



**Admission Policy of:**  
**St. Kilian's Community School**

**Ballywaltrim,  
Bray,  
County Wicklow.  
A98 PP76**

**Roll Number: 91376L**

**School Patrons:**

- **Franciscan Order**
- **Marist Sisters**
- **KWETB**

## **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

*The policy was approved by the school patron on [date].* It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Kilian's Community School'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

The school is mixed and multi-denominational with approximately 450 students, under the trusteeship of the Franciscan and Marist Orders and Kildare Wicklow Education and Training Board (KWETB). It is governed in accordance with the Articles of Management in the Deed of Trust for Community Schools, the rules and regulations of the Department of Education and Skills, and the provisions of applicable legislation.

The school has been established in accordance with the Deed of Trust for Community Schools, with the object of providing a comprehensive system of post-primary education open to all the children of the community. It aims to combine instruction in academic and practical subjects, and ongoing education for persons living at or near St. Kilian's Community School in County Wicklow, for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the local community.

The school's mission statement states that:

St. Kilian's works to ensure that each and every pupil is enabled to learn to the best of his/her ability and to mature with confidence and dignity.

The school endeavours to achieve this mission in all its activities.

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In 2010, the school adopted the following Core Professional Purpose and Operating Principles:

### Core Professional Purpose (CPP)

Learning for Excellence, for Life, for All

### Organisational Principles (OPs)

To ensure the best possible education for our students, St. Kilian's C.S. believes that everyone

- has rights with responsibilities.
- must be treated fairly and equally.
- should be supported to be the best they can be.
- should get value for the time they spend.
- must be shown respect.
- should feel welcome and have fun.
- must be able to access high quality facilities.

### 3. Admission Statement

St Kilian's Community 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.

### 4. Admission of Students

#### Selection Criteria

The following criteria, in descending order, will apply in the allocation of places, where the number of applicants exceeds the number of First Year places in any school year:

1. Siblings of current pupils.
2. Pupils from the following primary schools, in equal precedence:
  - St. Fergal's Senior National, Ballywaltrim, Bray
  - Bray School Project National School
  - St. Philomena's Primary School, Ravenswell, Bray
  - St. Peter's Primary School, Bray
  - St. Cronan's Boys' National School, Bray
  - St Andrew's National School, Bray
  - Gaelscoil Uí Chéadaigh, Bré
  - Scoil Chualann, Bré
  - St Kieran's National School, Bray
  - Kilmacanogue National School
  - St Mary's & St Gerard's National School, Enniskerry
  - St Patrick's National School, Curtlestown
  - Powerscourt National School, Enniskerry
  - Roundwood National School
  - Greystones Educate Together National School

- St Laurence's National School, Greystones
  - Scoil Mhuire Shankill
3. Other primary schools in the catchment area.
  4. Children of staff members of the school.

This school shall admit each student seeking admission except where:

- a) The school is oversubscribed (please see [section 5](#) below for further details)
- b) A parent/guardian 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/her and that he/she shall make all reasonable efforts to ensure compliance with such Code by the student.

## 5. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criterion to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

### Details of the school's arrangements: Lottery

A lottery will determine the order in which remaining places will be allocated among the applicants in the category in which the places are to be offered.

## 6. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

- (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.

## **7. Decisions on applications**

All decisions on applications for admission to St Kilian's Community School will be based on the following:

- Our school's Admissions Policy
- The school's annual Admissions 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **8. Notifying Applicants of Decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

## **9. Acceptance of an Offer of a Place by an Applicant**

In accepting an offer of admission from St Kilian's Community 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.

## **10. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St Kilian's Community 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/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 9](#) above.

## **11. Sharing of Data with other Schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

## **12. Waiting List in the event of Oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Kilian's Community 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 St Kilian's Community 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.

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.

## **13. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## 14. 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

and

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:

1. Applications may be made by Parents, Guardians, or Applicants over 18 years of age.
2. Applications for enrolment in the school are made using the School Transfer Form as per the Admissions page of the school's website. All sections on the application form must be completed. Failure to present the completed form will delay the process. All relevant information requested on the application form must be submitted.
3. The form must be accompanied by:
  - An original Birth Certificate (which will be copied and returned to the parents/guardians)
  - 2 recent passport size photographs signed on the back by the student.
  - Proof of address in the form of 2 recent original utility bills or other documentation satisfactory to the school.
4. A copy of the Code of Behaviour is provided to all applicants. Parents/Guardians and students are expected to familiarise themselves with the Code of Behaviour. The registration of a student at St Kilian's CS implies acceptance of this Code of Behaviour and all school policies.
5. Parents/Guardians/Applicants over 18 years of age will be afforded the opportunity to meet with the Principal/Deputy Principal to discuss Subject Options.
6. As soon as is practicable, but not later than twenty-one calendar days after the application is received, the school will make its decision. This decision will be communicated in writing to the Parents/Guardians to the address specified on the application form. Section 29(1) of Version 12 the Education Act provides for the right of appeal by the parents/guardians of any student whose enrolment is refused (within a specified time).
7. Parents/Guardians/Applicants over 18 years of age are requested to acknowledge acceptance of a place in writing within the specified deadline stipulated in the letter of offer.
8. In the event that the relevant Year Group is full, names of applicants will be placed on that Year Group's waiting list according to the date and time when the application was received. If/when places becomes available in that Year Group, the places will be offered to applicants on the waiting list, in the order in which their applications were received. This list expires on the last day of the final term prior to the commencement of the summer holidays. At this point, should an applicant wish to be considered for a place in the following academic year, the onus is on the Parent/Guardian/Applicant over 18 years of age to contact the school in writing to advise them of their request. These applicants who have already been on a waiting list for an academic year will be prioritised for a place in the next academic year over new applicants.

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

The Board of Management of St Kilian's Community 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.

## **16. Arrangements regarding Students not attending Religious Instruction**

St Kilian's Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust.

It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos, as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'Religious Education' and 'Religious Instruction':

- Religious Education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- Religious Instruction is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels, the legal requirement to advise of the option to opt-out of Religious Instruction does not apply.

## **17. Reviews/Appeals**

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

The parent/guardian 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.