

# St. Kilian's Senior National School

*Roll No. 19893A*

Kingswood Heights, Tallaght, D24 F797

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## **Admission Policy of St. Kilian's SNS**

**School Address: Kingswood Heights, Tallaght, D.24**

**Roll number: 19893A**

**School Patron/s: Catholic Archbishop of Dublin-Archbishop  
Dermot Farrell  
10<sup>th</sup> of October 2025**

### **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 on the 10<sup>th</sup> of October 2025. 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 St. Kilian's SNS 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.

### **2. Characteristic spirit and general objectives of the school**

St. Kilian's Senior School is a co-educational senior primary school with a Catholic ethos under the patronage of the Archbishop of Dublin, Dermot Farrell.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Kilian’s Senior School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

### **Mission Statement and general objectives of the school**

While St. Kilian’s Senior N.S. is a school with a Catholic ethos, it also has due recognition for all other religions.

St. Kilian’s Senior N.S. strives to create a warm, safe and secure learning environment for all the school community, where all can live, work and play in pleasant surroundings and in peace and harmony with each other.

St. Kilian’s Senior N.S. strives to give each child an equal chance of obtaining optimum personal fulfilment.

St. Kilian’s Senior N.S. strives to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

St. Kilian’s Senior N.S. encourages the involvement of parents through their involvement in the St. Kilian’s Senior N.S. Parents Association.

St. Kilian’s Senior N.S. promotes gender equity amongst teachers, pupils and ancillary staff.

St. Kilian’s S.N.S. supports the principles of: -

- *inclusiveness*, particularly with 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 and
- *respect for the diversity* of values, beliefs, traditions, languages and ways of life in society.

### 3. Admission Statement

St. Kilian's SNS 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.

(A) St. Kilian's SNS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

(B) St. Kilian's SNS is a school which has established an *ASD 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.

(C) St. Kilian's SNS will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. St. Kilian's Senior School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

#### **4. Categories of Special Educational Needs catered for in the school/special class**

St. Kilian's SNS is an all inclusive mainstream school, and with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with complex needs arising from a diagnosis of Autistic Spectrum Disorder (ASD).

Children with special needs enrolling in St. Kilian's Senior School will be resourced in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

Children with additional needs are catered for by their mainstream class teacher with the help of the Support Team.

1. Applications for St. Kilian's Senior School special class require a multidisciplinary report with a diagnosis of ASD using the DSM-IV/5 or ICD10 criteria and with a recommendation to attend an ASD class in a mainstream school (as required by NCSE). All above diagnoses must be made by a professionally recognised clinical and psychological assessment procedure.
2. A recent recommendation (within 2 years of proposed admission date) is required by the above professional indicating the suitability of the applicant for an ASD class placement in a mainstream school.
3. Applications must be accompanied by a letter of eligibility from the SENO/NCSE, the child must be known to the NCSE/NEPS by October 1<sup>st</sup> 2025 for admission in Autumn 2026.
4. As inclusion is an integral part of our school ethos, it is a necessary criterion of enrolment that any child attending the class needs to be capable of integrating into a mainstream classroom setting. The level of integration, duration and timing will be decided upon by the principal and staff and in consultation with the parents of the child.
5. The completion of an application form does not constitute a place.
6. The first year will be used to: Assess the child's needs, develop an IEP to address the pupil's needs, and assess whether the child's placement is appropriate.
7. It is important that every child gets the best possible start in the class. Initial enrolment may be staggered, determined by the specific needs of the pupil.
8. Essential services are provided by the HSE such as Speech and Language Therapy, Occupational Therapy and Sensory Activities.
9. St. Kilian's Senior School does not offer or provide July provision in the school.
10. A more suitable school placement may be recommended for the pupil if the Board of Management determines that the placement is not appropriate for the pupil.
11. Movement to a mainstream class may be recommended for the pupil if the Board of Management determines that a pupil's needs may be fully supported in a mainstream class.
12. The Board of Management will discharge pupils from the ASD class once they have completed the senior school four-year cycle.
13. The parents/guardians of the child must accept, agree and sign the terms of the school's Code of Behaviour and other relevant policies.

## 5. Admission of Students

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. In order to protect the rights of children, teachers and others who work in schools, the school has a code of behaviour, drawn up by staff in consultation with parents and ratified by the Board of Management. Our code of behaviour is available to view on our school website; [www.st-kilians.com](http://www.st-kilians.com) or in hard copy from the school office on request.

Procedures relating to suspension and expulsion are in line with Department of Education & Skills guidelines.

