Admission Policy of Kilmurry National School

School Address: Ballymichael, Lissarda, Co. Cork, P14R670.

Roll number: 17972J

School Patron: Diocese of Cork & Ross

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 22nd Sept 23 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 Kilmurry 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.

2. Characteristic spirit and general objectives of the school:

Kilmurry National School is a Catholic Co-educational primary school with a catholic ethos under the patronage of the Bishop of Cork and Ross. (Catholic Ethos) in the context of a primary catholic school means the ethos and characteristic spirit of the roman catholic church which aims at promoting
A: The full and harmonious development of all aspects of the person, of the pupil including the intellectual, physical, cultural, moral and spiritual aspects
B: A living relationship with God and with other people
C: A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
D: The formation of the pupils in the Catholic faith,
And which schools 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 section 15 (2) (b) of the education act 1998 the board of management of Kilmurry 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/Ethos:

We aim for excellence in meeting the holistic needs of our children to enable them to live full lives and to equip themselves for the future. We value and appreciate the contribution of each member of the school community including children, staff, parents and management. The school community promotes the values of human dignity, compassion, justice, equality and respect in accordance with our Catholic beliefs. We will always make every effort to maintain high standards in teaching while reflecting the changes in our society and educational development. We endeavour to work in a friendly, relaxed environment in which the children can happily perform to the maximum of their abilities, allowing them to reach their full potential.

3. Admission Statement

Kilmurry 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.

As required by the Education Act 2022 (provision in respect of children with special educational needs):

- Kilmurry 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.
- Kilmurry 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.

Kilmurry National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Kilmurry 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Kilmurry National School is a school which has established three Autism classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a diagnosis of ASD in the Mild General Learning ability range specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

Kilmurry National School with the approval of the Minister for Education and Skills, has established three Special classes to provide an education exclusively for students with a diagnosis of Autism in the Mild General Learning ability range. (ICD 10/DSM V)

5. Admission of Students: Mainstream

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) Where a student is less than 4 years of age on the 1 September of the school year

concerned.

d) Kilmurry National school is a Catholic school who welcomes all religions and none. Kilmurry NS may refuse to admit as a student a person who is not of Catholic denomination only where it is proved that the refusal is essential to maintain the ethos of the school.

6. Admission of Students: Autism Classes

Updated Admissions Criteria for Autism Classes as per DES/NCSE guidelines:
Professional report(s) outlining:

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

7. 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:

A) Junior Infants:
1. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. Children residing in the parish – priority to eldest.
3. Children of staff members.

B) Autism Class:
1. Existing mainstream pupils that may require a place in an Autism class, providing documentation from a professional can be supplied expressing suitability and a clear recommendation of a place in an Autism class as part of a mainstream school being the most appropriate educational setting for the child.
2. Applicants living in the parish or surrounding area providing documentation from a professional can be supplied expressing suitability and a clear recommendation of a place in an Autism class as part of mainstream school being the most appropriate educational setting for the child.

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:

- Random selection independently verified and witnessed by members of staff and member(s) of the parent's association.

8. 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, other than in relation to a student's prior attendance at an early intervention class.
(b) the payment of fees to the school;
(c) a student's academic ability, skills or aptitude; (Please note a student must have the required recommendation (as per NCSE) for the specified category of special educational needs provided for in this class – i.e our autism class)
(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 criterion 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.
In relation to (2) parents and grandparents having attended, a school may only apply this criterion 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.

9. Decisions on applications

All decisions on applications for admission to Kilmurry 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 decide on an application for a place in our school.

10. 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).

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

In accepting an offer of admission from Kilmurry 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.

12. 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 Kilmurry 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.

13. 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 the school to provide a patron or another Board of management with a list of the students in relation to whom –
1: an application for admission to the school has been received
2: an offer of admission to the school has been made, or
3: an offer of admission to the school has been accepted
The list may include any or all of the following
A: The date on which an application for admission was received by the school
B: The date on which an offer of admission was made by the school
C: The date on which an offer of admission was accepted by the applicant
D: A student personal details including his/her name, address, D.O.B, and P.P.S number (within the meaning of section 262 of the Social Welfare Consolidation Acts 2005).

14. 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 Kilmurry 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 Kilmurry 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 Admissions 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.

15. 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.

16. 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:

- Late applicants will be offered a place if there is a 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.
- Late applicants will be notified of the decision in respect of their application no later than 3 weeks after the date on which the school received the application.

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:

- If a place is available in a particular class the student will be offered a place as soon as is possible.

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

This rule applies to all schools.

The board of Kilmurry 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.

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.

18. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents who has requested that the student attend the school without attending religious instruction in the school:

- As all religious instruction is taught at the same time in our school the following arrangement applies: A child not participating is given classwork/reading to complete while religious instruction is in progress while remaining in their own classroom.

19. 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.

Ratified by the Board of Management:

Reviewed: Sept 2024; June 2025 – DES/NCSE guidelines included; Sept 2026

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Chairperson, Board of Management: Nora Murphy

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Principal: Trish Collier