

## **Kilkenny School Project N.S. Admissions Policy**

**School Address: Springfields, Waterford Road, Kilkenny R95VX31**

**Roll number: 19905E**

**School Patron: The Kilkenny School Project Executive Committee**

### **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 11<sup>th</sup> June 2020. 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 Kilkenny School Project 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.*

#### **Waiting lists for 2021 to 2024 inclusive**

Prior to the commencement of the Education (Admission to Schools) Act 2018 (Admission Policies and Admission of Students) Regulations 2020, the Kilkenny School Project N.S. had confirmed, in writing, that an applicant had been placed on a pre-enrolment list for a particular school year up to and including the 2023/24 school year. This place on the pre-enrolment list is still valid.

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

Kilkenny School Project N.S. fully supports and embraces the four key principles of the Educate Together Charter:

**Equality-based:** All children have equal right of access to the school. Children of all social and cultural groups, and of all religious and non-religious backgrounds, are equally respected.

**Co-educational:** All children in the school are encouraged to fulfil their potential and explore their full range of abilities and opportunities, irrespective of gender or identity.

**Child-centred:** The school promotes a child-centred approach to the curriculum in which the teacher guides and facilitates the child's learning through both formal and informal methods, while encouraging the child to be an active participant. Each child's individual needs are considered and the child is encouraged to learn at an appropriate pace.

**Democratically run:** The school embraces active participation by parents/guardians in the daily life of the school, whilst positively affirming the professional role of the teachers. Input from parents, guardians, teachers and pupils is sought in order to enable the highest level of partnership.

The values underpinning the management structure and curriculum of Educate Together schools are those of human rights, equality and democracy, inclusivity and diversity. The rights of pupils, their families and teachers from religious, atheist, humanist, non-religious and other backgrounds are equally respected and no one world-view is taught as truth. More information on Educate Together schools is available on the website [www.educatetogether.ie](http://www.educatetogether.ie)

### **Ethical Education Curriculum:**

Kilkenny School Project N.S. teaches a programme called Learn Together at every class level in place of religious instruction. This is based on the ethical education curriculum developed by Educate Together.

The curriculum helps all children, whatever their family's beliefs or philosophical stance, to develop morally and spiritually; to develop critical awareness and understanding of ethical decision-making; and to learn about religious and other belief systems.

The four main strands are:

#### **1. Moral & Spiritual:**

The general aim of the strand is to help develop in children a critical knowledge, understanding and awareness of right and wrong and a heightened awareness of social, ethical and moral standards through reflecting on the meaning and purposes of life. The strand should encourage and develop the individual on the journey to inner discovery and empower the child to make informed moral decisions.

#### **2. Equality & Justice:**

The general aim of this strand is to develop in children a critical knowledge, understanding and awareness of issues relating to human rights, equality, culture and diversity, social justice and social inclusiveness and to empower them to make a difference.

#### **3. Belief Systems:**

The general aim of this strand is to develop in children a critical knowledge, understanding and awareness of the teachings of religious and non-theistic belief systems and how these systems relate to our shared human experience. The emphasis will be placed on an exploration of the infinite variety and richness of humankind through nurturing a respect for a person's right to hold and practice individual belief systems and through creating spaces where values can be articulated and critically examined.

#### **4. Ethics & the Environment:**

The aim of this strand is to develop in children a knowledge, appreciation and respect for their environment and to empower them to take an active role in its stewardship.

### **Denominational Instruction**

Kilkenny School Project N.S. respects the choice of families who wish their child to attend religious instruction classes. The school facilitates interested parents/guardians to organise and run denominational instruction classes on the school premises outside of school hours.

### **3. Admission Statement**

Kilkenny School Project 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.

The Kilkenny School Project N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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 requested to do so by the Council.

