

**Admission  
Policy  
Ratified  
October 2024**

## Admission Policy of Killoughteen National School

School Address: Killoughteen, Newcastle West, Co. Limerick

School Website: [killoughteenns.com](http://killoughteenns.com)

Roll number: 18708U

School Patron: Bishop Brendan Leahy

### 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> 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 Killoughteen 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 to any person who requests it.

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

Killoughteen National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick, Brendan Leahy.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and
- (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;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of **Killoughteen 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.

### ***Mission Statement***

At Killoughteen National School we strive to create a community for learning, where students, parents and staff are joined in the pursuit of academic excellence and personal growth in a caring, courteous and committed environment. We seek to develop each student's full potential through a challenging and diversified curriculum and a commitment to intellectual freedom. We will teach basic tasks, foster creativity and critical thinking and provide a foundation for life-long learning. We will nourish our student's emotional and spiritual lives and guide their social development, instilling in them an appreciation of self-worth, of individual differences and of global interdependence. We will help them to manage freedom and to act ethically so that each may become a responsible, contributing member of society.

### **3. Admission Statement**

**Killoughteen National School** 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.

**Killoughteen National School** is a school which has established 2 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.

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

- **Killoughteen National School** 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.
- **Killoughteen National School** 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. Categories of Special Educational Needs catered for in the school/special class

**Killoughteen National School** with the approval of the Minister for Education and Skills, has established 2 classes to provide an education exclusively for students with ASD (Autistic Spectrum Disorder). Children must have a recommendation for a special class & be diagnosed with ASD. Diagnosis must be in accordance with DSM V or ICD10)

#### 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 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

#### **School with special education class(es)**

The special class(es) attached to Killoughteen National School provides an education exclusively for students with ASD 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.

#### **All Denominational Schools**

Killoughteen National School is a Catholic School and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## **6. Oversubscription**

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:

#### **Criteria – as determined by BoM**

- 1. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address);*
- 2. Children residing in the catchment area;  
'Catchment area is defined as the nearest Eircode from the school to the pupil's Eircode (home) via road.'*

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 to eldest in accordance with the above criteria)*

## **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 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;
  - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs in accordance with the provisions of section 62(9) of the act
- (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;
- (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).

## 8. Decisions on applications

All decisions on applications for admission to Killoughteen 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 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 **Killoughteen National School**, 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.

## 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 **Killoughteen National School** 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.

## 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).

### 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 **Killoughteen 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 **Killoughteen National School** 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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.

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. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

### 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:

*Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.*



*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

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 there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Killougheen 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 Killougheen National School 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.*

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30<sup>th</sup> September of that school year.**

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

The board of **Killougheen 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**

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

School Policy → 'Opting Out from Faith Formation'. This policy will be followed by school personnel. If parent(s) have any queries, please contact the school principal.

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

The parents/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 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 parents/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.

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.

The policy was reviewed & ratified by the Board of Management of **Killougheen National School** on

(date) 11/10/2024

*Sheilagh O Mahoney Kennedy*

Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



## Killoughteen National Enrolment Application Form 20\_\_

### Appendix 1

#### Personal Details:

<b>Pupils First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Gender:</b>	
<b>PPSN:</b>		<b>Parish in which applicant resides:</b>	
<b>Home Address:</b>			
<b>Name &amp; Class of Siblings currently enrolled: (if applicable)</b>	1) 2) 3) 4)		

#### Parent(s)/Guardian(s) Details:

<b>Name of Parent / Guardian 1:</b>		<b>Parent Legal Guardian Custodian</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Address:</b>			
<b>Mobile:</b>		<b>Home Tel:</b>	
<b>Email:</b>			
<b>Signature 1:</b>		<b>Date:</b>	
<b>Name of Parent / Guardian 2:</b>		<b>Parent Legal Guardian Custodian</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Address:</b>			
<b>Mobile:</b>		<b>Home Tel:</b>	
<b>Email:</b>			
<b>Signature 2:</b>		<b>Date:</b>	

Completed enrolment applications must be returned to **Killoughteen National School** no later than 3pm on **January 31<sup>st</sup> 20\_\_**.



## Killoughteen National Enrolment Registration Form 20\_\_

### Appendix 2

Class Applied for:			
Name of Child <i>(as per Birth Cert)</i> :			
Address at which child resides: <i>*Proof of address may be required*</i>			
Contact Telephone No:			
PPSN:			
Date of Birth:			
Nationality:			
Country of Birth:			
If not born in Ireland, date on which child arrived in Ireland:			
Mother's Nationality:		Father's Nationality:	
Mothers (Guardian) Name:			
Work Phone:		Mobile Contact:	
Email address:			
Fathers (Guardian) Name:			
Work Phone:		Mobile Contact:	
Email address:			
Is the child living with both parents?			
Position of child in family (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc):			
Number of children in the family:			
Religious denomination:			
If your child is baptised, please state where baptism took place:			
Date of baptism:			
Did your child attend preschool?			
For how long?			
Where did the child attend preschool?			
Did your child ever take a psychological assessment?			
Has your child ever received a speech & language report?			
Name of siblings in the school (if applicable):			

Please give names, addresses and phone numbers of the people who have permission to collect your child from school. If there is any change in this routine, **please inform the school in writing.**

**Person who usually collects child(ren), if different from parents:**

Name	Contact Phone Number
1.	
2.	
3.	
4.	

