Kildalkey N. S.
Athboy Road,
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Admissions Policy Kildalkey N.S.

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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 29th October 2024. 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 Kildalkey N.S.'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

Kildalkey N.S. is a Catholic National school with a Catholic ethos under the Patronage of the Most Rev. Tom Deenihan, Bishop of Meath. '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
b) a living relationship with God and with other people
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.

We are committed to a spirit of inclusion, equality and partnership in education where each child and member of the school community is valued and treated with dignity and respect.
The school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church
In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Kildalkey 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.

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3. Admission Statement:

Kildalkey N.S. is a mixed primary school teaching classes from Junior Infants to 6th. We also have two co-educational special classes which cater for the needs of the pupils with Autism Spectrum Disorder.

Mainstream:
Children enrolling in Junior Infants will be discharged to secondary school after eight years.
Children enrolling in other classes will be discharged on completion of sixth class.

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

i. the gender ground of the student or the applicant in respect of the student concerned,
ii. the civil status ground of the student or the applicant in respect of the student concerned,
iii. the family status ground of the student or the applicant in respect of the student concerned,
iv. the sexual orientation ground of the student or the applicant in respect of the student concerned,
v. the religion ground of the student or the applicant in respect of the student concerned,
vi. the disability ground of the student or the applicant in respect of the student concerned,
vii. the ground of race of the student or the applicant in respect of the student concerned,
viii. the Traveller community ground of the student or the applicant in respect of the student concerned, or

ix. 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.

Kildalkey National School is a Catholic Primary School whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

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Kildalkey National School is a school which has established two special classes, 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.

Kildalkey National School will cooperate with the NCSE in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when required to do so by the Council.

Kildalkey National School, will comply with any direction served on the patron or the board, as the case may be. under Section 37A and 67(4)(b) of the Education Act 1998.

4. Categories of Special Educational Needs catered for in the school/special class
Children with special educational needs will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

Kildalkey National School, with the approval of the Minister for Education and Youth, has established two special classes to provide an education exclusively for students with Autism Spectrum Disorder.

Criteria for Enrolment:
Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
  AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
  AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same
  AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

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- The primary classes cater for children of primary school age only. It is school policy to facilitate the discharge of pupils from the special classes for children with ASD once they have completed eight years of primary education. Discharge may also be recommended after the first year if, the admissions team, following consultation with the parents/guardians and relevant professionals feel that the placement is not appropriate. Pupils from our special classes may also be discharged following full integration into our mainstream classes.

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/guardian 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 special classes attached to Kildalkey N.S. provide an education exclusively for students with a diagnosis of 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.

d) Kildalkey National School is a Catholic Primary School and may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school

6. Oversubscription

Mainstream Classes:

In the event that the school is oversubscribed, the school will, when deciding on applications for admission into our mainstream classes, 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. Siblings of currently enrolled pupils
2. Those permanently resident within the catholic parish boundary
3. All remaining applicants

Special Classes:

The maximum capacity in each of our special classes is 6 students. If the number of applications received within the timeline for receipt of applications as set out in the

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school's Annual Admission Notice exceeds the number of places available, the following selection criteria in the order listed below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications were made.

1. Siblings of current pupils attending Kildalkey N.S. who have received an ASD diagnosis and are age appropriate.
2. Children residing within the catholic parish boundary who have an appropriate diagnosis and are age appropriate.
3. Children residing outside the catholic parish boundary who have an appropriate diagnosis and are age appropriate.

In the event that two applicants are tied for the last remaining school place in any of the selection categories above the last available place will be awarded by a managed lottery which will be supervised by the principal, deputy principal and chairperson of the Parents' Association. If twins are tied for the last remaining place in our mainstream classes both will be admitted, by way of exception.

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) a student's prior attendance at a pre-school
b) the payment of fees or contributions to the school;
c) a student's academic ability, skills or aptitude; (other than in relation to a special class insofar as it is necessary to ascertain whether or not the student has the category of special educational needs concerned)
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 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.

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8. Decisions on applications

All decisions on applications for admission to Kildalkey National School will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice
- 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 18 below for further details).

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

In accepting an offer of admission from Kildalkey 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 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.

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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 Kildalkey N.S. where:

i. it is established that information contained in the application is false or misleading.

ii. (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. (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).

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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 Kildalkey 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 Kildalkey 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.

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.

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.

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:

a. Parents/guardians request and submit an enrolment form and confirm acceptance of the school's Code of Behaviour
b. The school confirms in writing acceptance of the child into the appropriate class

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:
In the event of an application being received for immediate enrolment/transfer the Board will endeavour to facilitate such enrolment subject to the capacity constraints of the school at the time. The procedures are the same as point a) and b) above. Requests for admissions will be refused if classes are full (The maximum mainstream class size is 24 pupils while the maximum capacity in each of our special classes is 6 pupils)

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

The Board of Management of Kildalkey 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

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parent(s)/guardians have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:
A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardians to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management
The parent(s)/guardians of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board of Management 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(s)/guardians 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.

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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.

Communication, Monitoring and Review

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Kildalkey National School, it will be reviewed every year.

Ratification:

This policy was ratified on 4th September 2025

Signed on behalf of the Board of Management:

Chairperson: *Mary Reidy* **Date:** *04-09-25*

Principal: *Nodlag O'Neill-Forde* **Date:** *04-09-25*

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Log of Actions

- Reviewed and Ratified by BOM 15th July 2020
- Reviewed by ISM November 2022
- Ratified by BOM 6th December 2022
- Reviewed yearly at December BOM Meeting
- Reviewed by staff on 1st October 2024
- Ratified by BOM on October 22nd 2024
- Reviewed by BOM on September 4th 2025 to align with new Dept. of Education guidelines.