



OUR ADMISSION POLICY

This Admissions Policy for Kill o' the Grange National School has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, the relevant sections of the Education (Admission to Schools) Act 2018.

The Board of Management trust that it will assist Parents / Guardians in relation to enrolment matters. The Chairman of the Board of Management (Rev. Alan Breen) and the Secretary to the Board of Management (Principal Hilary McBain) are available if you need further clarification.

April 2019

ABOUT US

Welcome to Kill o the Grange

Kill O' The Grange National School is a co-educational school which opened its doors in 1963 and is now in a beautiful new building since 2004. The school is managed by a Board of Management, comprised of the Rector, the principal, parish nominees, teacher and parent nominees. The aim of the school is to provide a happy, caring and safe environment of learning that promotes Christian values whilst encouraging high academic standards. It is a school that considers each child as an individual.

Our Ethos and Educational Approach

We are a Church of Ireland School under the patronage of the Church of Ireland Archbishop of Dublin. The school reflects the ethos and tradition of the Church of Ireland. Section 4 of the Deed of Variation states that the Trustees of the School “are charged with the responsibility of upholding the doctrines, moral teachings, traditions, practices and customs of the Church of Ireland as defined by the General Synod. The onus on the Trustees is to take all reasonable steps to ensure that any Board of Management shall manage and cause the school to be managed in a manner which will uphold and foster the Ethos”.

We aim to provide a happy, caring and safe environment of learning that has high standards and promotes Christian values. The duty is laid upon the Board of Management to uphold and be accountable to the Patron for so upholding, the characteristic spirit of the school (Education Act Section 15 (2) (b))

We aim to serve the community by providing education at the highest level with the co-operation of all the partners in education. The work of the school is conducted in an atmosphere of tolerance and respect for religious, social, physical and cultural differences. Religious Education classes are based on the programme “Follow Me.

We are primarily funded by the Department of Education and Science and operate within the regulations laid down by that Department. We follow the curricular programme prescribed by the Department of Education and Science which may be amended in accordance with Section 9 and 30 of the Education Act 1998.

The Running of Our School

The general management and day-to-day running of the school is the responsibility of the Board of Management. The present Chairman is the Reverend Alan Breen and the current Principal is Mrs Hilary McBain.

Staffing:

School staffing in 2018/19 consist of:

- Administrative Principal
- 8 Mainstream Teachers
- 4 Full-time Special Education Teachers for children with Special Needs
- 7 Special Needs Assistants



- 2 Classroom Assistants for the Infant Classes

Extra-curricular activities are co-ordinated by the Parent Teacher Association.

Classes and Class Size:

There is one class from Junior Infants to 6th Class, with class sizes of approximately 26/27 pupils per class. The maximum number of places available in Junior Infants in September 2019 will be 26.

Children with Special Needs

We promote the integration of pupils with special educational needs and support the principles of inclusiveness of children with a disability or other special educational need. Children with special needs enrolling in our School will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. The Board of Management may request a copy of the child's medical report / psychological report / other relevant professional reports or may request that the child be assessed in order to assist the school in establishing the educational needs of the child and to access the support services required. The Board of Management will endeavour, with the assistance of the Principal, to have all resources and supports in place before the child is admitted to the school. These may include visiting teacher service, resource hours, special needs assistants, specialised equipment or furniture, transport services etc.

The needs of each individual child are paramount and we will endeavour to meet these. We will meet with the parents / guardians of the special needs child to discuss the school's suitability for the child. If necessary, a full case conference may be called including parents / guardians, class teacher, learning support teacher, resource teacher, S.E.N.O and psychologist or social workers as appropriate. It may be necessary for the Board of Management to defer enrolment of a child pending assessment report and / or provision of resources by the Department of Education and Skills, in order to meet the needs specified in the psychological report / relevant professional report / medical report.

1. Introduction

- 1.1 This Admissions Policy for Kill o' the Grange National School has been devised in accordance with the provisions of the Education Act 1998, the Education (Welfare) Act 2000, Equal Status legislation, the relevant sections of the Education (Admission to Schools) Act 2018, directives of the School's Patron and following consultation with the School community.
- 1.2 In this Policy, any reference to parents is to be taken as including reference to guardians, any reference to child is to be taken to include a child who has been adopted or fostered, any reference to siblings is to be taken as including reference to step siblings and foster siblings.

2. General Information

- 2.1 While recognising the rights of parents to enrol their child in a school of their choice, the Board of Management reserves the right to determine maximum school and class size capacity, in order to ensure the safety and educational needs of students.



- 2.2 In determining the level of admissions, the Board shall take account of Department of Education & Skills regulations/circulars in relation to staffing, class size and pupil teacher ratios; health and safety requirements; it shall also have regard to issues such as physical space, the presence of pupils with special educational and/or behavioural needs, the number of pupils expected to leave the school, the size of classrooms/play areas/school premises, the deployment of teachers and the resources of the School.

