

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

**School Address: Kilchreest, Loughrea, Co Galway**

**Roll number: 19544V**

**School Patron/s: Bishop Brendan Kelly**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 14<sup>th</sup> December 2021. 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 Kilchreest 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.

### **Characteristic spirit and general objectives of the school**

Whilst the school is vested in the local Bishop and is de facto Catholic in ethos, nevertheless all denominations are welcome and the teaching staff are committed to the fostering of religious literature.

## General Information:

1. The B.O.M. of Kilchreest N.S. hereby sets out its policy in accordance with the provisions of the Education Act 1998. By so doing the B.O.M. trusts that parents will be assisted in relation to enrolment matters and that the Chairperson of the Board, Mr. Michael Mahony, and Principal Mr. Francis O'Connor, will be glad to clarify any further matters arising from the policy.

School Name:	Kilchreest N.S.
School Address:	Kilchreest, Loughrea, Co. Galway
Telephone Number:	091 840112
Denominational Character:	Catholic
Name of Patron:	Bishop Brendan Kelly
Teachers:	4 class teachers, including Principal, 1 SET 1 SET (shared)
Range of Classes:	Junior Infants to 6 <sup>th</sup> Class boys and girls

2. Opening Hours: 9.20am – 2pm for Infants, 9:20-3pm 1<sup>st</sup>-6<sup>th</sup> Class.  
The School operates within the regulations laid down by the Department of Education and Science and avails of grants and teacher resource services provided by the Department.

## 2. Admission Statement

Kilchreest 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

Kilchreest N.S. is a Catholic Primary School & 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.

### **Admission of Students**

This school shall admit each student seeking admission except where –

- a) our school is oversubscribed. Kilchreest N.S. is at capacity when there are 120 children enrolled (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) Kilchreest N.S. is a Catholic Primary School & 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.

### **Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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:

*The Board's criteria for decision making in regard to enrolment applications are: -*

- Parish boundaries
  - a. A child living within the parish of Kilchreest/Castledaly
  - b. Children whose home is closer than any other National School (as measured by a straight line on OS map) if the child is normally resident outside the parish of agreed catchment area.
- Whether there are siblings of the proposed new entrant already attending the school
- whose parents/grandparents have a close connection with Kilchreest N.S. i.e. past pupils of the school who may reside out of the area. In relation to parents and grandparents having attended, Kilchreest N.S. will only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.
- Children of staff members
- Minimum age: A child must be 4 on the 1<sup>st</sup> of September.

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:

- Priority will be given to the older child.

- The names of the remaining applicants will be put into a container at a specially convened B.O.M meeting and the names drawn out will be the successful applicants.

### **What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;  
(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student 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.

### **3. Decisions on applications**

All decisions on applications for admission to Kilchreest N.S. 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 10 below in relation to applications received outside of the admissions period and section 11 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.

#### **4. 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 14 below for further details).

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

In accepting an offer of admission from Kilchreest 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.

#### **6. 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 Kilchreest 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.

#### **7. 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.

#### **8. 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 Kilchreest 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 Kilchreest 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.

## **9. 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.

## **10. 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 general parents/guardians will contact the school at some point prior to the commencement of the new school year that September. A meeting is then sought with the Principal.
- Arrangements will be made to facilitate this meeting at a suitable date & time for both parties.
- The Principal will explain the enrolment process and the criteria for enrolment to the parents/guardians.
- Information booklets, enrolment form(s) & the schools code of discipline will be given to the parents/guardians.
- It will be explained by the Principal that enrolment will be subject to the school's enrolment policy, having available space, acceptance of the school's code of discipline, schools B.O.M. and in some cases the approval of the Department of Education and Science.
- The Board of Management in considering admitting children from another school will adhere to the provision of the Education Welfare Act (2000) prior to accepting a child for enrolment.
- With the parent's/guardians knowledge contact will be made by the Principal with the applicant's previous school. This is to obtain as much information about a child enrolling or transferring from another school
- Applicants will be informed in writing as to the decision of the B.O.M.
- If the applicant is successful, the parents/guardians will then accept the offer in writing.
- Once the offer is accepted the Principal will then write to the school previously attended and inform them that that child in question is now enrolled in the school

and could they forward on any relevant documents. This facilitates the requirements necessary for OLCS.

- If the school is over-subscribed, then the parents/guardians will be informed in writing that the student(s) will be put on a waiting list and that they will be contacted if place(s) become available.

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:

As above only that where space is available pupils enrolled during the school year should preferably be enrolled at the beginning of a month.

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

This rule applies to all schools.

The board of Kilchreest 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.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 12. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

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:

- Parents/guardians will be asked during the enrolment process if they are happy for their child(ren) to remain in the class whilst religious instruction is taking place.
  - If so the child(ren) will remain in the classroom & complete work assigned by the teacher.
  - If they would prefer that the child(ren) not to be in the class during religious instruction, then the school will timetable religion at a different time for each class and the child(ren) will go to an assigned classroom and complete work assigned by the teacher.

## 13. 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.



### **Procedures Roles and Responsibilities: -**

- The Principal teacher takes responsibility to communicate with the Pre-school on projected numbers for enrolment.
- The notice for Admissions will go up on the Schools website in the first week back after the Christmas holidays. A sign will be put up on the school grounds advertising enrolment.
- In the first week in February parents will be given enrolment packs with enrolment forms and information booklets through the pre-school. For children not in the adjacent pre-school these will be posted out on request.
- The closing date for applications will be the week leading up to the Easter Holidays.
- Parents will be notified of the decision within 3 weeks of the application.
- Parents will need to respond in writing acceptance of enrolment with enrolment form & child's Birth Certificate and Baptismal Certificate.
- Information packs/enrolment forms are the responsibility of the school secretary and she distributes the information through the Pre-school or via post.
- The secretary collects the enrolment forms and puts them in a box folder for the Principal
- The Principal goes through them all after the closing date for applications.
- The Principal presents the applications to the B.O.M. for ratification.
- The B.O.M. has responsibility for deciding on application for enrolment.
- The Principal writes to the applicants with the decision of the B.O.M.
- The secretary makes a file of the written responses from applicants.
- The enrolment forms are then passed onto Deirdre Keely who registers children on the Clár Leabhar for Kilchreest N.S. These Enrolment forms are then passed to the School Secretary who updates contact lists and sets up a file for the children in class folders.
- New Junior Infants will spend one informal period in school at the end of June to familiarise themselves with their new environment.
- Principal and Infant teacher speak to parents on this day when the new Infants come to school in June.
- The Principal has responsibility for meeting new parents whose child transfers from another school, to fill out enrolment form and go through Information Booklet with parents.

### **Success Criteria:**

The Principal & all the above mentioned will discuss the enrolment process at various intervals and its success will be measured in feedback from Parents Association re Enrolment process.

### **Ratification:**

The above policy was ratified at a B.O.M. meeting

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Chairman, Board of Management

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

