

# The Admission Procedure

## Existing Year Groups

### Applying for a place for your child in existing year groups:-

1. Parents and guardians interested in applying for a place at the school are asked to contact the school office (Tel. 056 7761544); Fax. 056 7731934; email [info@kilkennycollege.ie](mailto:info@kilkennycollege.ie)) to obtain a prospectus and Intention to Enrol Form.

The following should be supplied :-

- (a) Fully completed **Intention to Enrol** Form signed by both parents or guardians, where applicable.

- (b) A Birth Certificate.

- (c) A School Report from present school. Reports of any assessments conducted by educational psychologists or equivalent specialists on special needs are to be supplied.

2. Completed Intention to Enrol Forms are to be addressed to the Principal at the school office. Forms should be placed with the school as early as possible during the school year preceding entry and not later than 1<sup>st</sup> April of that year. Forms received after that date are only entertained in exceptional circumstances, such as a change of residence. Completion of a form does not guarantee a place at the school. Entry directly to Sixth Form is not available except in special circumstances.

3. Receipt of an Intention to Enrol Form will be acknowledged in writing (including email) usually within one working week during term time.

4. The boy/girl and parents or guardians are invited to visit the school. A visit includes presentations on Kilkenny College, and a guided tour of the school – including a tour of the boarding facilities for those interested. Subject levels, options and activities desired by the family are explored. In the case of a boarding application the college may require a visit at an open day or individually. Attendance at an open day is not a compulsory requirement for a day applicant but is strongly encouraged to provide an opportunity for the parent(s)/guardian(s) and child to glean a sense of the life of the college.

5. An Application to Enrol Form will be issued to everyone who has submitted a valid Intention to Enrol Form on or before April 6<sup>th</sup> of the school year preceding entry. Submission of a fully completed Application form does not guarantee the offer of a place. Any later applications will be considered as they arrive on the basis of point 6 below.

6. (i) The Principal will consider all applications as vacancies arise. The Principal will, in light of legislation relating to enrolment and of the Policy on Admission and Enrolment of the Board of Management, decide on the children to be offered places at the school when suitable vacancies exist.

(ii) Parents and guardians of successful applicants will be informed in writing of the decision to offer a place, usually within three weeks of the close of applications.

(iii) Successful applicants shall, within ten working days of being offered a place, indicate their acceptance of the place and relevant conditions on a form that will be provided by the school. A place is not secured until that form has been received by the school together with a registration charge set by the Board of Management.

(iv) Unsuccessful candidates will also be informed at the same time and in the same manner. Those who wish to do so can apply to be put on a waiting list by completing a form that will be provided. Applications in respect of any year will not automatically be carried forward to a subsequent year.

(v) Where places are not taken up or vacancies arise for any reason, they will be re-offered to applicants still on the waiting list, according to the admissions criteria.

(vi) Parent(s)/Guardian(s) may request that the Board of Management review a decision not to offer a place, generally on grounds of additional information not previously submitted at the time of application. Section 29 (1) (C) of the *Education Act, 1998* provides for procedures under which in some circumstances appeal may be made to the Secretary General of the Department of Education and Skills. The National Education Welfare Board (N.E.W.B.) is available to offer advice and assistance to parent(s)/guardian(s) regarding admission.

The Board will implement this policy in a manner consonant with the *Equal Status Act, 2000*; *The Education Act 1998*; *The Education (Welfare) Act 2000* and other relevant legislation.

Dated 28<sup>th</sup> February 2014