

Admission Policy

February 2026

Kilbonane National School

Knocknahilan

Aherla

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1. Introduction

This Admission Policy complies with the Education Act 1998, Education (Admission to Schools) Act 2018, and Equal Status Act 2000. In drafting this policy, the Board of Management has consulted with school staff, the school patron, and parents of children attending the school.

The policy was approved by the school patron on 25 September 2020 and reviewed and ratified by the Board of Management on 12 February 2026.

The Annual Admission Notice and application form are available on the school website or in hard copy on request.

2. Characteristic Spirit and General Objectives of the School

Kilbonane NS is a Roman Catholic primary school under the patronage of the Bishop of Cork and Ross. Its Catholic ethos shapes daily school life, promoting the full development of each pupil: intellectual, physical, cultural, moral, social, and spiritual.

Religious education follows Roman Catholic doctrines. Pupils of all faiths or none are welcome, and parents may opt their child out of religious instruction.

3. Aims of the School

- i) To enable each child to live a full and happy childhood
- ii) To equip pupils to avail of further education
- iii) To value each child as an individual
- iv) To provide a flexible curriculum to meet diverse needs
- v) To foster cooperation, respect and positive relationships
- vi) To encourage children to do their best without undue pressure
- vii) To promote active participation in learning
- viii) To support the development of confidence, independence and self-esteem

4. Admission Statement

Kilbonane NS will not discriminate in admission on grounds of: gender, civil status, family status, sexual orientation, religion, disability, race, Traveller community membership, or special educational needs.

The school will cooperate with the NCSE in providing for students with special educational needs, including a Special Class for Autism, and comply with any directions under sections 37A or 67(4B) of the Education Act 1998.

5. Admission of Students

The school shall admit each student seeking admission except where:

- i) the school is oversubscribed, or
- ii) a parent/guardian fails to confirm in writing that the school's Code of Behaviour is acceptable, in accordance with section 23(4) of the Education (Welfare) Act 2000.

6. Oversubscription

Where the school is oversubscribed in a **mainstream setting**, places will be allocated in the following order of priority to applications received within the timeframe set out in the Annual Admission Notice:

- i) Brothers and sisters (including step-siblings residing at the same address) of children currently enrolled or previously enrolled
- ii) Children whose primary residence is within Kilmurry Parish, prioritised by proximity to the school using straight-line distance measured on an Ordnance Survey map
- iii) Children of current teaching staff
- iv) Children of parents who are past pupils of the school
- v) Where two or more applicants are tied within a criterion, places will be allocated starting with the oldest applicant.

What Will Not Be Considered:

In accordance with section 62(7) of the Education Act, the school will not consider:

- i) attendance at pre-school or crèche
- ii) payment of fees or contributions
- iii) academic ability or aptitude
- iv) parental occupation or financial status
- v) interviews or open days as a condition of admission
- vi) date or time of receipt of application (within the application period)

7. Decisions on Applications

Decisions will be based on:

- i) This Admission Policy
- ii) The Annual Admission Notice
- iii) Information provided in the official application form
- iv) Criteria not listed in this policy will not be used.

8. Notification of Decisions

Applicants will be notified in writing within the timeline outlined in the Annual Admission Notice.

Where a place is refused, reasons will be given, along with details of waiting list placement and appeal rights.

9. Acceptance of an Offer

In accepting an offer, parents/guardians must confirm:

- i) whether another offer has been accepted, and
- ii) whether applications are pending elsewhere.

10. Admission to the Special Class for Students with Autism

Kilbonane National School provides a Special Class for students with Autism, in line with the approval of the Minister for Education and the guidelines of the National Council for Special Education (NCSE).

Eligibility:

A child may be considered for the Special Class if:

- i) They have a diagnosis of Autism Spectrum Disorder (DSM-IV/V or ICD-10/11).
- ii) They have professional reports confirming their level of need.
- iii) They have a written recommendation from the NCSE for placement in a Special Class.

Application:

Admission is based on the NCSE recommendation and supporting professional reports only.

No additional reports or assessments will be requested beyond those required by the NCSE.

Admission is not contingent on behaviour, prior mainstream participation, or other subjective factors.

Oversubscription:

Where the number of applicants exceeds available places, priority will be given in the following order:

- i) Children currently enrolled in Kilbonane NS with an NCSE recommendation for the Special Class.
- ii) Brothers and sisters (including step-siblings residing at the same address) of children enrolled in the school.
- iii) Children whose primary residence is within Kilmurphy Parish, prioritised by straight-line distance to the school.
- iv) Children of current teaching staff.
- v) Other eligible applicants.

Waiting List:

A waiting list will operate for the relevant school year only.

Important:

Children already enrolled in mainstream classes who meet the eligibility criteria for the Special Class may be considered for placement.

Meeting eligibility criteria does not guarantee a place.

All decisions are made in line with NCSE guidance and Department of Education regulations.

The application window will open from 3pm on the 16th February up until 2nd March 2026 for the 26/27 school year. No applications will be considered after this date.

11. Withdrawal of an Offer

An offer may be withdrawn where:

- i) information is false or misleading
- ii) acceptance is not confirmed within the required timeframe
- iii) Code of Behaviour acceptance is not confirmed

12. Waiting Lists

Waiting lists are maintained only for the school year in which admission is sought and operate in accordance with this policy.

13. Admission During the School Year / Other Year Groups

Admission is subject to space availability, accurate information and acceptance of the Code of Behaviour. Admissions may occur at the start of a term or half-term.

14. Non-Charging of Fees

Kilbonane National School does not charge fees or seek payment as a condition of admission or continued enrolment.

15. Opt-Out from Religious Instruction

Parents' rights to opt out of religious instruction are respected. Alternative supervised activities will be provided without reducing the school day.

16. Reviews and Appeals

Parents may request:

- i) a review by the Board of Management under section 29C
 - ii) an appeal to the Department of Education under section 29
- Details and timelines are available at section29appeals.gov.ie.

Status: Approved

Reviewed and ratified by the Board of Management: 12/2/26

Patron: Bishop of Cork and Ross

