

## **Admission Policy of Kildare Town Community School**



**School Address: Dunmurry Road, Kildare Town**

**Roll number: 91530S**

**School Patron/s: Bishop of Kildare and Leighlin/ KWETB**

### **● 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 patrons, the Student Council, and with parents of children attending the school. The policy was approved by the school patron on 16th June 2026. 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 Kildare Town 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.

This document sets out the policy in respect of admissions to Kildare Town Community School in the following circumstances:

1. Students applying for a place in 1<sup>st</sup> year
2. Students from outside of the Irish school system applying for a place in any other year-group / programme.
3. Students applying to transfer from another second-level school.
4. Students applying to repeat any year of any programme within the school, including repeating the Leaving Certificate programme.
5. Students from within the school applying for a place on any programme within the school (e.g. Leaving Certificate Traditional, Transition Year, LCVP, etc.)
6. Students applying for a place in a Special Class for ASD students based in the Acorn Centre.

- **Characteristic spirit and general objectives of the school**

**Characteristic Spirit of Kildare Town Community School.**

1. In accordance with Section 8 (5) of the Education Act 1998, The Diocese of Kildare and Leighlin and Kildare and Wicklow ETB are deemed to be the joint Patrons of Kildare Town Community School. This multi-denominational school will operate in accordance with the Deed of Trust for Community Schools and with relevant legislation.

2. Cognizant of the guiding heritage and traditions of both Patrons, Kildare Town Community School will strive to be a living expression of a long and varied tradition of education that emphasises the dignity of the human person as understood by Christians, other religions and non-believers. The Christian tradition emphasises the dignity of the human person as a child of God. Parity of esteem is guaranteed to students of all other beliefs and none. All traditions will be reflected in the day to day operation of the school, and individual faiths will be nurtured and challenged. The school will be an inclusive community of service to the common good where knowledge is sought and respected. It will serve the community by providing an education of the highest quality open to all children of Kildare Town and surrounding areas.

3. The new school will strive to be a model of freedom, justice and love in its administration, teaching and relationships between educators, learners, parents and community.

4. Combining instruction in academic and practical subjects, the school will aim to contribute to the full spiritual, moral, social, cultural, mental and physical well-being and development of its students.

5. The characteristic spirit of the school will be one of openness, welcome, inclusiveness, responsiveness and safety. It will be a place where students are cherished equally, regardless of ability, gender, creed, class or ethnic background. The school's atmosphere and environment will be characterised by a spirit of honesty, appreciation, respect, tolerance, integrity, courtesy, responsibility, self-discipline, fairness and forgiveness.

6. The school will aim to nurture a spirit of intellectual inquiry and academic endeavour in the students. It will also encourage a sense of personal direction and purpose, a desire to use their gifts for the common good and the moral courage to make the world a better place.

7. The school will strive to respond sensitively to the individual educational and pastoral needs of the students. This will involve close collaboration between the school and the parents and guardians of each student.

8. The school will aim to work in collaboration and co-operation with the local community, with the school being a resource for the local community and the local community being a resource for the school.

## ● Admission Statement

Kildare Town 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.

Kildare Town 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.

Kildare Town 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(aB) of the Education Act.

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

Kildare Town Community School is a school which has established an ASD Centre with **two classes**, with the approval of the Minister for Education and Skills, which provide 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**

Kildare Town Community School with the approval of the Minister for Education and Skills, has established **two classes** to provide an education exclusively for students with ASD. It cannot cater for children with severe or profound learning difficulties.

**Note for schools:** The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

- **Admission of Students**

**Please note for all students applying for a place in KTCS that RSE is completed at Senior Cycle.**

**Students applying for a place in 1<sup>st</sup> Year:**

The closing date each year for receipt of applications will be stated on the application form and on the advertisement for enrolment on the school website ([www.ktcs.ie](http://www.ktcs.ie)). The number of places will be decided each year on or before the enrolment date. **The number of approved places will be in the Annual Admission Notice.** Applications received after the closing date will be considered in order of receipt for any available places in accordance with the criteria set out below. Incomplete application forms will be returned to parents. Parents/ Guardians and students must accept the obligation to cooperate fully with the School's Code of Behaviour and any other policies sanctioned by the Board of Management of the school. Applicants must be 12 years of age on or before January 1<sup>st</sup> in the year following entry to first year. The Board of Management will determine the number of students to be enrolled each year.