The Kilkenny School Project N.S. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

### **4. Admission of Students**

- The Board of Management of Kilkenny School Project N.S. advises parents/guardians to familiarise themselves with the school ethos and with the details of this Policy before applying for a place in the school. More information on the school, its ethos, structure and Policies is available on the website.
- Applications for enrolment must be made during the designated period as set out in the school's annual admissions notice.
- This notice will be published on the school website after 1 October of the year prior to admission, at least one week before the commencement of the applications process.
- The annual admission process will be at least three weeks long and exact opening and closing dates for application will be clearly stated in the notice.
- The Application Form will be available on the website, and in hard copy by request, for the duration of the prescribed period.

- It is the responsibility of parents/guardians to promptly inform the school of any changes of address, telephone number, email address or other relevant information.
- A separate Application Form must be used for each child.
- The submission (or receipt by the school) of an Application Form does not constitute enrolment or guarantee an offer of a place.

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.
- c) a student is less than 4 years of age on the 31<sup>st</sup> May of the school year concerned.

## **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 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 siblings of students attending the school or who have attended the school for at least two years;
- (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.

## **6. Oversubscription**

### **a) Junior Infants**

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 for Junior Infants.

#### **Priority Category 1:**

Applicant students who are siblings of children attending the school.

#### **Priority Category 2:**

Applicant students who are siblings of children who have attended the school for at least two years.

#### **Priority Category 3:**

Children of currently employed permanent staff

#### **Priority Category 4:**

Children of staff employed in a temporary position for at least two years at the time of application.

#### **Priority Category 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), places will be offered or added to a waiting list by way of an independently-supervised lottery of completed applications.

### **b) Other year groups – Senior Infants to 6<sup>th</sup> Class**

Applications for admission to classes from Senior Infants – 6<sup>th</sup> Class must be made by the 1<sup>st</sup> May in the year in which admission is sought. If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

#### **Priority Category 1:**

Applicant students who are siblings of children already enrolled in the school.

#### **Priority Category 2:**

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), places will be offered or added to a waiting list by way of an independently-supervised lottery of completed applications

## **7. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, or to other year groups, will be considered and decided upon in date order of when they were received 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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place the name of the applicant will be added to the waiting list.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in alphabetical order of surname.

## **8. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available in Junior Infants or other year groups, a waiting list of students whose applications for admission to Kilkenny School Project 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 Kilkenny School Project 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. Late applications will be added to the list in date order.

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.

Waiting lists will expire at the end of each school year.

## **9. Admissions of students after the commencement of the school year**

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

## **10. Decisions on applications**

All decisions on applications for admission to Kilkenny School Project 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.

## **11. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant annual admissions notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

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 or class 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).

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

In accepting an offer of admission from Kilkenny School Project 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.

By accepting a place in Kilkenny School Project N.S. parents/guardians and children also agree to accept and support the school's Patron, the Ethos, the Educate Together Charter and their child's participation in the Learn Together programme as outlined in this document and on the school website.

## **13. 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 [school name] 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 12 above.

#### 14. 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 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)

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

The Board of Kilkenny School Project 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. 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.

## **17. Data Protection**

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

## **18. Ratification & Review**

This Policy was ratified by the Board of Management on 23<sup>rd</sup> April 2020 and approved by the Patron (Executive Committee), on 11<sup>th</sup> June 2020.

The Board of Management will monitor the implementation of all aspects of the Policy and reserves the right to alter it, subject to its statutory obligations and obligations to its Patron.

The Policy will be reviewed at regular intervals and /or should relevant legislation be enacted or regulations be prescribed by the Department of Education & Skills.

Should the Policy be altered, the school community will be notified through the school website and internal communications.

**Signed:** *Sonya Lanigan*  
(BOM Chairperson)

**Signed:** *Lourda Griffin*  
(Chairperson Executive Committee)

**Contacts**

Please refer all enrolment related queries to the School Secretary/Enrolment Registrar.

E-mail: [office@kilkennyschoolproject.ie](mailto:office@kilkennyschoolproject.ie)

Telephone: 056 7751407