



Admission Policy  
of  
Killashee Multi-Denominational National School  
Kilcullen Rd. Naas  
School Roll No. 20087D  
School Patron Friends of Killashee School LTD.

## Contents

<b>Glossary</b> .....	3
<b>1. Introduction</b> .....	4
<b>2. Characteristic spirit and general objectives of the school</b> .....	4
<b>3. Admission Statement</b> .....	5
<b>4 Admission of Students</b> .....	6
<b>5 Oversubscription:</b> .....	6
<b>6 What will not be considered or taken into account</b> .....	7
<b>7 Decisions on applications</b> .....	8
<b>8 Notifying applicants of decisions</b> .....	8
<b>9 Acceptance of an offer of a place by an applicant</b> .....	8
<b>10 Circumstances in which offers may not be made or may be withdrawn</b> .....	9
<b>11 Sharing of Data with other schools</b> .....	9
<b>12 Waiting list in the event of oversubscription</b> .....	9
<b>13 Late Applications</b> .....	10
<b>14 Procedures for admission of students to other years and during the school year.</b> .....	10
<b>15 Declaration in relation to the non-charging of fees</b> .....	11
<b>16 Multi-Denominational Ethos</b> .....	11
<b>17 Review of decisions by the Board of Management</b> .....	11
<b>18 Right of appeal</b> .....	12

## Glossary

**“Annual Admission Notice”** is the school’s defined admission process communicated in accordance with the Education Act 1998.

**Applicant** is the name of a child whose parents or legal guardian has completed, signed and returned a school application form to the school.

**“Application Form”** is the school’s application form associated with the school’s Annual Admission Notice and is written in accordance with the Education Act 1998.

**“Historical Enrolment Policy”** is the admissions policy which was in place before the ratification of this new policy in \_\_\_\_\_ 2020.

**“Historical Waiting List”** is the list of applicants on established waiting lists collected on or before 31 January 2020.

## 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 [date]. It is published on the school's website and will be made available in hardcopy, on request.

The relevant dates and timelines for Killashee Multi Denominational National School 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

Killashee Multi-Denominational National School (MDNS) is a Department of Education and Skills (DES), co-educational, vertical primary school with an independent patronage. A charitable company called the Friends of Killashee School Limited, is the registered Patron of Killashee MDNS. All parents of students within Killashee MDNS are members of the company. It is a company limited by guarantee, has charitable status; operates on a non-profit basis and has a Board of Directors elected by its members - who undertake the duties and functions of the Patron.

The ethos of Killashee MDNS recognises the uniqueness and importance of every human being. It celebrates diversity among people. It encourages self-actualisation and the development of a positive self-image in all who are associated with our school. It fosters a spirit of co-operation and promotes self-respect and respect for all others.

Our vision aspires to fostering a caring, nurturing environment for all children of all denominations, an environment which embraces differences and gives equal opportunities to all children to reach their full potential, academically, spiritually, physically, socially and emotionally. We aim to achieve this through providing the highest possible standard of education by means of quality leadership.

Killashee MDNS school depends on the grants and staffing resources provided by the Department of Education and Skills and it operates under the Rules for National Schools, the Education Act 1998 and within the regulations laid down, from time to time, by the Department of Education and Skills in the form of circulars.

The school follows the curricular programmes prescribed by the DES which may be amended from time to time in accordance with Section 9 and 30 of the Education Act 1998. The DES provides

financial support for the running of the school and also prescribes the number of teaching and additional support staff to the school.

The School Board of Management (BOM) is responsible for the operation of the school and is comprised of representatives of the patron, parents and teachers. Members of the BOM are appointed every four years.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Killashee MDNS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, social, linguistic values and traditions which inform and are characteristic of the objectives and conduct of the school.

This policy is set out in accordance with the provision in the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000, the Disabilities Bill 2005 and the Education (Admissions to Schools) Act 2018.

Within the context and parameters of Department regulations and programmes, and the funding and resources available, our school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need
- Equality of access and participation in the school
- Parental choice in relation to enrolment; and
- Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

The pervading atmosphere of the school is one of harmony – promoting respect and tolerance of difference. Pupils are enabled to learn in an environment which is safe and secure so that each individual can strive to realise their full potential and take their place in society with confidence.

### 3. Admission Statement

Decisions in relation to admission of students are made by the Board of Management. As a general principle, and in so far as is practicable, having regard for the school's admission policy, the children shall be enrolled provided there is space available. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the Department of Education and Skills guidelines in relation to average class size and staff provisions.

Killashee MDNS 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.

#### 4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section [5](#) 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.

#### 5. Oversubscription:

##### **Selection Criteria: Junior Infants**

Killashee Multi-Denominational School is bound by the rules for National Schools which states that a child may not be allowed to attend or be enrolled in national school before the fourth anniversary of his/her birth (Rule 64.1). Children who are 4 before September 1<sup>st</sup> on the year of requested enrolment are eligible for consideration for enrolment.

