



School Address: Deansgrange Co Dublin A94X225

Roll number: 18886V

School Patron: Church of Ireland Archbishop of Dublin and Bishop of Glendalough

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 September, 2025. It will be published on the school's website and will be made available in hardcopy, to any person who requests it.

The relevant dates and timelines for Kill o' the Grange National School admission process are set out in the school's 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

Kill o' the Grange National School is a co-educational primary school under Church of Ireland management. The Patron of the school is the Church of Ireland Archbishop of Dublin and Bishop of Glendalough. The school endeavours to promote the moral, spiritual, emotional, intellectual, physical and social development of all the pupils in its care. The school reflects the ethos of the Church of Ireland, and values honesty, charity, kindness, patience and personal responsibility. Equally, it encourages and practises respect for the traditions and teachings of other churches and spiritual communities. The teaching of Religious Education in this school does not involve religious formation or specifically confessional teaching as this is a matter for each family and their Church. The constitutional right of parents to withdraw their child from Religious Education is acknowledged. However the attention of parents is drawn to the fact that due to accommodation constraints and the limited availability of staff a child who is withdrawn from RE may have to be remain in the classroom for the duration of the lesson.

Children of other faiths and none are welcomed and affirmed.



Kill o' the Grange National School is a community where all pupils are equally valued and respected, irrespective of gender, social or ethnic background, family circumstances, educational achievement, physical characteristics or intellectual capacity.

Kill o' the Grange National School is a community where the traditions and teaching of the Church of Ireland inform the position taken in regard to moral issues that arise in the teaching of secular subjects.

The work of the school is conducted in an atmosphere of inclusion, tolerance and respect for religious differences. Kill o' the Grange National School values and recognises the contribution that pupils of different faiths bring to the life of the school.

Kill o' the Grange National School is a part of the local church community and has strong links with the Parish. Pupils take part in services in the local church (e.g. Advent, Easter etc.) Special events take place in the school to mark religious festivals and celebrations e.g. Christmas, Harvest etc. The Rector visits the school and takes part in Assembly on a regular basis.

Time spent teaching Religious Education is per Department of Education guidelines. All pupils generally take part in Religious Education lessons. The 'Follow Me' programme (developed by the Church of Ireland, Methodist and Presbyterian Boards of Education) is used in our classes. Please see the Religious Education Policy for further details.

We aim to enable each child to develop his/her full potential using a child-centred approach to learning.

3. Admission Statement

Kill o' the Grange National 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.

Kill o' the Grange 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.

Kill o' the Grange National School will not discriminate in its admission of a student to the school on any of the following:

- I. the gender ground of the student or the applicant in respect of the student concerned,
- II. the civil status ground of the student or the applicant in respect of the student concerned,
- III. the family status ground of the student or the applicant in respect of the student concerned,
- IV. the sexual orientation ground of the student or the applicant in respect of the student concerned,
- V. the religion ground of the student or the applicant in respect of the student concerned,
- VI. the ground of race of the student or the applicant in respect of the student concerned,
- VII. the Traveller community ground of the student or the applicant in respect of the student concerned, or



- VIII. the grounds that the student or the applicant in respect of the student concerned has special educational needs (is this the same as f)

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.

Kill o' the Grange National School is a school whose objective is to provide education in an environment that promotes religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Kill o' the Grange National School is a school whose objective is to provide education in an environment which promotes religious values and does not discriminate where it refuses to admit as a student a person who is not Church of Ireland and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

Kill o' the Grange National School is a school established a special 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. Our special class 'The Nest' requires an Autism diagnosis and pupils must be at least 4 years of age on enrolment.

This school shall admit each student seeking admission except where;

- I. the school is oversubscribed (please see section 5 below for further details)
- II. 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.

'The Nest' will assist in providing an education exclusively for students with an ASD diagnosis 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 these classes.

Criteria for Admission to the 'The Nest':

A child will be offered a place when all of the following requirements have been met:



- I. A fully completed application form for enrolment and all available reports have been submitted to the school by the parent/guardian, within the timeframe specified in the Admission Notice pertaining to the upcoming school year.

