**Killusty National School**

Killusty N.S. Killusty, Fethard, Clonmel, Co. Tipperary

Telephone – O52 6132314 Email – killustyns@gmail.com

Príomhoide – Sarah O’Sullivan Rolla # 16111v

**Admission /Enrolment Policy**

## 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 7th March 2023. It will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Killusty NS’s admission process are set out in the school’s annual admission notice which is published/released annually 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 will be made available in hardcopy on request to any person who requests it.

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

Killusty NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop/Bishop Kieran O’Reilly.

“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:

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

**School Name: Killusty N.S.**

**School Roll Number: 16111v**

**School Address:** Killusty, Fethard, Co. Tipperary

**Telephone No.:** 052 6132314

**Denominational Character:** Catholic

**Name of Patron:** ArchbishopKieran O’Reilly

**Total No. of Teachers:** 2 (Plus part-time Support Teacher)

**Range of Classes Taught:** JI to 6th

**Gender Orientation of School:** Mixed

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down by the Department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school 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 diversity of values, beliefs, traditions, languages and ways of life in society.

## 3. Admission Statement

The Board has agreed that admission procedures will be communicated to the school community by publication in Parish Publication/Parish Website **(7th of January).**

Killusty NS will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

**All denominational schools**

Killusty N.S. 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 of the Catholic Faith and it is proved that the refusal is essential to maintain the ethos of the school.

**The inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.**

**Killusty N.S. will cooperate with the National Council for Special Education in**

**the performance by the Council of its functions under the Education for Persons with**

**Special Educational Needs Act 2004 relating 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.**

**Killusty N.S. will comply with any direction served on the patron or the board,**

**as the case may be, under section 37A and any direction served on the board under**

**section 67(4B) of the Education Act.**

**Killusty N.S. is a two teacher school with ten hours SET.**

**Children of all abilities and with all needs are welcome in our school. The extra resources must come on enrolment. It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.**

**4. Admission Process**

**The Admission process has two stages –**

1. **Admission Application – Part 1**

An **Admission Application** **Form** **(Appendix 2**) is the **first** stage of the admission procedure. A copy of this form may be obtained by contacting the school directly. This initial application form along with a covering letter **(Appendix 1)** will be forwarded to parents on expression of interest. Completed application forms must be returned to the school **by January 21st**

1. **Admission Registration – Part 2**

An **Admission Registration Form** **(Appendix 5)** is the **second** stage of the admission procedure**.** An admission registration form will accompany the letter of conditional offer of admission of successful applicants **(Appendix 3)** that will be sent to parents/guardians of applicants. The completed registration form, SEN information, Emergency contact details, Medical details, Birth/Baptismal Certificates, Guardianship/custody/access arrangements, signed letter of acceptance of conditional offer by parents **(Appendix 4)**, signed acceptance of code of behavior and supporting information must be returned to the school within the timeline specified in the letter of provisional offer. **(February 1st)**

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

**The completion of an admission application form/registration form or the placement of your child’s name on a list, however early, does not confer an automatic right to a place in the school.**

## 4. Admission of Students

**This school shall admit each student seeking admission except where –**

1. the school is oversubscribed (please see **section 5** below for further details)
2. 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

**All denominational schools**

Killusty NS is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

**5. 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:

1. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address),
2. Children residing in the parish
3. Children of staff members
4. Random selection (independently verified).

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:

 (Priority to eldest in accordance with the above criteria – or as determined by BoM)

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

* Size and available space in classrooms.
* Educational needs of children of a particular age.
* Multi-grade classes.
* Presence of children with special educational/behavioural needs.
* Health and Safety.

## 6. 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 pre-school or pre-school service, including naíonraí,

other than in relation to a student’s prior attendance at—(I) an early intervention class, or(II) an early start pre-school, specified in a list published by the Minister from time to time;1. the payment of fees or contributions to the school;
2. a student’s academic ability, skills or aptitude;
3. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
4. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
5. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;

(other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school)1. 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. Decisions on applications All decisions on applications for admission to Killusty NS 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 1](#_Procedures_for_admission)3 below in relation to applications received outside of the admissions period and [section 14](#_Declaration_in_relation)  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.**Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within **21 days of the closing date for the receipt of part 1 admission/enrolment application forms - February 15th. (Appendix 6) (Appendix 8)** Parents will accept in writing **within 14 days of offer of enrolment. (Appendix 7)**The Board will have regard for relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.8. Notifying applicants of decisionsApplicants 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 17 below for further details).9. Acceptance of an offer of a place by an applicantIn accepting an offer of admission from Killusty NS 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.10. Circumstances in which offers may not be made or may be withdrawnAn offer of admission may not be made or may be withdrawn by Killusty NS where—1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 9 above.

