



KILRUSH COMMUNITY SCHOOL

ADMISSIONS POLICY

Kilrush Community School

Kilrush, Co. Clare

Roll number: 91448K

School Patrons: The Provincial of the Sisters of Mercy, for whom CEIST currently acts as agent, and The Limerick & Clare Education and Training Board represented by the Chief Executive officer Limerick and Clare ETB.

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 ^{24/06/26}. 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 Kilrush Community 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

HISTORY OF SCHOOL

Kilrush Community School was established following the amalgamation in September 1992 of Mercy Secondary School (Sisters of Mercy), the Christian Brothers Secondary School (C.B.S.) and Kilrush Vocational School (Co. Clare V.E.C.).

The responsibilities of the patron of a Second level school are clearly laid out in the Education Act, 1998. In the Community School Sector, the Trustees of the school are the Joint Patrons of the school. The roles and responsibilities of the Joint Patrons of a Community School are laid out in the Education Act, 1998. These roles and responsibilities are also further defined in the Deeds of Trust of a Community School.

The Joint Patrons of Kilrush Community School are The Provincial of the Sisters of Mercy, for whom CEIST currently acts as agent, and the Limerick and Clare Education and Training Board represented by the Chief Executive Officer Limerick and Clare ETB.

Kilrush Community School saw the opening of a new chapter in the history of education in Kilrush when the Joint Patrons of the school came together to form the new school. One of the responsibilities of society is to pass on to the next generation the founding intention and inherited educational traditions that have successfully bonded, nourished and sustained that community. The beginning of a new school is a significant moment of faithfulness to the past and openness to the creativity of a new moment for the community of Kilrush. The aim of the Joint Patrons of Kilrush Community School is to carry forward the inherited educational heritage and values into the future with a renewed sense of service and relevance. The new Community School would endeavour to ensure that the Christian ethos is always nourished and cherished in the school, into the future. In doing so it is their wish that the traditions of Catherine M^cAuley and the Limerick and Clare ETB continue to be part of the school's reality. The combined traditions of compassion, inclusion and devoted service to the local community, taken together with an openness to the transcendent and faith development as appropriate, point to values that the Joint Patrons wish to have encapsulated faithfully into the characteristic spirit of Kilrush Community School.

MISSION STATEMENT

Kilrush Community School is a vibrant dynamic and caring school committed to the academic, personal and spiritual development of all its pupils. It has a Christian ethos within which other traditions are welcomed and respected.

It encourages excellence by fostering a love of learning and by promoting a rich and diverse range of educational opportunities. Kilrush Community School believes in empowering and equipping our pupils to become well qualified and rounded individuals who can thrive in and contribute to an ever-changing world.

Kilrush Community School is a Christian community, which endeavours to be a happy and caring place striving to develop the academic, aesthetic, spiritual, physical and moral potential of each student. The school seeks to imbue a sense of respect for one another, for the school environment and for the whole community in which we live. The school is devoted to excellence in every way. The aim is to provide a comprehensive system of post-primary and continuing education open to all the community combining instruction in academic, artistic and practical subjects. Kilrush Community School promotes equal opportunity and recognises the importance of partnership between the school and the general community in fulfilling its role.

In keeping with the terms of the school Mission Statement Kilrush Community School is an active partnership between the Joint Patrons, the Board of Management, Parents/Guardians, Students, Staff and the local Community of Kilrush. Relationships within these partnerships are fostered, encouraged, empowered and enabled.

Kilrush Community School also –

- values the on-going input of all our partners in the life of our school,
- aims to provide the best educational environment where effective teaching and learning can take place,
- aims to manage this with firmness and fairness,
- recognises the individuality of our students,
- provides a broad curriculum, designed to meet their individual needs and to help them to maximise their potential,
- assists and empowers students to have a healthy, wholesome and confident self-image and to develop positive relationships through our curriculum and our extra-curricular programme, and
- endeavours to co-operate with parents and religious leaders of all denominations to encourage the development of religious, moral and spiritual values in each student.

CHARACTERISTIC SPIRIT

Kilrush Community school is a co-educational girls and boys multi-denominational post-primary school under the joint patronage of The Provincial of the Sisters of Mercy, for whom CEIST currently acts as agent, and the Limerick and Clare Education and Training Board.

Kilrush Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Kilrush Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on (1992). The values of the Limerick and Clare Education and Training Board as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of The Provincial of the Sisters of Mercy, for whom CEIST currently acts as agent, are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Kilrush Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Kilrush Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Kilrush Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

Kilrush Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

3. Admission Statement

In an Irish and global context, Kilrush Community School endeavours to create an inclusive community of mutual understanding and respect within which students can learn and thrive. We co-create opportunities for every student to fulfil their potential.

