

# Glenageary Killiney N.S.

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Scoil Náisiúnta Gleann na gCaorach – Cill Iníon Léinín

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Serving the parishes of  
St. Paul's, Glenageary  
Killiney, St. Matthias'  
Killiney, Holy Trinity

## Admissions Policy

Glenageary Killiney National School, Killiney Road, Killiney, Co Dublin  
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## **School Ethos**

'Recognising its foundation, this school will preserve and develop its religious character in accordance with the principles of the Church of Ireland. The school aims to serve its community by providing education at the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and it promotes Christian values through the experiences it offers all its pupils'.

## **Enrolment and denominational ethos of the school**

One of the primary functions of the Board of Management is to foster and uphold the characteristic spirit or ethos of the school as a Church of Ireland primary school. Determining the admission of children to the school is an essential aspect of the discharging of this function of the Board.

### **1. Introduction**

Glenageary Killiney National School is a co-educational Church of Ireland Parish school incorporating the parishes of Killiney (Holy Trinity and St. Matthias') and Glenageary (St. Paul's). The School Admission Policy is written in accordance with the provisions of the Education Act 1998.

### **2. General Information**

- 2.1 The school is under Church of Ireland Management and the Patron is the Archbishop of Dublin. The primary responsibility of the school is to provide education to the children of the Church of Ireland communities within the parishes of St. Paul's, Glenageary; Killiney, St. Matthias' and Killiney, Holy Trinity.
- 2.2 There are thirteen full-time teachers in the school, including an Administrative Principal. The number of Special Needs Assistants appointed to the school is reviewed on an annual basis by the Special Education Needs Organiser. Ancillary staff includes a Classroom Assistant, Secretary and Caretaker.
- 2.3 The school opens at 8.30 a.m. and closes at 1.15 p.m. for Junior and Senior Infants classes and 2.15 p.m. for all other classes. At the end of the school day, children must be collected promptly.
- 2.4 Glenageary Killiney N.S. enrolls children from 4/5 years – Junior Infants (though compulsory attendance does not apply until 6 years) to 11/12 years – 6<sup>th</sup> Class.
- 2.5 There are additional educational lessons for children with additional educational needs using teaching methods of withdrawal or assistance in the classroom depending on the needs of the children involved.

- 2.6 The school operates within the confines of the Education Act 1998 and Education & Welfare Act 2000 and complies with the Department of Education and Skills regulations. The school is grant aided by the Department of Education & Skills but also depends on the voluntary contribution from the parent body and financial support from the Parents' Association.
- 2.7 All school policies must have regard to the resources and funding available.
- 2.8 Glenageary Killiney N.S. follows the curricular programmes prescribed by the Department of Education & Skills. These programmes are amended from time to time, in accordance with Section 9 and 30 of the Education Act 1998.
- 2.9 Glenageary Killiney N.S. supports the principles of:
- Inclusiveness, particularly in reference to the enrolment of children with a disability or other special educational need;
  - Equality of access and participation in the school
  - Parental choice in relation to enrolment
  - Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

### **3. The Procedures**

- 3.1 From 7<sup>th</sup> – 18<sup>th</sup> November 2016 parents/guardians of prospective pupils may collect an Admissions Policy which includes the Ethos Statement and an application form from the school office. The completed application form for enrolment must be returned to the school office by 2.15 p.m. on the 21<sup>st</sup> November 2016.
- 3.2 The application form for enrolment requires the following information and must be accompanied by the relevant supporting documentation detailed below:
1. Child's name, age, gender and address
  2. Names and addresses of child's parents/guardians
  3. Contact telephone numbers
  4. Place of child in family
  5. Details of any previous school attended and reason for transfer
  6. Religious Denomination (where applicable). The completed application form must be returned signed by the Rector/Minister together with the child's baptismal certificate (where applicable), or with a letter from the Rector/Minister of the Church attended
  7. An original gas, electricity, water or fixed land line telephone billhead (dated within the preceding 6 months) confirming the applicant's current permanent place of residence must be included with the application form. [this will be returned to you]. In the event that the applicant cannot furnish one of these foregoing documents, for stated reasons, the Board of Management may, at its own discretion, accept some other acceptable form of proof of permanent residence

8. A copy of the child's birth certificate must be included with the completed application form.
- 3.3 Only such application forms that have been **properly completed** and accompanied by the relevant supporting documentation will be considered by the Board of Management.
- 3.4 Completion and submission of an application form does not guarantee a place at the school.
- 3.5 Early return of the application form is not a factor in the allocation of places.
- 3.6 All applicants for Junior Infants must have attained their 4<sup>th</sup> birthday by 31<sup>st</sup> May 2017.
- 3.7 The list of children proposed for the Junior Infant class will be formally approved by the Board of Management.
- 3.8 A Code of Behaviour will be furnished on offer of a place to each successful applicant.