Parents and legal guardians are entitled to be consulted and informed about their child's education and are entitled to access to their child during school hours. If there is any change in this regard or if there is any other information which you think may be relevant **it is very important that the school is informed immediately.**

Other relevant information:
-----------------------------

**Medical Information**

Doctors Name:		Phone No:		
Does your child have any specific medical condition (e.g. asthma, eyesight, hearing etc.) or emotional problems which may affect your child at school?			YES	NO
Details:				
Do your child/children have an allergic reaction to medication or food? <b>It is the responsibility of parent(s)/guardian(s) to notify the school of any food allergies.</b>				
Is there any other relevant information about your child/children which we should know?				

<b><u>Medical Emergency/Accident</u></b>	
That in the event of an emergency or accident, a member of staff will use his/her discretion and bring your child to a Doctor/Hospital. Every effort will be made to contact you.	
I authorise that at their discretion a member of staff may bring my child/children to a Doctor/Hospital if an emergency arises.	
<b>Parent/Guardian(s) Signature:</b>	

## School Emergencies/Sickness/Unexpected Closures, etc.

The following information will be used by the school in the event of:

- Your child feeling sick
- An unexpected closure of the school
- An emergency occurring while the school is in operation, making it necessary to close the school. In such an emergency, it is advisable to ensure the safe return home of pupils

**If your child gets sick, or the school has to close unexpectedly, etc** and there is no one at home/the school is unable to contact you, please provide the name, telephone number of two **other people** you nominate for us to contact. We will ask this person to come and collect your child/children.

### Person the school will contact:

Name	Contact Phone Number
1.	
2.	

## Consent

	YES	NO
I consent to my child's participation in the RSE (Relationships and Sexuality Education) Programme.		
I consent to my child's participation in the Stay Safe Programme.		
Screening Tests are carried out in the school on all children from infants to 6 <sup>th</sup> Class. I allow my child to do these tests.		
During your child's time in Killoughteen NS, it may be necessary from time-to-time for teachers to carry out diagnostic testing with your child on an individual basis in order to help them in their educational development. I give permission for any necessary diagnostic tests to be carried out with my child.		
I give permission to allow my child to attend the Special Education Teacher (SET) if deemed necessary.		
I give permission to allow my child's photograph/image to be included in school-related activities, competitions etc.		
I give permission to allow my family details (name, address, date of birth, etc.) to be given to agencies such as HSE (school nurse, doctor, dentist), etc.		
<b>Parent/Guardian(s) Signature:</b>		

## **Declaration**

I acknowledge that I have read and accepted the Schools Code of Behaviour and Anti-Bullying Policy of Killougheen NS. (available on the school website)

When you register your child in our school, it should be noted that a condition of registration is acceptance of all school policies and procedures.

I wish to enrol my child (name of child):

I declare the above information to be correct.

***In accepting an offer of admission from Killougheen National School, you must indicate the following:***

I **have/ have not** accepted an offer of admission from another school. **(Delete as appropriate.)**

Details of other school(s);

I **have/have not** applied for and **am/ am not** awaiting confirmation of an offer of admission from another school or schools. **(Delete as appropriate)**

<b>Parent/Guardian(s) Signature:</b>		
<b>Date:</b>		

**\*Please ensure that you have included a Birth Certificate and Baptismal Certificate (if your child was Baptised) with this form. These documents will be photocopied and returned to you.**

OFFICE USE			
<b>Principal's signature:</b>	_____		
<b>Date:</b>	_____		
Birth Certificate received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Baptismal Certificate received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>

*Our school is a green school. To save paper and energy we send all school notes via email where possible.*





## Killoughteen National Pupil Transfer From

**To be completed if your child is transferring from another Primary School**

<b>Previous School:</b>		
<b>School Address:</b>		
<b>School Telephone:</b>		
<b>What class was your child in when he/she left the school?</b>		
<b>Reason for Transfer:</b>		
<b>Have you enclosed a copy of the most recent school report and attendance record?</b>	<b>YES</b>	<b>NO</b>
Give details of any health conditions (e.g. asthma, eyesight, hearing, allergies, etc.) or emotional problems which may affect your child at school		
Has your child any physical or mental disabilities? If so, are there any specific equipment/ resources that the school will require for your child?		

**N.B. All forms: must be completed in full and returned to the school before a new pupil will be enrolled in the school. Proof of address must accompany application.**

- School Code of Behaviour
- RSE Policy Consent Form
- Medical Form
- Enrolment Application Form
- Birth Certificate

**Note: We require reports from previous schools in order to meet the needs of your child.**