



# Admissions Policy 2024 – 2026

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## Policy Statement

**UPDATED 16/09/25 Circular 0039/0025**  
**Approved by Diocese Cork and Ross September, 2025.**

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. This policy has been drawn up in consultation with the Patron, Board of Management, Parents Association, NEPS, NCSE and Staff of St Killian's School and has been approved and adopted by the Board of Management. The policy applies to all staff/parents/pupils within the school.

The policy was approved by the school patron in April 2024. 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 Killians School 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.

## Characteristic spirit and general objectives of the school

St Killian's is a Catholic co-educational Special primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

"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:

The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and a living relationship with God and with other people; and a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; 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 Killians 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.

## Admission Statement

St Killians School 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

# Admissions Policy 2024 – 2026



- 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,
- 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.

St Killians is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

## **Relationship to the School's Mission Statement**

***"If this child doesn't learn the way we teach, can we teach him/her the way he/she learns, and can we extend his learning options?"***

***Dr. Harry Chasty***

## **School Philosophy**

Each child's uniqueness is valued within the school, which fosters a secure, caring and positive environment, to enable each child to develop to their full potential.

## **Special Education Provision**

St. Killian's with approval from the Minister of Education provides a co-educational, interdisciplinary educational service to children who are diagnosed with a Specific Learning Difficulty, Dyspraxia, Speech and Language Difficulties, and Autism.

The school depends on grants provided by the Department of Education and Skills and the school operates within the regulations laid down, from time to time, by the Department.

The psychological services are provided by National Educational Psychological Services.

The Horizons Team (OT/SLT) services are provided by the HSE.

St Killian's School 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 Killian's will comply with any direction served on the board or the patron under section 37A and 67(4)(b).



# Admissions Policy 2024 – 2026

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## Curriculum

The Revised Primary School Curriculum is differentiated to meet the needs of the pupils. Oral and written language, reading skills and math are framed in an Individual Educational Plan (IEP). Comprehensive interdisciplinary assessments provide the staff with the information to develop relevant IEPs. The curriculum in the other areas is taught in small groups and class groups. For pupils with reading and language difficulties, the Wilson Programme is taught daily in small groups. This is a specific multi-sensory programme for pupils with reading and language difficulties. Subject to the recent Circular 0052/2019 formal Irish Language will not be taught as all pupils attending a Special School are automatically exempt from the study of Irish. Within the context of the circular however Irish conversation and culture will be taught through assemblies/class groups as appropriate.

The modified Primary School Curriculum is taught to meet the needs of pupils with a Mild or Moderate General Learning Disability and Autism. This curriculum is differentiated to meet the individual needs of each pupil.

The Post-Primary Curriculum, Junior Cycle Level 1 and Level 2 is provided at Post-Primary Level. This curriculum is aimed at pupils who would have a diagnosis of Autism and a Mild/Moderate General Learning Disability.

Following the Junior Cycle Programme, the Post-Primary Classes will follow a Senior Cycle Level 1 and Level 2 which is currently in process of development by the Department of Education.

The pupil roll reflects the allocation of resources by the Department and may change from year to year as per support ratios operated by the NCSE, this means that the roll for the SLD Class Stream is subject to change dependent on the designated SEN category allocated to each pupil by the NCSE.

Autism places are allocated in line with the agreement of the BOM and NCSE.

## Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed please see section below
- 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
- c) Children that are of Primary school age, and have completed a minimum of one year in Primary School and pupils that have yet to complete primary school and meet the criteria as approved by the Department of Education shown below.

# Admissions Policy 2024 – 2026



**St Killian's caters for children within the Dept. of Education and Science categories:**

Specific Learning Disabilities	Pupils diagnosed with specific learning disabilities alone will be offered a maximum of two years in St Killian's. This is in line with national practice and the Department of Education and Skills policy. DES requirements state that pupils diagnosed with SLD are eligible if they have scores in the 2nd percentile or lower, and are also within the average range of cognitive ability.
Speech and Language Impairment	Pupils with a score below 70 in either receptive or expressive language. In line Department of Education and Skills policy with a diagnosis of SLI must also have a non-verbal performance ability within the average range.
Physical/Medical Disabilities (including DCD/Dyspraxia)	Low ability/Low average/Average/Above Average Cognitive Level A diagnosis of the disability from a relevant professional.
Autism	Low ability/Low average/Average/Above Average Cognitive Level A diagnosis of Autism according to DSM-IV, DSM V or ICD-10 from a Psychologist and/or MDT
Multiple Disabilities	Low ability / Low average/Average /Above Average Cognitive Level As per Department of Education and Skills policy reports submitted should detail that the criteria for 2 or more DES low-incidence disabilities one of which must be within the categories outlined above.

Additional Information Circular 0039/2025

## **SLD Class Stream**

Children and young people are eligible for enrolment in a Special School with Classes for pupils with a diagnosis of SLD/DCD/SSLD/DLD when the following is provided in support of an application:

Diagnosis of Special Need/s (Psychology/Psychiatry/MDT Report) (within 3 years of Application Date).

AND

A demonstration of the understanding and complexity of a child's overall need/s evidenced in 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 School with Classes for pupils with a diagnosis of SLD/DCD/SSLD/DLD.