- c) The special class which provides an education for students with ASD and the requirements for admission to the class are set out in previous Section 4.
- d) St. Kilian's Senior School is a Catholic school and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school

## 6. Oversubscription

This school is deemed full when the national pupil teacher ratio figure has been reached.

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:

St. Kilian's Senior N.S. is a Diocesan senior school receiving enrolment from St. Kilian's Junior N.S. in the parish, therefore those children will always get priority (but they must apply for their place)

The criteria for allocation of places that will apply is as follows:

**Category 1.** Children from St. Kilian's Junior N.S. who apply for a place in the school

**Category 2.** Siblings and stepsiblings of children already enrolled in the school and children resident within the parish boundaries of Castleview/Kilnamanagh as defined according to Archdiocese map attached at Appendix 1. (Ballymount Road, The Grove, The Close, Garrynisk Road, Parkhill Road, Redwood Court, Walk and View, Birchview Heights, Drive, Rise and Avenue, Treepark Road, Forest Drive and Lawn, Kingswood Castle, Dunmore Park, Lawn and Tynan Hall Avenue, Ballymount Road).

**Category 3.** Children of school staff.

**Category 4.** Children within the boundaries of the new parish of Kilnamanagh-Castleview.

**Category 5.** Children residing outside the parish.

In the above categories places will be offered in accordance with date of birth (oldest to get priority)

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 being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## 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:

- (a) a student's prior attendance at a pre-school or pre-school service
- (b) the payment of fees or contributions (howsoever described) to the school
- (c) a student's academic ability, skills or aptitude;

*(other than in relation to St. Kilian's SNS Special (ASD) class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.)*

- (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 except for the criteria set out in Section 6 and priority given to St. Kilian's Junior School.
- (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.

## 7. Applications

The documentation required is:

- (a) Completed Application Form
- (b) Photocopy of pupil's birth certificate
- (c) Two documents (utility bills from different providers) confirming name and address – applicable only if residing within the parish boundary of Kilnamanagh-Castleview. The Board reserves the right to seek further clarification / proof of address in certain cases.

Incomplete applications will not be accepted. It is the responsibility of parents/guardians to ensure that all relevant information (as requested in the Annual Admissions Notice) is supplied with the application. Failure to do so or the withholding of relevant information may invalidate the application and offer of a place at a later date.

## **8. Decisions on applications**

All decisions on applications for admission to St. Kilian's SNS will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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.

## **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 18 below for further details).

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

In accepting an offer of admission from St. Kilian's SNS, 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 St. Kilian's SNS 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/guardian 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.
  - (v) Fully completed application form and all requested documentation as outline in Admissions notice were not received as per timeframe set out within the Annual Admissions Notice.

## **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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **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 St. Kilian's SNS 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 St. Kilian's SNS is in the order of priority assigned to the students' applications after St. Kilian's SNS has applied the selection criteria in accordance with this admission policy.

Applicants 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. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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.

## **15. Procedures for admission of students to other years and during the school year**

The Board of Management shall at all times have regard for the Health, Safety and Welfare of pupils and teachers and others who work in the school.

***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 are as follows:***

New entrants from other schools will be required to provide **transfer information** along with their enrolment form. Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the D.E.S. Assuming that there are places available in the requested classes, an Application Form may be completed at this time.

Application forms for Kilian's SNS, Admission Policy 2025 are available from the school office, by email or by post.

Application forms may be completed and submitted at any time during the school year. Completion of an Application Form does not automatically entitle an applicant to a place. If transferring from another school, it is school policy that the Principal of St. Kilian's SNS will make contact with the Principal of that school, prior to the offering of a school placement.

It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools under the terms of the Education Welfare Act (2000).

Acceptance is subject to there being places available in the relevant classes: -on basis of order of application

There is an upper age limit – pupils will not be older than 12 years of age when entering sixth class.

### **Code of Behaviour**

Children enrolled in St. Kilian's S.N.S. are required to co-operate with the school's Code of Behaviour and all other policies on curriculum, organisation and management.

Parents/guardians are responsible for ensuring that their children co-operate with these policies in an age appropriate way.

A parent of a student must confirm in writing that the code of behavior of the school is acceptable to him/her and that he/she will make all reasonable efforts to ensure compliance with such code by the student.

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

The board of St. Kilian's SNS 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**

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:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## **18. 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, 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.

Unless provided for differently by the order of the Minister the request to review must be submitted in writing to the Chairperson of the Board within 10 school days of the notice of the refusal.

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 ,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 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.

## 20. Adoption of Admission Policy

Signed:



**Chairperson Board of Management Patrick Corcoran**

**10/10/25**

Signed:



**Principal Barry Frisby**

**10/10/25**

Appendix 1: Archdiocese Map Castleview/Kilnamanagh Parish.