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 on the waiting list to date<sup>1</sup> and those that are received within the timeline for receipt of applications as set out in the school’s annual admission notice.

In the case of oversubscription i.e. when the number of applicants for places available exceeds the number of places available, only children who are 4 before the 31<sup>st</sup> of May of the year of enrolment will be considered.

The criteria for enrolment in priority order 1-5 below are used to determine enrolment where the number of applications received from children who have celebrated their 4<sup>th</sup> birthday on or before the 31<sup>st</sup> May exceeds the number of places.

1. Siblings (including step-siblings, foster siblings) of children attending or had attended the school.
2. Children of current permanent school staff

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<sup>1</sup> Killashee MDNS in line with its previous enrolment policy (i.e. historical enrolment policy). accepted applications throughout the year and placed the children on waiting lists for the appropriate year using the first come first served criteria. (children placed on this historical waiting list in date of application receipt order) Killashee MDNS has a waiting list for entrants for the school years 2021, 2022, 2023 and 2024. These children will be given consideration taking into account their number on the waiting list. This is in line with section (11) (a) of the Education Act 2018.

3. Children placed on waiting lists compiled before Feb 1<sup>st</sup> 2020. <sup>2</sup>
4. Children whose parents or grandparents attended the school (subject to 25% cap)
5. 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), the following arrangements will apply:

- Places will be offered beginning with the oldest applicant and proceeding descending order of age from the oldest to the youngest.
- If two or more candidates have the same birthday and this number of candidates exceeds the number of places available, place selection will be determined by lottery. Parents /guardians of candidates will be invited to be present at the lottery.

## 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) 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. This statement excludes
  - siblings of students who are attending or have attended the school.
  - children of parents/grandparents who have attended the school (this exclusion will only be apply to a maximum of 25% of the available spaces as set out in the school's annual admission notice.)
- (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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

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<sup>2</sup> Historical waiting list: This criterion will remain valid for school years 2021, 2022,2023 and 2024

This statement excludes applications for classes senior infants to sixth. (see section 14 below)

## 7. Decisions on applications

All decisions on applications for admission to Killashee Multi-Denominational 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 11** below in relation to applications received outside of the admissions period and **section 12** 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 16** below for further details).

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

In accepting an offer of admission from Killashee M.D.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.



## 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 Killashee M.D.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 9** 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 Killashee MDNS 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 Killashee MDNS 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. The waiting list expires at the end of the academic year and all documentation of applicants remaining on the waiting list will be destroyed.

### 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 offered a place if there is a place available.
- In the event that there is no place available, late applicants will be placed at the end of the waiting list in order of the date of receipt of the late application.
- 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.

### 14. Procedures for admission of students to other years and during the school year.

**14.1:** 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:**

- Enrolment may take place at the discretion of the Board of Management at any time during the school year
- A parent must complete and submit the appropriate Application Form with accompanying documentation.

Applications for enrolment are individually considered by the Board of Management, subject to the following:

- The Department of Education Rules governing National Schools and in particular, the Staffing Schedule
- Killashee MDNS. Admission Policy
- Parents'/Guardian's written acceptance of our school's Code of Behaviour
- Available space in classroom

**14.2: Applications for senior infants to sixth class** will be accepted only within 11 months of the required enrolment. Only on receipt of fully completed application forms with accompanying documentation will names be recorded on a waiting list. A confirmation of receipt of application will be forwarded to the applicant within two weeks of receipt.<sup>3</sup>

Position of place on the waiting list will be determined by the following criteria,

1. Siblings (including step-siblings, foster siblings) of children attending or had attended the school. (position on waiting list determined by date of receipt of application)
2. Children of current permanent school staff (position on waiting list determined by date of receipt of application)
3. Children whose parents or grandparents attended the school (subject to 25% cap) (position on waiting list determined by date of receipt of application)
4. All other applicants (position on waiting list determined by date of receipt of application)

(All documentation responding to applicants who do not receive a place in their desired year of enrolment will be destroyed at the end of that academic year.)

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

The board of Killashee MDNS or any persons acting on its behalf will not charge fees for or seek payment or contributions 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. Multi-Denominational Ethos

Killashee is a multi-denominational school where the social and religious backgrounds of all children attending are equally respected. Religions of the world are taught to all children during the school day.

From class 1-6 for one class period a week the school offers a choice of Philosophy or Catholic doctrine class. (During this period children in Catholic Doctrine class are prepared for the sacraments)

## 17. Review of decisions by the Board of Management

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<sup>3</sup> It is the responsibility of the parent/ guardian of the applicant to follow up with the school if a confirmation of receipt of completed application has not been received within two weeks of the application been made.

The parent 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 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.

## 18. Right of appeal

Under Section 29 of the Education Act 1998, the parent 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.

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 was approved by the Patron Board on \_\_\_\_\_ and ratified by the BOM on \_\_\_\_\_**

**The policy will be reviewed by the BOM on an annual basis.**

**Signed:**

**Chairperson of the Board of Management**

\_\_\_\_\_:

**Thomas Jacob**

Draft One