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

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary 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

- III. The school has an available place within the appropriate special class.

Applications for Admissions

- I. All applications for a place in the School shall be submitted to the School Principal on the approved Application Form. An Ethos Statement and Code of Behaviour will be provided to each Applicant with a copy of the Application Form, in advance of the Admissions Application period.
- II. The application must be submitted during the Admissions Application period.
- III. Only those Application Forms that have been completed in full, signed, dated, accompanied by relevant supporting documentation and submitted by the closing date will be considered by the Board.

An application form must be accompanied by:

- I. A copy of the student's birth certificate.
- II. Proof of address in the form of a utility bill in the applicant's name that 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
- IV. It should be noted that submission of an Application Form does not give a right to admission nor does it guarantee a place in the school.
- V. Submitting inaccurate information on an Application Form or in accompanying documentation will render the application void ab initio. Where a place has been offered,



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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.

Submission of the Application Form early in the Admissions Application period is not a factor in the allocation of places in the School. If an application is submitted prior to the Admissions Application Period, the application will not be considered by the Board.

5. Oversubscription in the mainstream classes

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:



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 and Parish boundary, Monkstown and south of the M50 Tullow parish boundary. See link on the school website which details and outlines the parish boundaries.

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 school and who lives within the parish boundary of Dun Laoghaire and Blackrock.

Priority Category 3: An Applicant Student who is a child of a staff member

Priority Category 4: All other Applicant Students who comply with the terms of this policy

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.

A)

- i. A statement from the Applicant confirming 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

B)

- iii. 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.



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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. Applicant Students will be selected from the waiting list by random selection

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



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using a lottery system. Names will be drawn by the Principal and school secretary.

Applicants will be informed of the Applicant Student's place on the waiting list as it applies in the particular priority category.

6. Oversubscription for the NEST (Autism class)

In the event that the Autism Class 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:

Priority Category 1: An applicant student who is already enrolled in the school.

Priority Category 2: An applicant student who lives within Kill o' the Grange School and Parish boundary, Monkstown and south of the M50 Tullow parish boundary. See link on the school website which details and outlines the parish boundaries.

Priority Category 3: An applicant student who lives within the parish boundary of Dun Laoghaire and Blackrock.

Priority Category 4: All other applicants who comply with the terms of this policy.

7. The following will not be 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:

- I. a student's prior attendance at a pre-school or pre-school service
- II. the payment of fees or contributions (howsoever described) to the school
- III. a student's academic ability, skills or aptitude
- IV. the occupation, financial status, academic ability, skills or aptitude of a student's parents
- V. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- VI. 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 siblings of a student attending the school at the time of application will receive priority within their category
- VII. 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 admissions notice of the school year concerned.

8. Decisions on Applications

All decisions on applications for admission to Kill o' the Grange National School will be based on



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the following:

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- I. Our school's admission policy
- II. The school's annual admission notice (where applicable)
- III. The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 13 below in relation to applications received outside of the admissions period and section 14 below in relation to applications for places in years other than the intake group.)

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



9. Notifying applicants of decisions

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

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

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

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

In accepting an offer of admission from Kill o' the Grange National 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.

11. 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 Kill o' the Grange National 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 9 above.

12. 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.

13. 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 Kill o' the Grange National 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 Kill o' the Grange National 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.

Applicant students whose applications are received after the closing date outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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.

14. 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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

15. Procedures for admission of students to other classes, 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, at the beginning of the school year, to classes or years other than the school's intake group are as follows:

- I. Applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application.
- II. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of applications exceeds the number of available places in the relevant class,



the school will apply the criteria set out in Section 5 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

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:

- I. Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application.
- II. Applicant students will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 12 of this policy.

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

The Board of Management of Kill o' the Grange National 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.

17. Arrangements regarding students not attending religious instruction

Where parents wish to request that the student attend the school without attending religious instruction in the school, a written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) to discuss how the request may be accommodated by the school. Any arrangements will not result in a reduction in the school day of such students.

18. Reviews/ Appeals

Review of decisions by the Board of Management

The parent of the student may request the Board of Management 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.

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

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.

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.