The Principal will allocate students to classes based on Staffing allocation, time-tabling constraints and Curricular Concessions from the Department of Education and Skills. To assist the school in providing the most appropriate education for the student it is necessary for the Parents/ Guardians to provide the information (Medical, Psychological or Educational) relevant to the student's progress. 1<sup>st</sup> years may be required to sit an assessment test. The school may administer baseline assessments to inform educational planning. Performance in these assessments will not affect admission decisions.

**Enrolment:**

**The number of places for students for the school year 2027 - 2028 is 180.**

**Enrolment Criteria:**

- (a) Applicants who have siblings that are existing or former students of Kildare Town Community School and currently reside in the catchment area and applicants who are children of staff members of Kildare Town Community School;

- (b) Feeder primary schools- Applicants of the feeder schools keeping an urban-rural mix to maintain the characteristic spirit and ethos of our school. 30% of places available to feeder-school applicants are allocated to eligible applicants attending designated rural feeder primary schools within the catchment area. Home address must also be within the catchment area as shown on current utility bills.

**Urban feeder schools :**

**St.Brigid's Primary School, Kildare Town, Educate Together Primary School,Kildare Town, Gaescoil Mhic Aodha, Kildare Town.**

**Rural feeder schools:**

**Nurney N.S., Suncroft N.S., Ballysax N.S., Lackagh N.S., Kildangan N.S.**

- (c) Applicants living in the catchment area of Kildare and attending a primary school other than the primary schools mentioned above.
- (d) Applicants living in areas adjacent to Kildare Town and seeking Multidenominational education provision, ie all faiths and beliefs, where it is not already available.
- (e) All Other Applications

**The catchment area for Kildare Town Community School encompasses all of the following:**

***(NOTE: DED stands for District Electoral Division)***

- All of the Kildare DED of Kildare Town and all its estates, streets and townlands.
- All of the Suncroft DED
- All of the Dunmurry DED
- All of Ballysax East DED
- All of Ballysax West DED
- All of Nurney DED
- Part of the DED of Kildangan to include Kildangan village and its estates and the following townlands-Ballygeaney, Grangebeg, Dunaney, Richardstown, Crosskeys, New Road, Oghill, Fennor and Rathmuck.
- Part of Lackagh DED to include Cherryville, Cross Morris, Kylenagorrna, Lackagh Beag, Lackagh Mór, Knavenstown, Ellistown.
- Part of Thomastown DED to include Guidenstown, Friarstown, Carrickanearla, Dunmurry Hill, and Newtown Rathbride
- Part of Feighcullen DED to include Cannonstown, Punchesgrange, Christianstown, Wheelam, Milltown and Milltown Crossroads.

**(a) All Other Applications**

In the event that the school is oversubscribed in any category or subcategory then a process of a supervised lottery system will take place. In the event that the places are oversubscribed at criteria (a) to (d) then places will be assigned based on the order of the application number.

After the application has been processed the unsuccessful applicants will be placed on a waiting list for a specific time. Position on the waiting list is determined by the random selection process. Names will be placed on the waiting list in order after this process and parents will be notified of their place on the list.

Parents will be informed of the reason for refusal to enrol and of their right of appeal under Section 29 of the Education Act. Late applications will only be considered when all other applications have been processed and if places are available in the school.

**Late Applications:** Applications received after the deadline will be considered late applications. These applications will be numbered in order of receipt. These applications will be placed on a waiting list. Where the number of late applications exceeds the number of available places, applications will be ranked and places will be allocated using the above enrolment criteria. All of these late applicants will be informed by the Friday November 6th 2026 of their position on the waiting list if they have not been offered a place in the school. Any applications received after Friday October 23rd, 2026 will be added to the waiting list in order of receipt of application. The criteria stated in the Admissions Policy for Late Applications will apply in determining offers to

those on this waiting list should any places become available

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

## **6. Oversubscription**

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

In the event of oversubscription a supervised lottery will take place. Places will be allocated on an 4:1 urban/rural basis.

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 of two or more students tied for a place a supervised lottery will take place

## **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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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; 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 still living in the catchment area.
- (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.

