

Glenageary Killiney N.S.

Scoil Náisiúnta Gleann na gCaorach – Cill Iníon Léinín



Established to serve the parishes of
St. Paul's, Glenageary
Killiney/Ballybrack, St. Matthias'
Killiney, Holy Trinity

Admissions Policy

Glenageary Killiney National School, Killiney Road, Killiney, Co Dublin
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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.

4. Applications for Admission to Junior Infants

- 4.1 All applications for a place in the school shall be submitted to the School Principal on the approved Application Form.
- 4.2 From 4th – 15th November 2019 Applicants may collect an Application Pack which includes
- Application Form which includes a Data Protection statement and
 - Admissions Policy which includes the Ethos Statement and
 - Code of Behaviour
- from the school office between 8.30 a.m. – 2.15 p.m. Monday to Friday. The completed application form and supporting documentation for enrolment must be returned to the school office by the strict deadline of 2.15 p.m. on Monday, 18th November 2019.
- 4.3 Only those Application Forms that have been properly completed, signed, dated, accompanied by relevant supporting documentation and submitted by the closing date will be considered by the Board. In order for an application to be considered, all required accompanying documentation must be provided prior to the closing date.
- 4.4 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 an original gas, electricity or fixed landline 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.
- 4.5 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.
- 4.6 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.

- 4.7 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.
- 4.8 Applicant Students, in respect of whom applications are made for Junior Infants, must have attained their 4th birthday by 31st May 2020.

5. Applications for Admission to Senior Infants to 6th Class

- 5.1 All applications for a place in the school shall be submitted to the School Principal on the approved Application Form.
- 5.2 Applicants may collect an Application Pack which includes
- Application Form which includes a Data Protection statement and
 - Admissions Policy which includes the Ethos Statement and
 - Code of Behaviour
- from the school office between 8.30 a.m. – 2.15 p.m. Monday to Friday.
- 5.3 Only those Application Forms that have been properly completed, signed, dated, accompanied by relevant supporting documentation will be considered by the Board.
- 5.4 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 gas, electricity or fixed landline 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.
 - v. The Applicant Student’s most recent school report and contact details of the School Principal
- 5.5 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.
- 5.6 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.

6. Consideration of the Applications

- 6.1 The Board having considered the applications, will issue its decisions in writing within 21 days of the closing date.
- 6.2 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.
- 6.3 Applications who have been offered a place must inform the School, by completing and returning the admissions acceptance form from within 10 calendar days of being offered a place. Failure to do so within this timeframe will result in the place being forfeited and being reallocated.
- 6.4 Any contact with and/or lobbying of staff personnel and/or board members regarding an application for admission will automatically disqualify the applicant and the place will not be offered.
- 6.5 The foregoing conditions are subject to internal review from time to time and may be changed pursuant to other factors including Department of Education & Skills/Patron requirements, changes in legislation etc.

7. Priority

- 7.1 Glenageary Killiney 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 (d), 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 school and who lives within a five-kilometre radius of the school. In the event of oversubscription of Applicant Students within Priority Category 1, priority will be given to siblings of existing pupils of the school.

(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 school and who lives within a ten-kilometre radius of the school. In the event of oversubscription of Applicant Students within Priority Category 2, priority will be given to siblings of existing pupils of the school.

(c) Priority Category 3:

An Applicant Student who lives within a ten-kilometre radius of the school and who complies with the terms of this Policy. In the event of oversubscription of Applicant

Students within Priority Category 3, priority will be given to siblings of existing pupils of the school.

(d) Priority Category 4:

All other Applicant Students who comply with the terms of this Policy. In the event of oversubscription of Applicant Students within Priority Category 4, priority will be given to siblings of existing pupils of the school.

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 (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 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 a minority religion. This evidence will consist of:
 - a) a letter from the relevant religious leader confirming that the Applicant Student is a member of the minority religion or
 - b) 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.

Where the number of Sibling Applicant Students in such a priority category does not exceed the available number of places, the remaining places in this category will be allocated using a lottery system. Applicants from the relevant priority category will be invited to attend a lottery in the school on a given date as witnesses.

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.

8. Refusal to Enrol

- 8.1 The School reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.
- 8.2 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 Department of Education &

- Skills/National Council for Special Education, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education;
- ii. The Applicant Student poses an unacceptable risk(s) to other pupils, staff and/or school property.

8.3 Applicants refused under any of the above criteria will be advised of their right to appeal the Board's decision as outlined below.

9. Appeals Procedure

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

10. Ratification and Review

- 10.1 This Policy was ratified by the Board on 22/11/2018 and follows guidelines issued by the Patron in respect of admissions.
- 10.2 This Admissions Policy will be reviewed annually by the Board of Management.

Signed :



(Chairperson, Board of Management)

Reviewed & Ratified by the B.O.M. 19/09/2019