3. Notification of Intention to Apply Form

- 3.1 Those intending to apply for enrolment of a student in our school should contact the school or school web-site and request a copy of the Notification of Intention to Apply Form. Submission of the Notification of Intention to Apply Form does not offer any priority whatsoever to the Intending Applicant nor does it in any way guarantee a place for him/her either for the term and year requested nor for any other term or year.
- 3.2 If the intention is to seek to enrol a child in less than 21 days, an Application Form should be requested and there will have to be full compliance with this Policy in terms of the application.
- 3.3 Those who have returned a Notification of Intention to Apply Form will be sent an Application Form in the proposed year of proposed enrolment in the School.

4. Applications for Admissions

- 4.1 Parents/guardians who have completed a Pre-Enrolment form will be issued with an Application for Enrolment form in November of the proposed academic year of entry.
- 4.2 Only those Application Forms that have been completed in full, signed, dated and submitted by the closing date will be considered by the Board.
- 4.3 An Application Form must be accompanied by
- (i) A birth certificate for the student in respect to whom the application has been made (the “**Applicant Student**”)
 - (ii) Proof of address in the form of a utility bill in the Applicant’s name (or in one of the Applicant’s names where there is more than one Applicant), which must be dated no later than three months prior to the closing date
 - (iii) Statement confirming that the Applicant Student is a member of a minority religion, where applicable as outlined below
 - (iv) Evidence to support the statement that the Applicant Student is a member of a minority religion, where applicable, as outlined below.
- 4.4 It should be noted that submission of an Application Form does not confer a right to admission nor does it guarantee a place in the School.
- 4.5 Submitting inaccurate information on an Application Form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn, the place being reallocated and the Applicant Student being placed last on the waiting list.
- 4.6 Submission of the Application Form early in the Admissions Application period is not a factor in the allocation of places in the School.
- 4.7 The Board of Management is bound by the Department of Education and Science rules for National Schools which state that pupils may be enrolled



from the age of 4 years upwards, though compulsory attendance does not apply until the age of 6. In Kill o' the Grange N.S. all children should have attained their 4th birthday by 30th of June in the year of admission.

5 Consideration of the Applications

- 5.2 The Board having considered the applications will issue its decisions in writing within 21 days of the closing date.
- 5.3 Waiting lists for Applicant Students only apply for the school year in respect of which the application for enrolment was made and do not carry forward to subsequent years.
- 5.4 Applicants who have been offered a place must inform the school, by completing and returning the admissions acceptance by the due date. Failure to do so within this timeframe will result in the place being forfeited and being reallocated.
- 5.5 Any contact with and/or lobbying of school personnel and/or board members regarding an application for admission will automatically disqualify the applicant and a place will not be offered.
- 5.6 The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including DES/Patron requirements, changes in legislation etc.

6 Priority

- 6.2 Kill o' the Grange National School is a Church of Ireland school. In the event that the number of applications exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applications in the descending order outlined below from (a) to (e) , as follows:
 - (a) **Priority Category 1:** An Applicant Student who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school¹ and who lives within Kill o' the Grange School/Parish Community, Monkstown and south of the M50 Tullow parish community
 - (b) **Priority Category 2:** An Applicant Student who is a member of the Church of Ireland, or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school² and who lives within the boundary of Dun Laoghaire or Blackrock.
 - (c) **Priority Category 3:** Children of Permanent Staff who are currently employed in the school.
 - (d) **Priority Category 4:** An Applicant Student who lives within the Kill o' the Grange parish boundary and who complies with the terms of this Policy
 - (e) **Priority Category 5:** All other Applicant Students who comply with the terms of this Policy

¹ As defined in Section 7(A)(2) of the Equal Status Act

² As defined in Section 7(A)(2) of the Equal Status Act

In respect of Priority categories 1 and 2 above, the Applicant must provide the following documentation with the application form in order for the application to be complete, as the School must satisfy itself that the Applicant Student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

- (i) a statement from the Applicant confirming (i) that the Applicant Student is a member of a minority religion and (ii) that the Applicant wishes the Applicant Student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or a similar religious ethos to, the religious ethos of the minority religion of the Applicant Student.

and

- (ii) evidence from the Applicant to support the statement that the Applicant Student is a member of the minority religion. This evidence will consist of:
- a letter from the relevant religious leader confirming, that the Applicant Student is a member of the minority religion or
 - the signature and stamp of the relevant Church leader on the application form confirming, that the Applicant Student is a member of the minority religion or
 - a baptismal record issued by the relevant minority religion which confirms that the Applicant Student has been baptised as a member of the minority religion.

It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to Applicant Students who have siblings currently enrolled in the School ("Sibling Applicant Students"). Where the Applicant Students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn in the category. Applicants will be informed of the Applicant Student's place on the waiting list as it applies in the particular priority category.

7 Refusal to Enroll

- 7.2 The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.
- 7.3 In exceptional circumstances, the School reserves the right to refuse enrolment where:
- i. The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;
 - ii. The Applicant Student poses unacceptable risk(s) to other pupils, staff and/or school property.
- 7.4 Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

8 Appeals Procedure

- 8.2 Applicants who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be downloaded from www.education.ie. This appeal must be submitted to the DES within 42 days of receipt of the decision of the Board to refuse enrolment.

9 Ratification and Review

- 9.2 This Policy was last updated and approved by the Board in April 2019 and follows guidelines issued by the Patron in respect of admissions.
- 9.3 This Enrolment Policy will be regularly reviewed by the Board.