#### **4. Allocation of Places**

- 4.1 The Board of Management will, in the light of Sections 6(e), 9(m) and 15(2) d of the Education Act, 1998, give consideration to the following factors:
- the number of available spaces in the school, which in turn involves:
    - the numbers of pupils expected to leave the school
    - the Department of Education & Skills guidelines in relation to class size.
    - the effect of the intake on the division/pairing of classes
    - the resources of the school
  - the religious denomination of the applicant child
  - the permanent place of residence of the applicant child
- 4.2 Where the number of applications for enrolment exceeds the number of places available, subject to priority being accorded to siblings in accordance with the following provisions in paragraph 4.2, the following order of priority will apply. In the event of oversubscription of any of the categories below a lottery system may be used.
1. Category 1: Children of Church of Ireland parishioners (including accustomed members) of St. Paul's, Glenageary; Killiney, St. Matthias'; Killiney and Holy Trinity; Killiney or members of a sister Church of the worldwide Anglican Communion, or churches 'in Communion' with the Anglican Communion e.g. Methodist Church in Ireland, Porvoo Churches, Mar Thoma, Churches of North and South India and Old Catholic and whose homes are situated within the above parishes. In

the event of oversubscription of children within category 1, preference will be given to siblings of existing pupils of the school.

2. Category 2: Children of parishioners of other Church of Ireland parishes, where Glenageary Killiney N.S. is their nearest Church of Ireland school. In the event of oversubscription of children within category 2, preference will be given to siblings of existing pupils of the school.
3. Category 3: Children who are members of Protestant/Reformed Churches (e.g. Presbyterian) and the Eastern Orthodox or Oriental Orthodox Churches and whose homes are situated within the above parishes. In the event of oversubscription of children within category 3, preference will be given to siblings of existing pupils of the school.
4. Category 4: Children who are members of other Christian denominations. In the event of oversubscription of children within category 4, preference will be given to siblings of existing pupils of the school.
5. Category 5: Children belonging to other faiths or none for whom specific provision is not made within the educational system. In the event of oversubscription of children within category 5, preference will be given to siblings of existing pupils of the school.

**Note:** the denominational affiliation of a child will be determined by using the child's baptismal certificate and from authenticated information supplied in the Parochial Certificate section of the school's enrolment application form. Where these items of information do not accompany the application form the application will be automatically placed in category 5 above.

- 4.3 If after application of the above ranking, unallocated places remain, those will be filled by lottery.
- 4.4 Save as specifically set out in paragraph 4.2 above, siblings of pupils already attending Glenageary Killiney N.S. are not automatically entitled to a place.
- 4.5 The Board of Management may determine to reserve a number of places so that it may respond to and provide places to children of a member of the Church of Ireland and to children of other protestant denominations who may within the course of any school year, become resident in the parishes of St. Paul's, Glenageary; Killiney, St. Matthias'; Killiney, and Holy Trinity; Killiney.
- 4.6 Parents/Guardians of all applicants shall be informed in writing of the Board's decision within 21 working days of the specified date of receipt of applications. Places cannot be deferred.
- 4.7 Parent/Guardians will be required to fill in an acceptance form on behalf of their child, to confirm their acceptance of a place in the school. In the event such confirmation is not received within 21 working days from the date of the letter

confirming admission as 4.6 above or in the event that an acceptance is subsequently declined, then the child will not be enrolled and the place will be offered to the next child entitled.

- 4.8 If the school declines to enrol a child, the parents/guardians of that child have the right by way of written submission within 21 working days of being informed that the school has declined to enrol their child to request the Board of Management review its decision, which review shall be carried out and the result thereof communicated to the parents/guardians within a reasonable period thereafter.
- 4.9 Notwithstanding the foregoing provisions of this paragraph 4, the Board may, at its sole discretion, take exceptional circumstances into account in the allocation of places.
- 4.10 Save (a) as contemplated in Paragraph 4.5 above, or (b) in the case of pupils wishing to transfer as referred to in Paragraph 7, or (c) as may be deemed appropriate by the Board of Management at its discretion having regard to exceptional circumstances, children shall not be admitted to the school other than in accordance with the application procedures set out in Paragraph 3.

## **5. Enrolment**

- 5.1 On acceptance of a place in the school all parents are requested to attend the school in the term prior to entry to meet with the Principal and Class Teacher. All school policies are available from the school office. Each parent/guardian will be required to confirm in writing that they agree to comply with the Code of Behaviour on acceptance of their child's place.

## **6. Operation of the waiting list**

- 6.1 Unsuccessful applicants will, upon written request from the parent/guardian, have their names placed on a waiting list and places will be offered, should they become available, using the process in 4.2 above.
- 6.2 In the event that a child is not allocated a place, the waiting list terminates on 27<sup>th</sup> October 2017 and does not automatically carry forward to the subsequent year.

## **7. Pupils transferring**

- 7.1 Applications, except in a case of change of residence or other extenuating circumstances, are not generally entertained in the course of the school year.

7.2 Applications must be accompanied by the most recent school report and the contact details of the School Principal.

## 8. Section 29 Appeal – Education Act, 1998

8.1 Nothing in this Admissions Policy shall prevent an appeal of a final decision of the Board of Management pursuant to Section 29 of the Education Act, 1998.


## 9. Review of Policy

This policy will be reviewed on an annual basis.

*Policy confirmed, approved and ratified by the Board of Management of Glenageary Killiney N.S. on 19<sup>th</sup> October 2009.*

*Policy revised and updated 25/10/2011  
Policy revised and updated 18/10/2012  
Policy revised and updated 19/09/2013  
Policy revised and updated 09/10/2014  
Policy revised and updated 16/09/2015  
Policy revised and updated 13/10/2016*

Signed: \_\_\_\_\_

  
Rev'd Canon Niall J. Sloane  
Chairperson  
Board of Management

Date: \_\_\_\_\_

13<sup>th</sup> October '16