### **Decisions on applications**

All decisions on applications for admission to Kildare Town 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](#) 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 Kildare Town 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 are 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 Kildare Town 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](#) 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 Kildare Town 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 Kildare Town 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.

## **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 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:

### **Admissions on transfer from another second level school.**

Transfer Application Forms are available from the School Office and can be downloaded from the school website. The Principal will meet with the student and parents before the transfer application is submitted to the Board of Management

Applications will be considered following the submission of the following documentation:

1. Fully completed Transfer application form
2. Original Birth Certificate
3. PPS Number
- 4.. State Examination results (if applicable)
- 5.. Any other relevant information such as Psychological Assessment Reports, Aptitude test results etc. requested by the Principal on behalf of the Board of Management.
- 6.. A test for proficiency in English may be administered to determine possible interventions after the offer of a place.

Decisions on admissions are subject to the approval of the Board of Management. The Principal will refer such decisions to the Board. Unless and until all required documentation is provided to the Board of Management an application cannot be processed by the Board.

**Criteria to be considered in processing such applications include:**

(a) Available space in classes

(b) Whether the applicant resides within the school catchment area. The address of the parent / legal guardian only will be considered as the applicant's primary place of residence. Proof of address must be provided (normally two recent utility bills).

(c) The applicant's previous discipline / conduct record. Applicants who have breached their current schools Code of Behaviour in a serious manner will not be considered for admission.

(d) Health and Safety risk (if any) to other members of the school community based on the applicant's behaviour / conduct in previous schools.

(e) The school's curricular provision being suitable for the student.

(f) Consultation with the Educational Welfare Officer if appropriate. The Board of Management reserves the right to refuse admission to any applicant if it agrees that it would not benefit the applicant or the existing students in the school.

Parents/ Guardians will be informed of the right to appeal such a decision to the Department of Education and Skills under Section 29 of the 1998 Education Act.

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:

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- 6.. A test for proficiency in English may be administered to determine possible interventions after the offer of a place.

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- (b) Whether the applicant resides within the school catchment area. The address of the parent / legal guardian only will be considered as the applicant's primary place of residence. Proof of address must be provided (normally two recent utility bills).
- (c) The applicant's previous discipline / conduct record. Applicants who have breached their current schools Code of Behaviour in a serious manner will not be considered for admission.
- (d) The school's curricular provision being suitable for the student.

Parents/ Guardians will be informed of the right to appeal such a decision to the Department of Education and Skills under Section 29 of the 1998 Education Act.

**Applications to repeat a year**

This is subject to Department of Education and Skills guidelines and circulars. (Circular MO2/95) Applications must be made on the appropriate application form and be accompanied by any supporting documentation requested by the Principal/ Board of Management.

Applications to repeat the Leaving Certificate year 2 will be considered subject to places available, compatibility of subject choice, previous academic record, attendance and application to study.

Parents/Guardians will have a right to Appeal to the Department of Education and Skills following a decision to refuse to allow an applicant to repeat a year. An Appeal Form will be provided with the letter of refusal. All applicants to repeat a year will be informed within 21 days whether the school has accepted or refused their application.

**Entry to specific subjects and programmes:**

Each year the Principal will decide on the number and range of subject classes that can be accommodated based on staffing, teacher allocation and timetabling constraints. The national norms for maximum number of pupils in classes will apply.

**First Year Option Subjects:** As part of the enrolment process for first year, pupils will indicate their preference for two option subjects and a continental language. Every effort will be made by the school to accommodate students in subjects. Where all students cannot be accommodated, places will be allocated on the basis of the random order selection in which the application to enrol was received.

**Fifth Year Option Subject Choices:** Each year, Third Year and Transition Year pupils will be requested to rank their option subject choices in order of preference. The information on the Subject Ranking forms returned by the given deadline will be used to generate option subject bands and to allocate pupils to subject classes. Order of ranking of subject choice does not guarantee a student receiving a place in that subject. Subjects that are offered each year will depend on pupil numbers applying for that subject, available teaching allocation and availability of suitably qualified teachers.

**No change of Option subjects can occur after the end of September. Subject Levels:**

Where it is not possible to accommodate all applicants, entry into specific subject levels will be determined by previous interest and performance at that subject, and consultation with previous teachers. Decisions will be based on:

- Examination results (if available) relative to other applicants.
- In-house Examination results (Summer, Mock, Christmas examinations).
- Class test results
- Homework performance (Parents will be consulted)

**Specific Subjects:**

Subjects and numbers in classes will be set by the Principal in consultation with the Board of Management which will consider intake numbers, educational best practice, availability of resources and Health and Safety matters.