Kilrush Community School Aims

1. To develop an excellent learning environment which promotes high expectations of individual performance from students.
2. To give students access to a broad and balanced curriculum within a caring, co-operative, and inclusive community.
3. To ensure that all staff and students enjoy equality of esteem and opportunity.
4. To foster among students an awareness of their environment, heritage and health enabling them to play a positive role within the local and wider community.
5. To equip students with a strong sense of self-esteem, self-discipline, and self-motivation.
6. To foster universal values of care, inclusion respect and innovation

The Board of Management of Kilrush Community School, in formulating this policy, has shown due regard to the provisions of:

- (1) The Education Act 1998,
- (2) The Education Welfare Act 2000.

Having due regard to the above the Board of Management, through its Admissions Policy, supports the principles of:

- ❖ inclusiveness, particularly in relation to the enrolment of students with special needs and disadvantage, subject to adequate resources being available to the school and the school being able to meet the needs of students.
- ❖ Equality of access and participation in the school, within the constraints of resources available to the school
- ❖ Respect for diversity of traditions, values, languages and ways of life in society.

School Resources

Implementation of this policy must have due regard to the required supports being made available to the school. The Board of Management reserves the right to alter services offered by the school in line with available supports.

Curriculum

The Curriculum offered by Kilrush Community School is governed by regulations as stipulated by the Department of Education & Youth which may be amended in accordance with Sections 9 and 30 of the Education Act 1998.

School Governance

Kilrush Community School is a comprehensive, co-educational school governed by a Board of Management made up of 2 parent nominees, 2 teacher nominees and 6 nominees appointed by the Trustees. The Trustees of the school are The Provincial of the Sisters of Mercy, for whom CEIST currently acts as agent, and Limerick & Clare Education & Training Board.

Special Needs

Kilrush Community 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.

Kilrush Community 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.

The school values students with special educational needs. It is school policy to access students records from primary schools in advance of entry to the school and to apply to the Department of Education & Youth for the necessary supports for such students.

The special needs of students are catered for under two different categories in the school:

- (a) Kilrush Community School 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.

Forward Planning for Special Education Provision 2026/2027 and Beyond

Kilrush Community School recognises the Department of Education's updated approach as outlined in Circular 0039/2025, which replaces Circular 0080/2024. This circular sets out key measures and timelines to support the forward planning of special education provision, with specific emphasis on the 2026/2027 school year.

1. Notification Requirements

- Kilrush Community School will adhere to the revised deadline of **1 October 2025** to notify the NCSE where a child or young person requires a place in a special class for the 2026/2027 school year.
- This earlier notification date (moved from 1 February) ensures the NCSE can review reports sooner and provide timely confirmation letters to parents regarding eligibility.

2. Admission Eligibility Criteria for Special Classes

- In compliance with Circular 0039/2025, the school's admission policy for special classes includes the additional eligibility criterion that **applicants must be known to the NCSE and possess the**

relevant NCSE eligibility letter confirming their admission to the special class.

- (b) Identified students are part of a student withdrawal programme who may be withdrawn from a particular class for learning support. Further support may be given in a smaller class group for English and/or Maths. They may also be taught in a team-teaching group.

In line with updated 2025 guidance from the Department of Education and the NCSE, Kilrush Community School is committed to inclusive practice through the development of individualised support plans, the use of Universal Design for Learning approaches, and enhanced transition supports for students moving from primary to post-primary. Staff engage in ongoing professional development in SEN, and students are supported to participate in their learning using appropriate strategies and assistive technology where required.

Application Consideration

All applications will be considered in the first instance by the Principal and Board of Management Admissions Sub-Committee.

Deadlines

- All applications must be received on/before the date in accordance with admission notice in the case of 1st Year applicants (date as per admissions notice) and May 31st in the case of all other years.
- Applications received after May 31st will be considered, once all above applications have been considered, and responded to accordingly.

Eligibility for Special Classes

Applicants seeking admission to a special class must be known to the National Council for Special Education (NCSE) and provide the relevant NCSE eligibility letter confirming their entitlement to a place in the special class. The school requires this documentation prior to considering an application for admission to the special class. This ensures compliance with Circular 0039/2025 and supports a transparent and fair admission process for students with special educational needs.

Kilrush 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.

Eligibility criteria for admission to the special class align with Circular 0039/2025 and relevant NCSE guidelines.