11. Sharing of Data with other schoolsApplicants 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)12. Waiting list in the event of oversubscriptionIn 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 Killusty NS 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 Killusty NS 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. 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.13. Late ApplicationsAll 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 12.14. Procedures for admission of students to other years and during the school year

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| 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: Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child’s educational progress.Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area. |

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| 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 school year in which admission is sought, are as follows: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 Killusty NS 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 Killusty NS 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. **Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 1st.**15. Declaration in relation to the non-charging of feesThe board of Killusty NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

16. Arrangements regarding students not attending religious instruction

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| Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc. The following are the school’s arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

17. Reviews/appeals**Review of decisions by the board of Management**The parents/guardians of 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 parents/guardians 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.**18. Ratification and Review** The policy was ratified by the Board of Management of Killusty NS on \_\_\_\_\_\_\_\_\_\_. |

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 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson, Board of ManagementThe contents of this policy have been approved by St. Senan’s Education Office, acting on behalf of the Patron. |
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## Appendix (1)

**Covering Letter to be accompany initial Admission/Enrolment Application form**

Killusty N.S.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians,

 Thank you for your expression of interest in Killusty N.S. as a primary school for your child.

As requested, please find the initial enrolment application form enclosed along with a copy of our enrolment policy.

The B.O.M. would be very grateful if completed enrolment application form be returned to the school by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

## Appendix (2)

## Killusty N.S. Admission/Enrolment Application Form - Part 1

**Killusty NS Enrolment Year \_\_\_\_\_\_\_\_\_\_**

Pupil’s First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (at which the applicant resides): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name and class of Sibling(s) currently enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish in which the applicant resides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent(s)/Guardian(s) Details:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Completed enrolment applications must be returned to **Killusty NS, Killusty, Fethard, Co. Tipperary**  no later than **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##

**Appendix (3)**

**Letter of Conditional Offer**

Killusty N.S.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians,

 Conditional on enrolment registration procedures being followed,the B.O.M. of Killusty N.S is in a position to offer your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a place in Killusty N.S. for academic year commencing September \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Please find enrolment registration form enclosed.

 The B.O.M. would be very grateful if completed enrolment registration form, acceptance of conditional offer, birth certificate, be returned to the school by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

**Appendix (4)**

**Letter of Acceptance of conditional offer from Parents**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Chairperson/Principal,

I wish to inform Killusty NS (16111v) that I accept the school’s conditional offer of enrolment of my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for academic year \_\_\_\_\_\_\_\_. I am fully aware that this offer is conditional on enrolment registration procedures which are to follow and that this conditional offer does not automatically guarantee my child a place in Killusty NS.

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Appendix (5)

**Killusty N S Admission/Enrolment Registration Form – Part 2**

# Students Surname Students First Name

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Address for Correspondence Date of Birth

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------------------------------- PPS Number

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Number of Children in family Place of Child in family

-------------------------------- ---------------------------

Mothers Name Fathers Name

------------------------------ ----------------------------

Address Address

----------------------------------------------- ---------------------------------------------------------------

Daytime Telephone No:------------------------ ‘Text a Parent’ preferred mobile number:

Evening Telephone No:----------------------- -----------------------------

Alternative Contact in case of Emergency

Name-------------------------------- Telephone No:-------------------

Does your child have any allergies? \_\_\_\_\_\_\_

Please provide details.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child use an inhaler? \_\_\_\_\_\_\_

Please provide details

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your son/daughter have difficulty with?

Eyesight Hearing Speech

----------------------------------------------- Family Doctor: ------------------------------

----------------------------------------------- Telephone No: -----------------------------

---------------------------------------------------------

---------------------------------------------------------

---------------------------------------------------------

Does your son/daughter have any medical condition or disability of which the school should be aware?

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Please provide additional information and necessary documents to school.

Guardianship/custody/access arrangements (please provide school with details)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any legal/court orders that the school should know about? \_\_\_\_

If this enrolment registration form is being signed by one parent only, please read and sign the following

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that both parents of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are aware of and consent to this enrolment application/registration to Killusty N.S. for academic year \_\_\_\_\_\_\_\_\_.

Additional Information (please provide additional information in support of your child’s registration)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide school with original birth certificate. If the child is of the catholic faith and was baptised outside the parish, please provide school with original baptismal certificate. A copy of Birth and Baptismal certificates will be made and originals will be returned to parents within a few days.

The information given above is correct and complete to the best of my knowledge.

Signature Parent / Guardian 1.-----------------------------

 2.-----------------------------

Date--------------------

**Appendix (6)**

**Letter of Offer**

Killusty N.S.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians,

 The B.O.M. of Killusty N.S is pleased to inform you that your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been accepted for enrolment in Killusty N.S. for academic year commencing September \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 The B.O.M. would be very grateful if acceptance letter enclosed be completed and returned to the school by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The offer of enrolment is subject to acceptance of the School’s Code of Behaviour,

You will be furnished with general School Information and details of activity taster morning in due course.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chairperson)

**Appendix (7)**

**Letter of Acceptance of Full Enrolment from Parents**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Chairperson/Principal,

I wish to inform Killusty NS (16111v) of my decision to accept the school’s offer of enrolment of my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for academic year \_\_\_\_\_\_\_\_.

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix (8)**

**Letter of Refusal**

Killusty N.S.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians,

 As a result of the outcome of enrolment registration procedures, it is with regret, that the B.O.M. of Killusty N.S must inform you that on this occasion the school is not in a position to enrol your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Killusty N.S. for academic year commencing September \_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to ………..,

Please be advised that Parents/guardians have an entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol.

This decision by the board of Management may be appealed. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Skills website at [www.education.ie](http://www.education.ie)

(Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

The B.O.M. thanks you once again for your expression of interest in our school and bids you every best wish with your child’s education.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chairperson)