The entry into specific subjects at Junior Cycle will be determined by availability of places and student preferences. Other suitable subjects available will be considered. Parents will be consulted.

The entry into specific subjects at Senior Cycle will be determined by availability of places, previous performance at that subject, student preferences, results of state examinations and consultation with previous teachers, specialists, Guidance teacher, DPs and/or Principal in the school. Other suitable subjects available will be considered. Parents will be consulted.

**Entry to specific programmes:** This will be decided by review of application forms and by interview to ascertain the suitability of the applicant relative to others for the specific programme. Previous teachers of the student within the school may be consulted and other suitable programmes will be considered for competing applicants. **Applications after the closing dates will not be accepted.** Students from other schools who wish to apply for school programmes in the following year will have applications considered after the closing date for students of Kildare Town Community School.

1. **LCW and now requires two hours per week.** There is no movement from LCW after the end of September

## **2. Transition Year:**

### **Transition Year at KTCS**

Transition Year (TY) at Kildare Town Community School is an **optional programme** designed to provide students with opportunities for personal development, academic exploration, work experience, leadership, community involvement and the development of skills for Senior Cycle.

The Board of Management will determine the number of places available each year, based on staffing, accommodation and programme capacity. The maximum number of students in a TY class will be **24 students**.

Places in TY are not automatic. Students must demonstrate that they are ready to participate positively in the programme and understand the responsibilities that come with being a TY student.

### **The Passport to TY**

All Third Year students wishing to apply for TY will complete a **Passport to TY**.

The Passport is designed to be a simple and meaningful process through which students reflect on their readiness for TY and demonstrate their commitment to the programme.

The Passport to TY will consider four key areas:

#### **1. Attendance**

Students are expected to have a strong attendance record and to demonstrate that they are committed to attending school regularly. Attendance will be reviewed from 1 September to the closing date for applications, taking appropriate account of verified medical absences and other exceptional circumstances.

#### **2. Behaviour and Responsibility**

Students must demonstrate positive behaviour and an ability to meet the expectations of the school. Serious or persistent behaviour concerns may affect a student's suitability for TY.

#### **3. Participation and Contribution**

Students should demonstrate that they contribute positively to school life. This may include

participation in sport, music, clubs, student leadership, school events, community activities, mentoring, volunteering or other aspects of school life.

#### 4. Commitment to TY

Students will explain why they want to participate in TY, what they hope to gain from the year and how they intend to contribute to the programme. The focus will be on the student's attitude, motivation and readiness rather than simply their academic achievement.

### 3. The Purpose of the Passport to TY

The Passport to TY is intended to move the admissions process away from simply **collecting points**

**The process recognises that TY is an opportunity, but also a responsibility. Students and their families should understand from the outset that a successful TY experience depends on attendance, positive behaviour, active participation and a willingness to contribute.**

Where there are more **suitable** applicants than places available, places will be allocated in accordance with the ranking order. If there are more applicants on the same lower ranking score than places still available, then students will be placed on a waiting list.

**3. Leaving Certificate Applied (LCA)** in Kildare Town Community School is an optional programme. The Board of Management will decide each year on the number of places in LCA. The maximum number of places in an LCA Class group shall normally be 16 pupils. Third Year students who wish to apply for a place in Leaving Certificate Applied must do so on the LCA Application Form available from the Principal or the LCA Co-ordinator.

The decision regarding suitability of an applicant will be made jointly by the Principal, LCA Co-ordinator, Year Head to Third Year Students and a Guidance Counsellor.

MARKING SCHEME: The Interview will be conducted and marked according to the following criteria

#### CRITERIA

#### MARKS

- Attendance

30

(90% + = 30 marks, 80% - 89 % = 24 marks, 70% - 79% = 18 marks, &lt; 70 = 0 marks)

Attendance as recorded on school VS Ware from September 1<sup>st</sup> to the closing date of application. Absences on medical grounds, certified by a medical professional will not be considered). Any successful applicant whose attendance falls below 70% during the remainder of 3<sup>rd</sup> year shall have the offer of the place withdrawn and it may be offered to the next suitable applicant on a waiting list).