Additional Operational Guidance on Special Education Provision

Kilrush Community School recognises its commitment to the ongoing collaboration with the National Council for Special Education (NCSE) in planning and providing special education supports.

- The NCSE will engage with the school regarding special education planning and potential development of special classes to meet evolving needs.
- Priority for new special class provision will be given to schools without existing special classes, supporting equitable distribution of resources.
- Where demand for special class placements arises after key planning deadlines, the school will work with the NCSE to ensure appropriate supports are provided within the mainstream setting as needed.
- Admission to special classes will require applicants to be registered with the NCSE and to have confirmation of eligibility for the relevant special class placement.
- Where special classes are oversubscribed, the school will maintain waiting lists in line with legislative requirements. Late applications will be added to the waiting list without priority over existing applicants.
- The school is committed to removing any unnecessary barriers to ensure fair access for all students with special educational needs.
- Students currently enrolled in mainstream who meet eligibility criteria may be considered for special class placement, subject to admissions policy and available resources.
- The school will regularly review this policy to ensure compliance with current guidelines and to reflect any necessary changes in response to national policy developments.

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

Kilrush Community School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students diagnosed with a mild general learning difficulty (MGLD).

5. Admission of Students

Application Procedures

Application procedures for First Years or admissions:

1. Details are printed in the local press. Enrolment Forms are available from the Main Office in our school & website.
2. Application Forms are also distributed to applicants in the local catchment area feeder schools.
3. Application Forms must be completed and returned on a specified date
4. There is an assessment for all applicants. The objective of this is to assist the school in its task of endeavouring to meet the individual needs of its students.

Completion and submission of an Application Form within the appointed time does not guarantee a place in the School nor does sitting the Entrance Assessment.

Applications received after the deadlines or during the course of the year are put on a waiting list in accordance with the time and date of receipt of application and dealt with in accordance to Admissions Policy criteria [(a) - (d) below].

Application Forms received will be dated, timed and countersigned by the office staff.

Incomplete Application Forms or ones which are missing relevant required documentation may not be processed or considered for a place, until the parent/guardian submits the missing data.

Parents/Guardians are notified of their son/daughter's place in the School within 21 days of the school assessment day.

When parents/guardians are so notified of the place they are required to confirm and sign accepting the place by completing and returning the Registration Form on/before the date specified on the form. Non-return of this Form by the specified date will be interpreted as non-acceptance of the place offered. This place will then be allocated to another student.

With regard to students who do not receive a place in the School parents/ guardians will be:

- (a) given a specific reason why their son/daughter was unsuccessful in securing a place.
- (b) informed of their son/daughter's place on the waiting list(s) (depending on the year group).
- (c) informed of their right to appeal to the Board of Management under Section 29, Education Act 1998.

All decisions in relation to the enrolment of students in Kilrush Community are made by the Board of Management in accordance with School Policy, the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000.

A maximum of 90 students will be accepted into mainstream First Year and other year groups. Year groups may be smaller subject to option/subject numbers.

Application by a Current Student in the School to Repeat a Year

- Parents/Guardians of students who wish their sons/daughters to repeat a year, must apply in writing to the Principal of the School before May 31st in the current academic year.
- The School has the right to grant or refuse such a request taking into account the Department of Education and Skills Guidelines as may apply from time to time.
- Students, who are granted leave to repeat a year, are offered the repeat place on condition that they attend their current year's classes, complete the current year's curriculum and take the relevant school examinations in all subjects.

Admission Policy and the Enrolment of Students with Special Educational Needs

The special class attached to Kilrush Community School provides an education exclusively for students with mild general learning difficulty 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.

While recognising and fully supporting parents'/guardians' rights to have a School of their choice for their children, the School's ability to accept students with particular needs is dependent on resources, suitable to the needs of the individual student, being sanctioned by the Department of Education and Skills.

The School welcomes applications from students with special educational needs.

Parents/guardians are required to outline the details of a child's special educational needs on the Application Form and to supply all relevant information and professional documentation to enable the Board of Management to assess how best the needs of the individual student can be met.

Contact will be made with the National Council for Special Education regarding special needs resources to which the student may be entitled.

The Principal may request a meeting with the parents/guardians of the student to discuss the application and the student's needs.

The parents/guardians of the student may request a meeting with the Principal to discuss the student's educational or other needs.

N.B. *It may take some time for the NCSE to process such applications. Parents/guardians are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making an application.*

As soon as it is practicable, but not later than 21 days after a parent/guardian has provided all the relevant information, the Principal shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act (Section 19 (3)).

