the applicant in respect of the child concerned,
- (g) the ground of race of the child or the applicant in respect of the child concerned,
- (h) the Traveller community ground of the child or the applicant in respect of the child concerned, or
- (i) the ground that the child or the applicant in respect of the child concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

All Denominational Schools

Kilbeg 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.

3. Admission of Children

In Kilbeg N.S. an application will only be considered for a child who has reached their

4th birthday on or before the 1st of March of the year of enrolment.

The school shall admit each child seeking admission except where:

- a) the school is oversubscribed (please see section 4 below for further details)
 - b) a parent of a child, 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 child
- All Denominational Schools

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4. Oversubscription

Children will be enrolled provided that there is space available at the relevant class level. In order to maintain the current optimum pupil teacher ratio set out in the Department of Education staffing schedule, and to ensure an appropriate education for the children currently enrolled, the Board of Management has determined that each classroom will be deemed full if there are 28 or more children currently enrolled and no further applicants will be admitted to that classroom.

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice.

1. 1) Siblings of currently enrolled pupils

2) Those permanently resident within the catholic parish boundary.

3) All remaining 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), the following arrangements will apply:

- If the applications within categories exceed the number of places available, older children will have precedence based on date of birth. If two applicants who are not twins and who come from separate households are tied for the last remaining place on grounds of shared date of birth a decision will be made based on the time of birth as stated on their birth cert.
- If, in the event that one place is available and the next two children are twins, both will be enrolled, by way of exception.

5. 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 child on a waiting list for admission to the school:

1. a child's prior attendance at a pre-school or pre-school service
2. the payment of fees or contributions (howsoever described) to the school
3. a child's academic ability, skills or aptitude

4. the occupation, financial status, academic ability, skills or aptitude of a child's parents
5. a requirement that a child, or his or her parents, attend an interview, open day or other meeting as a condition of admission
6. 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)

6. Decisions on applications

All decisions on applications for admission to Kilbeg 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

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.

7. 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 child 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 child's ranking against the selection criteria and details of the child'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.

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

In accepting an offer of admission from Kilbeg 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.

9. 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 Kilbeg 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 child, 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 child; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 8 above.

10. 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 children.

11. 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 children whose applications for admission to Kilbeg 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 Kilbeg N.S. is in the order of priority assigned to the childrens' applications after the school has applied the selection criteria in accordance with this admission policy.

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 children on the waiting list, in accordance with the order of priority in relation to which the children have been placed on the list.

12. 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.

13. Procedures for admission of children to other years and during the school year

The procedures of the school in relation to the admission of children who are not already admitted to the school to classes or years other than the school's intake group (maximum class enrolment of 28 pupils) are as follows:

1. Contact the school for an Enrolment form.
2. Complete the form and return to the school with supporting documentation i.e. Birth Certificate and a utility bill (dated within 3 months)
3. If upon receipt of the completed application there is space in the class in which the child should be placed the child will be offered a place in writing.
4. Parent(s)/Guardian(s) should complete the Acceptance Form within 10 days after issue of the offer.

The procedures of the school in relation to the admission of children who are not already admitted to the school, after the commencement of the school year (maximum class enrolment of 28 pupils) in which admission is sought, are as follows:

1. Contact the school for an Enrolment form.
2. Complete the form and return to the school with supporting documentation i.e. Birth Certificate and a utility bill (dated within 3 months)
3. If upon receipt of the completed application there is space in the class in which the child should be placed the child will be offered a place in writing.
4. Parent(s)/Guardian(s) should complete the Acceptance Form within 10 days after issue of the offer.

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

The board of Kilbeg 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 child to the school, or
- (b) the admission or continued enrolment of a child in the school.

15. Arrangements regarding children not attending religious instruction

The following are the school's arrangements for children, where the parents request that the child 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. These arrangements will not result in a reduction in the school day.

16. Reviews/appeals

Review of decisions by the Board of Management

The parent of the child 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.

17. Right of appeal

Under Section 29 of the Education Act 1998, the parent of the child, or in the case of a child who has reached the age of 18 years, the child, 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.