

Admission Policy of Kinsale Community School

Roll number: 91499E

School Patron/s: Mercy Order and Cork ETB

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 September 15th 2020. 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 Kinsale Community 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.

2. Characteristic spirit and general objectives of the school

Characteristic Spirit of Kinsale Community School under the joint patronage of The Sisters of Mercy and Cork ETB.

Kinsale School Community school is a co-educational, multi-denominational post-primary school under the joint patronage of The Sisters of Mercy and Cork ETB.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on September 1st 1996. Kinsale Community School was established following the amalgamation of Kinsale Vocational School and Our Lady of the Holy Rosary Secondary School. The values of Cork ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of Sr Catherine McCauley and the Sisters of Mercy are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Kinsale Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Kinsale Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Kinsale Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Kinsale Community School promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Kinsale Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

Kinsale Community School is committed to:

- enabling all students to fulfil their academic, intellectual, moral, spiritual, social, cultural and physical potential.
- fostering the development of personal responsibility
- engendering a spirit of co-operation and mutual respect among students, staff, management, parents and the wider community
- facilitating the professional development of staff

in a safe and caring environment.

It is the aim of the school to enable students to participate as fully as possible in all school programmes both curricular and extra-curricular.

To this end the school provides:

- A comprehensive system of post-primary education open to all children of the community, combining instruction in academic and practical subjects.
- A Pastoral Care Programme which integrates the academic, social, personal and religious dimensions in a caring atmosphere.
- A wide range of extra-curricular activities.

- A comprehensive Adult Education Programme for persons living in Kinsale and the surrounding areas.

General Objectives

The school respects diversity of values, beliefs, traditions, languages and ways of life and subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality. It will have regard to all these considerations in managing the admission of students and afterwards in operating the school. The school is also required by law to have regard to the efficient use of resources. It is fully aware of its obligation to provide for maximum accessibility of students to the school and to promote the right of parents to send their child to the school of their choice. At the same time the school is aware of its statutory duty to provide an education to its students which is appropriate to their abilities and needs and must be mindful of this when evaluating applications on behalf of students for a place in the school.

3. Admission Statement

Kinsale Community 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,
- (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.

Schools with special education class(es)

Kinsale Community School is a school which has established classes for students with an ASD diagnosis, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with an ASD diagnosis specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Kinsale Community School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

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

Note: Under the Department of Education and Skills rules, secondary school students must be aged 12 on January 1st in the calendar year following the applicant's entry into first year.

The Kinsale Community School Board of Management has a duty of care to assure as far as practicable the health and safety of the students and staff at the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide or cause to be provided, an appropriate education for each student of the school for which that Board has responsibility.

Admission to Kinsale Community School may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

School with special education class(es)

The ASD class attached to Kinsale Community School provides an education exclusively for students with ASD 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 this class.
- When there are more than six students enrolled in the unit.

Note: Priority is given to students in the catchment area.

Applications are received on a first come first served basis after the annual open evening from applicants in the catchment area.

Applications from outside the catchment area are only considered once the applications from within the catchment area are complete and places offered to those students within the catchment area. Then places are offered to students outside the catchment area on the basis of 'first come first served'. A waiting list does not operate in respect of places in the ASD Unit.

6. 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:

Enrolment is limited by school capacity and the requirements of the school curriculum and organisation as determined by the Board of Management. All children above the minimum age are welcome to enrol in the school as a first year student as long as there is available space, the maximum class size is not breached, the statutory enrolment procedures are satisfactorily completed and the school has the resources to discharge its statutory obligation to provide an appropriate education to every child in the school.

Note: Under the Department of Education and Skills rules, secondary school students must be aged 12 on January 1st in the calendar year following the applicant's entry into first year.

In the event of excess applications over available places resulting in the school not being able to provide places for all applicant's priority will be given on the basis of the following categories. Each category will be dealt with in sequence, i.e. those in category 1 first and so on.

1. Those within the catchment area as defined by the school's transport system.
2. Those with siblings attending the school.
3. Thereafter on a 'first come, first served basis'.

To ensure equity each application received will be numbered and dated.

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:

To ensure equity each application received will be numbered and dated.

7. 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) the payment of fees or contributions (howsoever described) to the school;
- (b) a student's academic ability, skills or aptitude;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- (f) 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Kinsale Community School 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 Kinsale Community 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 Kinsale Community 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 10](#) 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 Kinsale Community 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 Kinsale Community 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.

No waiting list applies to places in the ASD Units.

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.

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

The Board will consider applications from students not already enrolled taking account of the following:

Enrolment is limited by school capacity and the requirements of the school curriculum and organisation as determined from time to time by the Board of Management. All children are welcome to enrol in the school as long as there is available space, the maximum class size is not breached, the statutory enrolment procedures are satisfactorily completed and the school has the resources to discharge its statutory obligation to provide an appropriate education to every child already enrolled in the school.

Refusal to enrol may occur when the school capacity / year group / class group is full.

Transfers

The Board will consider applications for enrolment of students attending other schools providing post primary courses, on the completion of an application form and the provision of information in relation to the student's educational performance, school attendance and behaviour.

The Board may refuse to offer a place for enrolment in Kinsale Community School when in the opinion of the Board:

- Enrolment would constitute a risk to the health and safety of other students enrolled. The Kinsale Community School Board of Management has a duty of care to assure as far as practicable the health and safety of the students and staff at the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide or cause to be provided, an appropriate education for each student of the school for which that Board has responsibility.

An application for admission to Kinsale Community School may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

- Adequate physical accommodation is not available for the applicant.
- Enrolment would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot be made at the school.

- The school programme is unsuitable to the educational needs of the students and alternative suitable arrangements for an appropriate programme cannot reasonably be made at the school.
- When it is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student.
- Parents have refused to sign up to the School's Code of Behaviour.

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 year in which admission is sought are as follows:

Enrolment is limited by school capacity and the requirements of the school curriculum and organisation as determined from time to time by the Board of Management. All children are welcome to enrol in the school as long as there is available space, the maximum class size is not breached, the statutory enrolment procedures are satisfactorily completed and the school has the resources to discharge its statutory obligation to provide an appropriate education to every child in the school.

Refusal to enrol may occur when the school capacity / year group/ class is full.

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

This rule applies to all non-fee-paying schools.

The board of Kinsale Community 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

This section must be completed by schools that provide religious instruction to students.

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:

Kinsale Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between ‘*religious education*’ and ‘*religious instruction*’:

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

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, 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.

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 Skills.