

KILKENNY COLLEGE

POLICY ON ADMISSION AND ENROLMENT

On behalf of the Patron and Board of Governors the Board of Management determines the Admissions Policy of the school and the maximum number of pupils in the school. The Board of Management reserves the right to review the Admissions Policy from time to time. Allocation of places to both boarding pupils and day pupils is made by the Principal based on criteria determined by the Board of Management. For further details of the College please refer to the College prospectus and website at www.kilkennycollege.ie. The Admissions policy is guided by the characteristic spirit and aims of the College.

Ethos Statement

Kilkenny College is a Christian foundation dating back to the sixteenth century. Its values, policies, traditions and characteristic spirit are rooted in the Church of Ireland, particularly the diocese of Cashel, Ferns and Ossory, which it has served as a diocesan college over many generations.

Grounded upon the conviction that God first loved us, members of the College community strive, in response, to promote the love of God and of neighbour. From this flows a commitment to Gospel values, such as mercy and compassion, equality and justice, as well as a respect for diversity.

In addition to encouraging each student to reach their full potential in every area of human endeavour, the College strives to promote in each individual a sense of purpose and self-esteem. Thus, the College aspires to prepare all its students to be committed citizens, who serve the needs of others and are sensitive to the environment. In pursuit of these goals, staff and students work as one, in an atmosphere of mutual respect, openness and trust. The work of the College is undergirded by the regular experience of corporate worship.

“Kilkenny College is committed to both Co-education and Boarding. The College aims to achieve gender balance and a balance between day and boarding pupils within the limitations of facilities and resources as available”.

The aims of the policy are:

1. To reflect the school ethos and the co-educational tradition of the school in determining policies for admission.
2. To accept children without the use of any entrance examination to qualify for entry.
3. To achieve gender balance of pupil intake.
4. To achieve a full allocation of boarding places and day pupil places.
5. To provide for children with special educational needs and disabilities insofar as facilities and resources are available to do so.
6. To operate some flexibility to take account of special circumstances e.g. children of families relocated at short notice to live in the area.
7. To respect the constitutional and legal rights of all applicants in a spirit of inclusiveness.

This Policy provides that an offer of enrolment may be made to all applicants seeking admission except where:-

- (a) The number of applicants seeking admission is greater than the number of places available for boarders or day pupils

Or

- (b) Refusal to enrol is essential to maintain the ethos of the College

Or

- (c) The applicant has special needs such that, even with additional resources having been provided by the Department of Education and Skills, the school cannot meet such needs and/or provide the applicant with an appropriate education, or to do so would be inconsistent with the effective provision of education for pupils with whom the applicant is to be educated.

Or

- (d) In the opinion of the Board of Management, the applicant could have a seriously detrimental effect on the safety of other pupils and or staff of the College.

Or

- (e) Parent(s) or guardian(s) do not agree to confirm in writing that the College Code of Conduct is acceptable to them.

In Form 1 there are places available for 40 boarder girls, 40 boarder boys and 70 day pupils. Allocation of boarding and day places will be processed separately. The number of Boarder Boys and Boarder Girls accepted each year will be subject to the limitation of availability of gender specific accommodation (see * below). Where there are more applicants than places available the following order and sequence for offer of places will apply:-**

1.
 - a) Church of Ireland pupils from within the United Diocese *
 - b) Church of Ireland pupils from outside the Diocese *
2. Members of other Protestant churches or Reformed traditions of Christianity being members of the Irish Council of Churches or are recognised by the Secondary Education Committee as eligible for consideration for grants. *
3. Children of inter-church families where one parent is a member of the Church of Ireland, followed by children of inter-church families where one parent is a member of other Protestant or Reformed traditions of Christianity being members of the Irish Council of Churches, or as recognised by the Secondary Education Committee as eligible for consideration for grants. *

** Baptismal certificates or a signature of a cleric / minister / or pastor is required.*

4. Brothers and sisters of pupils currently attending the School or who are past-pupils.
5. Children of permanent members of staff with a minimum of 3 years' service not included in categories 1 – 3 above.

6. Children of a parent who is a past-pupil.
7. Members of families who have a proven connection with or who have been of service to the school in the past.
8. Pupils who have attended a school under Protestant Management for at least 3 years.
9. All other applicants including members of other faiths and of no religious affiliation.

When oversubscription for places arises at a point on the priority list the date of receipt of original Intention to Enrol Form may be taken into account to determine the order of offering places, with the earliest in the priority category given highest placing.

Transfer from other second-level schools

(a) Any vacancies for Forms 2 – 5 will be offered according to the Admission and Enrolment Policy with the place to be taken up normally at the start of a new school year. All reports and any further relevant information including written references from previous schools will be required with the application. **The College does not enrol applicants to Form 6 unless there are exceptional circumstances.**

(b) In regard to mid-stream admission, allocation of a place will only be made in exceptional cases where Kilkenny College has a suitable vacancy. Such a circumstance may include where a family relocates to live in the area.

In any application for a transfer from another secondary school, permission must be provided for the Principal, or other designated authority, to contact the current school in advance.

***** A pupil who successfully applies for and who has accepted a place as a boarder in the School will not receive any priority if at any time s/he subsequently applies instead to be enrolled as a day pupil. In such cases, this pupil will be deemed to be making a new application and the application will be determined in accordance with this Admissions Policy and will be afforded the priority that applies to an applicant making an application for a day place. This means that an applicant who had been enrolled as a boarder in the school, who subsequently applies to be admitted as a day pupil, may not be successful in applying to be enrolled in the School as a day pupil. The boarding space held by the applicant shall not be deemed to be a day space for the purpose of his/her application.**

N.B. The Principal has responsibility for implementing and administering this policy.

Parents/Guardians may appeal a decision not to offer a place, in the first instance by writing to The Secretary of the Board of Management, C/O the College office.

Parents/Guardians have the right to appeal a refusal by the school to enrol a pupil to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act, 1998.