- Application/ Interview

10

Understanding of the LCA programme (3 marks), Reasons for applying (3 marks), Clear aims of what they want from LCA (2 marks), Ability to work

independently and part of a group (2marks)

- Behaviour Record 30

10 marks will be deducted for each suspension imposed during the 3rd year cycle of the Junior Cycle. 2 marks will be deducted for each 3rd year behaviour demerit which has not already been accounted for in a suspension

- Participation 20

2 marks for each no homework/classwork demerit (not behaviour) on vsware

- Participation (Extracurricular) 10

Two examples x 5 marks. Evidence to be provided at interview.

Total 100

Any Applicant with a score less than 70 will be considered unsuitable for a place in Leaving Certificate Applied. Where there are more suitable applicants than places available, places will be allocated in accordance with the ranking order. If there are more applicants on the same lower ranking score than places still available, then a supervised lottery system will be used to determine which of them is allocated the remaining places. This lottery will be conducted with a member of the Board of Management, a member of the Parents Association, a member of the Student Council, the LCA Co-ordinator and the Principal / Deputy Principal present.

Following final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme and their Parents/Guardians will be informed by letter. This provisional place on the Programme will be subject to their signing the LCA Contract. Students who return a signed LCA Contract are considered acceptable to the LCA Programme of Kildare Town Community School.

NOTE: Parents/Guardians may appeal the decision of the Selection Committee to the Board Of Management.

No movement in or out of LCA will take place after October 31st each year.

## **Admissions to the Special Autistic Spectrum Disorders Class based in the Acorn Centre:**

The ASD Special Classes will cater for and enrol a maximum of 6 students per class (12 in total) who have a diagnosis of ASD. The school can only enrol a student with autism.

### **NCSE Guidelines 2024**

“In order to access a special class a student must have a report (s) from a relevant professional or team of professionals (for example, psychologist, speech and language therapist, psychiatrist) which must fulfil the following Department of Education criteria:

1. The student has a disability (in line with the designation of the special class in question) and
2. The student has complex or severe learning needs that require the support of a special class / school setting and the reasons why this is the case The professional report must meet the Department of Education (DoE) requirements for the particular disability in question. These requirements are detailed in DoE Circular SP/ED 02/05. The NCSE will only resource special classes in line with the above DoE criteria”

### **DoE Circular 0039/2025**

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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.

**\*\*\*\* All applications must be accompanied, at the time of application, by all reports including the NCSE letter of eligibility.\*\*\*\***

The decision to enrol will be taken by the Board of Management, and its decision is final. The admissions procedure will be in accordance with Kildare Town Community School's Admissions Policy.

The following criteria will apply in allocating places in the Special ASD Class (Acorn Centre):

1. That there is available space. (A maximum of 6 places in a base group) a total of 12 in Acorn Centre (6 x2) with places becoming available as Acorn students graduate. The **Admissions Notice** available on the website will outline available spaces.
2. The needs of the student as identified can be met within the Special Class.
3. Where there are more applicants than places the Board of Management of Kildare Town Community School will identify the students to be given priority. A waiting list for the Special Classes will apply for that school year.
4. Where the number of eligible applications for the special class received exceeds the number of available places in that class places will be allocated by applying the following selection criteria
  - A. Eligible students already enrolled in Kildare Town Community School that meet the criteria and have a NCSE letter of eligibility
  - B. Eligible students meeting the regular selection criteria for Admissions page 5 of Admissions Policy

If a student is unsuccessful in gaining a place in the Acorn Centre, entry to Mainstream is determined by the enrolment criteria of the KTCS Admission Policy. A separate enrolment form is required for a mainstream application. If a student has a recommendation in a professional report for a special class place the mainstream setting is not appropriate to meet the student's needs .

**The Board of Management reserves the right to refuse admission.**

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

This rule applies to all schools.

The board of Kildare Town 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

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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, 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:

Religious Education has a particular role to play in the curriculum in the promotion of tolerance and mutual understanding (NCCA). This programme is a non denominational instruction programme and is written to encompass all faiths and none.

In relation to Religious Instruction, parents should contact the Principal if they wish to withdraw their child from religious observance events.

## 16.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 to 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. This policy was ratified by the Board of Management on the 16th June 2026