# Admissions Policy 2024 – 2026

## Autism Special Class Stream

Children and young people are eligible for enrolment in a Special School with Classes for pupils with a diagnosis of Autism when the following is provided in support of an application:

Diagnosis of Special Need/s (Psychology/Psychiatry/MDT Report) (within 3 years of Application Date).  
AND

A demonstration of the understanding and complexity of a child's overall need/s evidenced in 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 School with Classes for pupils with a diagnosis of Autism.

## Oversubscription

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 of Place Allocation

SLD Class Stream	Autism Class Stream
Class stream for pupils who meet criteria and have a mixed profile which may include pupils with a diagnosis who are deemed suitable for the class stream by a relevant Professional.	Class stream for pupils with a diagnosis who meet criteria and placement in the stream recommended by a relevant Professional.

Category 1	Category 1
Pupils with a diagnosis of Dyslexia/SLD, lowest percentile scores having priority over higher percentile scores (up to 2nd percentile).	Pupils with an Autism diagnosis who meet the class place availability criteria, priority given to the oldest pupil at each class level.

<p>Category 2 4 Autism Places are identified</p> <p>Pupils with a diagnosis of SSLD/DCD,</p>	<p>Example: e.g. 2 1st Class Places, 1 2nd Class Place and 1 4th Class Place.</p> <p>1st Class pupils will be reviewed and the oldest 2 lowest percentile scores having priority 1st Class age will be offered the places over pupils of higher percentile scores. 2nd Class pupils will be reviewed and the oldest 2nd Class pupil will be offered the place. 4th Class pupils will be reviewed and the oldest 2nd Class pupil will be offered the place.</p>
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# Admissions Policy 2024 – 2026

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**\*All pupils will be allocated to the highest priority possible on the basis of their diagnosis.**

## **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:

1. a student's prior attendance at a preschool or pre-school service, including naíonraí,
2. the payment of fees or contributions (howsoever described) to the school
3. a student's academic ability, skills or aptitude; other than in relation to: admission to (a) a special school in accordance with the provisions of section 62(9) of the act
4. the occupation, financial status, academic ability, skills or aptitude of a student's parents
5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
6. a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school
7. the date and time on which an application for admission was received by the school
8. 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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

## 1. **Decisions on applications**

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

- Our school's admission policy
- The school's annual admission notice (where applicable)
- 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
- 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.

## 2. **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 have the right to seek a review of the decision—more details in section 10.

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

In accepting an offer of admission from St. Killians, 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

# Admissions Policy 2024 – 2026



(ii) whether or not you have applied for and are 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.

## 4. **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 Killian's 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 above.

## 5. **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 -

- an application for admission to the school has been received,
- an offer of admission to the school has been made, or
- an offer of admission to the school has been accepted.

The list may include any or all of the following:

- 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;
- the date on which an offer of admission was accepted by an applicant; (v) 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).

## 6. **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 Killian's 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 Killian's 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.



# Admissions Policy 2024 – 2026

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Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed on the waiting list.

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.

## 7. **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.

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

This rule applies to all schools.

The board of St Killian's 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.

## 9. **Arrangements regarding students not attending religious instruction**

If parents/guardians request that their child does not participate in Religious Instruction they are asked to put this request in writing and their child will not participate in RE. Where possible alternative supervision may be provided subject to resources available, or pupils will be assigned alternative work tasks.

## 10. **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, the student, 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.

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.

# Admissions Policy 2024 – 2026



**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, or in the case of a student who has reached the age of 18 years, 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 Skill

## **Related Documents/Policies**

Code of Conduct Policy

Positive Behaviour Policy

Intimate Care Policy

Safeguarding Policy

Health and Safety Statement

Additional Resources/Information

Circular 32/02

Circular 52/2019



# Admissions Policy 2024 – 2026

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## Definitions / Acronyms

NEPS	National Educational Psychological Services
BOM	Board of Management
IEP	Individual Education Plan
DCD	Developmental Coordination Disorder
SENO	Special Education Needs Organiser

## Low Incidence Special Needs

As defined by the DES :

Physical Disability, Hearing Impairment, Visual Impairment, Emotional Disturbance, Severe Emotional Disturbance, Autism, Specific Speech and Language Disorder, Assessed Syndrome and Multiple Disabilities.

## Policy Approval

This policy has been reviewed and accepted by the school Board of Management

Chairperson of BOM - Margaret O'Keeffe

Date – September, 2025

## Policy Review

It is acknowledged and accepted by all parties that this policy may be revised/modified annually or more frequently as required considering on-going evaluation of statutory requirements or situations that arise during the school year.

**Next Policy Review Date – November 2026**



# Admissions Policy 2024 – 2026

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## **Appendix A**

Annual Admission Notice for Admissions 2026-2027

### **Key Dates**

Opening date for applications- 1st October 2025

Closing date for all applications- 13th November 2025

Place Offers- 12<sup>th</sup> December, 2025

Acceptance of place offer by- 19<sup>th</sup> December, 2025.

Late Applications- In the instance that the pupil roll is not full - Late Applications will be considered in the last week of January 2026 and each month subsequently until the roll is full.

### **Waiting List for School in question**

Surplus complete Applications will be paid on the waiting list for the current school year.