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#  Kilbrittain

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September 2023

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**Admission Policy of Kilbrittain National School**

**School Address: Kilbrittain. Co.Cork Roll number: 14116V**

**School Patron/s: Diocese of Cork and Ross**

# 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 20th September 2023. 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 Kilbrittain N.S, admission process are set out in the school’s annual admission notice which is published annually on the school’s website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school’s website and will be made available in hardcopy on request to any person who requests it.

# Characteristic spirit and general objectives of the school

* Equality of access and participation in the school

Kilbrittain N.S. is co-educational primary school under the patronage of the Catholic Bishop of Cork and Ross. At present, the teaching staff is comprised of 8 classroom teachers, 4 special class teachers, 5 Special Education Teachers and 1 administrative principal. There are also 9 Special Needs Assistant posts. The full range of classes are taught in the school and classes are of mixed gender.

Kilbrittain N.S. is a happy and friendly environment where the focus remains on developing the moral, social, physical, academic, aesthetic and cultural aspect of each individual child.

Aims: The school supports the principles of:

* Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs.
* Parental choice in relation to enrolment
* Respect for the diversity of values, beliefs traditions, languages and ways of life in society.
1. **Admission Statement**

Kilbrittain N.S. will not discriminate in its admission of a student to the school on any of the following:

* 1. the gender ground of the student or the applicant in respect of the student concerned,
	2. the civil status ground of the student or the applicant in respect of the student concerned,
	3. the family status ground of the student or the applicant in respect of the student concerned,
	4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
	5. the religion ground of the student or the applicant in respect of the student concerned,
	6. the disability ground of the student or the applicant in respect of the student concerned,
	7. the ground of race of the student or the applicant in respect of the student concerned,
	8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
	9. 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.

Kilbrittain N.S. 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Kilbrittain N.S. is a school which has established a class, 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.

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

Kilbrittain N.S with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism

The Board of Management is committed to inclusiveness particularly with reference to the enrolment of children with a disability or other special need. In relation to such application, all relevant information and reports may be requested to support the application, thereby enabling the B.O.M. to make a prompt and informed decision. Where such

information\reports are not available; the B.O.M. may request that the child be assessed immediately.

The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required. A full case conference including the pupil's parents, school principal, class teacher, learning support teacher and the resource teacher or psychologist as appropriate would then be held. The child's needs and the school's suitability or capability in meeting these needs would be discussed in detail. It may be necessary for the B.O.M. to decide to defer enrolment of a particular child pending:

* The receipt of an assessment report.
* The provision of appropriate resources by the Department of Education and Skills to meet the needs specified in the psychological and / or medical report.

Exceptional Circumstances: The school reserves the right to refuse enrolment to any pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education or
2. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school policy.

# Admission of Students

This school shall admit each student seeking admission except where –

* 1. the school is oversubscribed (please see section 6 below for further details)
	2. 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 behavior 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

Additional information

Kilbrittain N.S. is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Kilbrittain N.S provides an education exclusively for students with Autism 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.

Application Procedures New Entrants:

New Entrants to Junior Infants will be required to come to complete a specific enrolment application form will be presented to the parent(s)/guardians and the following information will be requested:

* The pupil's name, address and date of birth
* Contact telephone number
* Contact telephone number in case of emergency
* Father's name
* Mother's name and maiden name
* Name and contact details of family doctor
* Details of any medical conditions which the school should be aware of
* Parental consent to use an alternative doctor in the case of emergency
* Signed acceptance of the school's Code of Discipline.
* Copy of Birth Cert
* PPSN Number
* Complete Accident and Insurance Documentation

Application Procedure for Special Class - Spraoi

* All applicants are required to have a diagnosis (by a multidisciplinary team), of Autism using DSM-IVor ISD 10
* All applications must be accompanied by a recent assessment/report carried out by a Multidisciplinary team recommending the candidate as suitable for special class placement in an ASD Unit attached to a mainstream primary school
* All applicants must complete our enrolment application form in full
* A recent report from a multidisciplinary team recommending the child as suitable for placement in a Special Class catering for children with Autism,
* Spraoi will cater for children with Autism whose cognitive functioning has been assessed in the average to mild general learning disability.

Application Procedure for Early Intervention

* All applicants are required to have a diagnosis of Autism.
* All applications must be accompanied by a recent assessment/report recommending the candidate is suitable for Early Intervention placement.
* All applicants are required are required to complete our enrolment application in full

Any application will not be treated as being complete until such time as all requested information has been received

# 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:

1. Brothers and sisters (including step siblings, resident at the same address) of children already enrolled in the school.
2. Children living within the parish boundary.
3. Children of current school staff.
4. Children outside the parish.

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:

In the event that there are more applicants within any category than places available, priority will be given to children within the particular category in order of age, starting with the eldest.

# 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:

1. 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—

* 1. an early intervention class
1. the payment of fees or contributions (howsoever described) to the school;
2. a student’s academic ability, skills or aptitude; other than in relation to:

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 concerned and/or a recommendation for placement in a mainstream school with special classes.

1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
3. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;
4. 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

# Decisions on applications

All decisions on applications for admission to Kilbrittain N.S. will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice
* The information provided by the applicant in the school’s official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 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.

# 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).

# Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Kilbrittain N.S, you must indicate—

(ii) 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.

# 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 Kilbrittain N.S. where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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

behavior 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

1. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 10 above.

# 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.

# 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 Kilbrittain 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 Kilbrittain N.S. is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

# 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.

# 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:

* Parents are requested to complete an enrolment application form for Kilbrittain

N.S. and return to the school along with a copy of original birth/adoption certificate

* The Board of Management will determine if there is available space in the particular class bearing in mind the class size
* Acceptance of the School’s Code of Behavior will be requested
* Attendance, behaviour and academic records of children who transfer into Kilbrittain NS will be sought directly from the previous school.

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:

* Contact the school to establish if places are available
* Complete enrolment form for Kilbrittain N.S. and return to the school along with an original Birth Certificate/Adoption Certificate
* Await decision of Board of Management which will be based on class size and enrolment criteria
* Acceptance of the School’s Code of Behaviour will be requested
* Attendance, behaviour and academic records of children who transfer into Kilbrittain N.S. will be sought directly from the previous school.
1. **Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of Kilbrittain 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-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

# Arrangements regarding students not attending religious instruction

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

The following are the school’s arrangements for students, where the parent~~s~~ of the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

* All students who opt out of religious instruction will remain in their own classroom while religious instruction takes place
* Parents will be contacted at the beginning of the school year to discuss appropriate school work/project work/reading that will be assigned to the student during religious instruction and sacramental preparation
* Our school will use the website [www.optingout.ie](http://www.optingout.ie/) as a guide for parents and teacher.

# 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, 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.