The Board of Management reserves the right, in exceptional circumstances, to delay the student's attendance at the School until appropriate resources have been approved and supplied by the NCSE.

The special class attached to Kilrush Community School provides an education exclusively for students with mild general learning difficulty 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.

Progression to Senior Cycle from Junior Cycle

All students who apply for, or intend to progress to, Transition Year (if on offer) or Leaving Certificate Year 1 in Kilrush Community School must have completed and taken the Junior Certificate examinations that they were entered for, save in exceptional circumstances.

Repeat Leaving Cert Candidates

Applications for a Repeat Leaving Certificate place are of necessity very limited. Major consideration must be given to the existing Leaving Certificate Year Group. Any prospective candidate must be considered in the context of his/her impact on those who have yet to sit the Leaving Certificate Examination.

It is only in exceptional circumstances that a Sixth Year student will be considered to repeat the final year of the Leaving Certificate Programme. These include long-term illness, attempts to gain points, which in the view of the school authorities is possible, for CAO course etc.

Applications will only be accepted should the prospective Repeat Leaving Certificate candidate have fulfilled the following criteria in the school:

- Completed the Repeat Leaving Certificate Application Form on time.
- Have clear goals, ambitions and career objectives.
- Have completed previous CAO, Job, Course Applications.
- Have, in the view of the school authorities, made a good honest effort with his/her studies.
- Have attended school punctually and regularly.
- Shown respect for fellow students and staff.
- Complied with the ethos of the school and followed the School Code.

Any prospective student failing in any or in a number of the above will not be considered for a place as a Repeat Leaving Certificate student in the school.

It should be noted that in particular a student's commitment as evident from his/her level of work, study and behaviour in Sixth Year and previous years in the school will be of paramount importance when an application is considered.

N.B. Any serious breach or repeated breaches of the School Code by a student in Fifth and especially Sixth Year, will militate against a student's application being considered for a Repeat Leaving Certificate place. Those applicants who are considered for a Repeat Leaving Certificate place will be selected on the basis of final interview. Such students will be informed as to the outcome within 7 school days.

Record of behaviour will be considered & Repeat Leaving Certificate applicants from other schools will not be considered, except in the most exceptional of cases.

Post Leaving Cert. Applicants

The above also applies to all Post Leaving Certificate applicants who apply from within and from outside the School.

Application for a place on PLC Courses is also dependent on the PLC Director being satisfied as to the applicant's suitability for any particular course.

Candidates are chosen on the basis of:

- (a) Their application
- (b) References
- (c) Interview

6. Oversubscription

Where Application Forms received within the appointment dates exceed the number of places available, the Board of Management has directed that places be allocated in the following order:

- (a) Students from the traditional Kilrush Community School feeder schools (the following list is in alphabetical order):
 - (i) Burrane National School
 - (ii) Clohanes National School
 - (iii) Cooraclare National School
 - (iv) Cree National School
 - (v) Doonbeg National School
 - (vi) Drumdigus National School
 - (vii) Kilrush Gaelscoil
 - (viii) Kilrush Primary School
 - (ix) Knockerra National School
 - (x) Moyasta National School
 - (xi) Shragh National School
- (a) In the event of more than 90 students applying for a place within the school's traditional catchment area, places will be allocated on the basis of distance from the school. This to be decided by the Board of Management.
- (b) Brothers/sisters, step-brothers/step-sisters, foster brothers/foster sisters of students who are enrolled in the School. (Application Forms received within the appointed times/dates).

Should there be more demand for places under this category, distance from the school shall be the deciding factor. This to be decided by the Board of Management.
- (c) Brother/sisters, step-brothers/step-sisters, foster brothers/foster sisters of students who have, in the past, been enrolled in the school and who have completed their secondary education. (Application Forms received within the appointed times/dates).

Should there be more demand for places under this category, distance from the school shall be the deciding factor. This to be decided by the Board of Management.
- (d) Sons/daughters of eligible staff of the School. (Application Forms received within the appointed times/dates).

Staff members will be deemed eligible if they are in the employment of the Board of Management on a non-casual basis for at least six months and are reasonably expected to be still employed by the Board of Management at the time their son/daughter commences in Kilrush Community School.
- (e) All other applicants who fail to secure a place in the School will be chosen/placed on a waiting list on the basis of distance from the School. The nearest student's family home being the deciding factor. This to be decided by the Board of Management.

