



**St Kieran's College  
Secondary School  
Kilkenny**

**Admission Policy**

# **Admission Policy of St Kieran's College, Kilkenny**

**School Address:** St Kieran's College, College Rd, Kilkenny

**Roll number:** 61560J

**School Patron:** Most Rev. Niall Coll, Bishop Elect of Ossory.

## **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 **5th June 2020**. It was reviewed and ratified by the Board of Management on **August 21st 2023**. 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 Kieran's College admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

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

St Kieran's College is a Catholic all-boys voluntary secondary school with a Catholic ethos. The Bishop of Ossory is the Patron of the school. "Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

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

and which school provides religious education 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 Kieran's College 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.

St Kieran's College, as Ireland's oldest all-boys Catholic Secondary School, continues its founding aim of the pursuit of real excellence in education and formation, in the light of the Gospel, so as to allow all our students to realise the fullness of their potential.

Our mission is to provide an atmosphere of Christian care and concern in which the student can grow to maturity. Academically, spiritually, physically and emotionally our students are encouraged to strive for all that is possible in the relentless pursuit of perfecting their individual gifts and talents. In so doing they bring to life the joy intended by our motto, "Hiems Transiit", for themselves, those they love and the community where they will live, serve and lead.

### **3. Admission Statement**

St Kieran's College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

St Kieran's College will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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 Kieran's College 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

The Board of Management is conscious of its obligations under the Equal Status Act 2000. Applications for admission from students with special educational needs are welcome.

## **5. Admission of Students**

St Kieran's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

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

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## **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:

### **Selection Criteria**

1. Brothers of present pupils in the school.
2. Brothers of past pupils of the school, where past pupils is defined as a student having completed their Leaving Certificate in the school.
3. Sons of eligible staff serving in St Kieran's College, where eligible staff is defined as non-casual employees of St Kieran's College, for a minimum of one academic year.
4. Sons of eligible past staff of St Kieran's College, where eligible past staff are staff who have completed a minimum of 5 years employment in the school.
5. Nephews and grandnephews, past or present, of priests of the Diocese of Ossory or priests ordained from St Kieran's College.
6. Sons and grandsons of past pupils of St Kieran's College, where a past pupil is defined as a student, who under normal circumstances completed his Leaving Certificate in the school.
7. All other applicants.

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), a lottery for places will take place in that category.

The lottery will take place in St Kieran's College as soon as is practicable after enrolment day. The lottery will be overseen by the Chairperson of the Board of Management, the school Principal, the Deputy Principals and two independent people appointed by the Board of Management.

## **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. 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 an early intervention class, or an early start pre-school, specified in a list published by the Minister from time to time.
- B. The payment of fees or contributions to the school.
- C. A student's academic ability, skills or aptitude.
- D. The occupation, financial status, academic ability, skills or aptitude of a student's parents.
- E. A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- F. A student's connection to the school by virtue of a member of his or her family attending or having previously attended the school 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 and/or (2) parents or grandparents of a student having attended the school. In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- G. The date and time on which an application for admission was received by the school. This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned. This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to St Kieran's College 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

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

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

In accepting an offer of admission from St Kieran's College, you must indicate:

1. 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
2. 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

The Board of Management will consider applications to defer acceptance of a place offered in St Kieran's College for one year, for sound educational, family or personal reasons, provided such application is supported by relevant documentation and received before 1st January of the year in which the student is due to commence his second-level education in St Kieran's College, Kilkenny. The place that had been allocated to the student(s) who is deferring for one year will be allocated to the student at the top of the Waiting List. The following year, any such deferred places will be allocated from the school's quota of places available, before the allocation of places as outlined previously commences. The final decision with regard to the enrolment of students in St Kieran's College and with regard to all matters covered by this Admissions Policy lies with the Board of Management.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St Kieran's College 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 10 above.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of 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 at the school for which that Board has responsibility.

An application for admission 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.

## **12. Sharing 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 data 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:

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

The list may include any or all of the following:

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

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Kieran’s College 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. This list will cease to operate at the end of the academic year (the last day of class).

Placement on the waiting list of St Kieran's College 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.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

## **15. Procedures for Admission of Students to other Year Groups**

**A. The procedures of the school in relation to the admission of students to classes or Year Groups, other than the school's intake group are as follows:**

- The Board of Management will consider applications from parents / guardians of students wishing to transfer to St Kieran's College, Kilkenny from another post-primary school.
- Application Forms for a school transfer are available on the school website at [www.stkieranscollege.ie](http://www.stkieranscollege.ie)
- This form must be submitted before **June 15th** each year to be considered for any vacancies that may become available for the following academic year.
- The application for admission to St Kieran's College will be processed and subject to the availability of vacancies in the relevant year, class and/or subject areas.
- Should there be more suitable applicants than places available, then the lottery arrangements as outlined in Section 6 will apply.
- In the event that there are more applications to the school for the Year Group concerned than places available, a waiting list will be compiled as outlined in Section 13 above.
- Any applications after **June 15th** will be processed as a Late Application, as outlined in Section 14 above.
- The school authorities must be satisfied that the reasons for the transfer are in the best interests of the student.
- The possible problems and disruptions of studies when moving into an established class and Year Group will be considered. The situation may arise where a student may have to take up or discontinue a subject.



- The school is provided with all relevant information from the former school.
- The transferring student fulfils all conditions set out by the Department of Education and Skills.
- Parents/Guardians and the transferring student must accept the Code of Behaviour and Rules of the School, thereby agreeing to accept and uphold them.

**B. The procedures of the school in relation to the admission of students wishing to repeat the Leaving Certificate (Sixth Year), are as follows:**

- The Board of Management will consider applications from students wishing to repeat Leaving Certificate (Sixth Year).
- Such an application may only be considered where there are sound educational, medical, family or personal reasons and provided such an application is supported by relevant documentation.
- Preference will be given to students who are past pupils of St Kieran's College.
- The Department of Education and Skills' requirements (Circular M 02 / 95) must be fulfilled and a suitable vacancy must exist in the school.
- Applicants must be willing to meet with relevant school personnel to discuss all options.
- Applicants must accept that not all current subject combinations may suit repeat students i.e. that they may not be able to take all subjects of their choice if the timetable or class numbers do not permit.
- Repeat students will be timetabled for 28 hours per week and must attend all classes and activities scheduled for them.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of 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 at the school for which that Board has responsibility.

An application for admission 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.

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

The Board of Management of St Kieran's College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

## 17. Arrangements regarding students not attending religious instruction

A parent of a student, or a student who has reached the age of 18, who wishes to attend St Kieran's College, Kilkenny without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## 18. Reviews/Appeals

### Review of decisions by the board of Management

- The parent of the student, or in the case of a student who has reached the age of 18 years, 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.

## **19. Data Protection**

St Kieran's College has a Data Protection Policy which governs how the school collects, processes, stores and retains data in the school. Please refer to this policy which is available on [www.stkieranscollege.ie](http://www.stkieranscollege.ie)

### **Policy Availability**

This policy has been made available to school personnel, published on the school website, provided to the Parents' Association and Student Council. A copy of this policy will be made available the Department and the patron if requested.