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—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
(other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - admission to (a) a special school or (b) 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
 - admission to an Irish language school, 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;
(other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)
- (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 criteria 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 criteria 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Kilrush Community 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](#) in relation to applications received outside of the admissions period and [section 15](#) 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 18](#) for further details).

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

In accepting an offer of admission from Kilrush 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 Kilrush 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 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](#).
 - (v) The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.
 - (vi) An application for admission may be refused, therefore, where the admission of the application would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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 Kilrush 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 Kilrush 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

Transfers from Other Schools

Applications from students from other schools will only be considered subject to:

- The school's Admissions Policy.
- The Board of Management believing that the move will be in the best interests of the student and the interests of existing students in the school – i.e. consequences of mid-term transfer, subject classes etc.

An application to transfer is defined as one from a student who is currently or has been previously enrolled in another second level school or who makes an application for enrolment after the commencement of the school year.

Applications to transfer will be considered by the Board of Management subject to places being available in the School. Should the overall quota be below the stated quota for that academic year, transfers will be considered:

- subject to the availability of a place in the relevant year group or class
- the availability of places in the optional subject choice
- the interests of the students currently enrolled in the destination classes
- the behaviour record(s) and reference(s) from previous school(s).
- Parents/Guardians who wish to have their son/daughter considered for admission to the School must complete and submit an Application Form.
- The reason for the requested transfer must be fully disclosed and clearly stated.

The Application Form must be accompanied by

- (a) the most recent academic report from his/her previous/most recent school.
 - (b) a behaviour report from his/her previous/most recent school.
 - (c) a reference from the Principal of the previous/most recent school.
 - (d) any professional educational assessment relevant to his/her educational/behavioural/emotional needs.
- The Board of Management reserves the right to consult with the Principal of a student's previous school in order to assess the application.
 - The Board of Management requires full disclosure of the circumstances surrounding the expulsion or pending expulsion of an applicant from another school.

- The Board of Management reserves the right not to admit any applicant as a student of the School who in the opinion of the Board of Management would pose a threat to the safety and/or wellbeing of students or staff in the School.
- Where parents/Guardians are notified that a place is being offered to their son/daughter they are required to:
 - (a) confirm acceptance of the place by completing and returning the Registration Form.
 - (b) complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the School.
(Pr.III S,23(4) Education (Welfare) Act 2000).
 - (c) return all signed Forms within seven days to the School Office.
 - (d) should a student for any reason, other than a certified medical issue, fail to start 1st Year before the 30th September that student's place may be offered to another student.
- The parents/guardians of pupils who do not receive a place will be notified by the Principal.
- When parents/guardians are so notified they will:
 - Be given the specific reason why their son/daughter was unsuccessful in securing a place.
 - Be given the option of placing their son/daughter's name on the Waiting List (unless precluded on objective grounds), which will pertain up to 8.30 a.m. on the second Monday of September of year of application.
 - Be given a form to return to the School stating that they wish to place their son/daughter's name on the Waiting List (if relevant), upon receipt of which they will be informed in writing of their son/daughter's numerical place on the Waiting List.
 - Be informed of their right to appeal the decision of the Board of Management, under Section 29, Education Act 1998.
 - Be informed that in the event of a place becoming available for a student on the Waiting List, parents/guardians will be informed in the first instance.
 - The waiting list will apply up to the October mid-term break of 1st Year. After this time should a student move into the School's traditional catchment area, that student or students will take precedence over those on the waiting list from outside this area. The waiting list applies for a period of 12 months only from the time of its creation.
- In the case of a student who left the school, for any reason, wishing to return, the Board of Management will consider such applications in relation to the student's previous

record in the school, reports from any other school/institution the student may have attended, parental support for school structures, and the above.

The Board of Management will not consider applications for entry into 3rd or 6th year, once the school year has officially begun, unless the student has moved into the catchment area of the school from outside.

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances with particular reference to the above.

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

The board of Kilrush 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

Kilrush 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 arise.

17. 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. **Right of Appeal**

The Board of Management wishes to advise parents/guardians that in the event of a student being refused entry to Kilrush Community School an appeal may be made under Section 29 of the Education Act, to The Secretary General, Department of Education & Science.

The objective of this policy is to ensure that each student who applies for entry to our school receives fair and equitable treatment as outlined in the Education Act 1998, the Education Welfare Act 2000 and Equal Status Act 2000.

This Policy was adopted by the Board of Management on 24 / 06 / 26

Signed: 
Chairperson, Board of Management

Date: 24 / 06 / 26

Signed: 
Principal/Secretary to the Board of Management

Date: 24 / 06 / 26

Next Review Date: - / Sept, 27