



## **Admission Policy of Kilkenny College**

**School Address: Castlecomer Road, Kilkenny: R95 CF61**

**Roll number: 61570M**

**School Patron: The Incorporated Society For Promoting Protestant Schools in Ireland**

### **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 16<sup>th</sup> June 2020. 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 the Kilkenny 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**

**Kilkenny College is a co-educational boys and girls Boarding and Day school with a Church of Ireland ethos under the patronage of The Incorporated Society For Promoting Protestant Schools in Ireland**

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Kilkenny 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.

An ethos based on the Anglican Christian tradition seeks to nurture and encourage the formation of the intellectual, academic, sporting, social and religious abilities of each child within the framework of the community of faith. A Church of Ireland ethos encourages intellectual diversity of thought and encourages the individual to seek to understand themselves, the world around them and the connection between the world and the Divine. This understanding of school ethos promotes pluralism in thought and living, in the context of a Christian school community. Drawing on its Anglican tradition, the Church of Ireland School encourages parental involvement, highlighting the importance of the family in the social and emotional development of the child, and more broadly, the community of the school and church.

## ***Ethos Statement of Kilkenny College***

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.

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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 Admissions 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 operate some flexibility to take account of special circumstances e.g. children of families relocated at short notice to live in the area.
6. To respect the constitutional and legal rights of all applicants in a spirit of inclusiveness.

### **3. Admission Statement**

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,

- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned,
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs,
- (j) Kilkenny College will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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,
- (k) Kilkenny College will comply with any direction served on the Board or the Patron under Section 37A and 67(4)(b)

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.

In relation to the Equal Status Act 2000 above the following exclusions from this Act apply to applications received for entry to Kilkenny College where oversubscription occurs:

**Post-primary denominational schools**

Kilkenny College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of a Church of Ireland in preference to others.

**All denominational schools**

Kilkenny 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 a member of a Church of Ireland faith and it is proved that the refusal is essential to maintain the ethos of the school.

#### 4. Admission of Students

This school shall admit each student seeking admission except where –

(a) the school is oversubscribed (please see [section 5](#) below for further details)

Or

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

Or

(c) A Boarding applicant with such needs 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 boarding applicant with an appropriate residential education.

Or

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

Or

(e) 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

In relation to the Equal Status Act 2000 above the following exclusions apply to applications received for entry to Kilkenny College in the case of over subscription each year:

**Post-primary denominational schools**

Kilkenny College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of a Church of Ireland in preference to others.

**All denominational schools**

Kilkenny 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 a member of a Church of Ireland faith and 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:

In Form 1 there are places available for 38 boarder girls, 38 boarder boys and 80 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. Where there are more applicants than places available the following order and sequence for offer of places will apply in each case:-

1. Church of Ireland applicants from within the United Diocese of Cashel, Ferns and Ossory\*
2. Children who themselves are 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, who live within the Diocesan area\*.
3. Church of Ireland applicants from outside the United Diocese of Cashel, Ferns and Ossory\*
4. Brothers and sisters of pupils currently attending the School or who are past-pupils.
5. Children of all permanent members of staff with a minimum of 3 years' service not included in categories 1 – 3 above.
6. Children **not included in any of the categories above** who are a child of a parent who is a past-pupil of Kilkenny College. This category is capped statutorily at a maximum of 25% of the places offered for entry each year.
7. Pupils who have attended a Church of Ireland school for at least 3 years.
8. All applicants who are members of other recognised faith traditions in Ireland.
9. All applicants of no religious affiliation.

When oversubscription for places arises at a point on the priority list a draw will take place. This will be carried out by an independent, external person nominated by the Board of Management and witnessed by the Principal or their nominated replacements in the case of unavailability.

\*In such cases the parents must supply a certificate in the form specified by Kilkenny College from the relevant Rector or Church Leader with the Application Form.

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:

A draw will be made. This will be carried out by an independent, external person nominated by the Board of Management and witnessed by the Principal or their nominated replacements in the case of unavailability.

## 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:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;  
(other than in relation to a deposit for Boarding Fees or a deposit for participation in out of school activities which are provided on a scheduled basis outside the scope of provision of the Department of Education and Skills.
- (c) a student's academic ability, skills or aptitude;  
other than in relation to:
  - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
  - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (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;  
(other than in the case of admission to the residential element of the boarding school)
- (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 (1) siblings of an applicant attending or having attended the school and/or (2) a parent or parents of an applicant having attended the school, as set out in Section 5.6 above

## 7. Decisions on applications

All decisions on applications for admission to Kilkenny College will be based on the following:

- The Kilkenny College Admission Policy
- The Kilkenny College Annual Admission Notice
- The information provided by the applicant in Kilkenny College's official Application Form received during the period specified in our annual admission notice for receiving applications

(Please see [section 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

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

## **8. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of Kilkenny College, within the timeline outlined in the Annual Admissions Notice.

If a student is not offered a place in Kilkenny College, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the applicant's ranking against the selection criteria and details of the applicant'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 Kilkenny College's decision (see [section 17](#) below for further details).

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

In accepting an offer of admission from Kilkenny College, 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 withdrawn**

An offer of admission may not be made or may be withdrawn by Kilkenny College where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) 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.
- (iii) 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 Conduct 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
- (iv) 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 schools**

Applicants 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 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 Kilkenny 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.

Placement on the Waiting List of Kilkenny 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.

Applicant students 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 Category to which their Application applies and then by 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 as set out above.

## **13. 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 no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with [Section 12](#) of this policy.



## 14. Procedures for admission of students to other years and during the school year

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:

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. Applicant students will be offered a place in the relevant Year Group if a place is available in (a) Kilkenny College, (b) in the relevant boarding area if the application is for Boarding and (c) if a place is available within the relevant Year group.

In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the Waiting List in accordance with [Section 13](#) of this policy.

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:

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. Applicant students 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 student will be added to the waiting list in accordance with Section 13 of this policy.

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

The Board of Management of Kilkenny College or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction 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)/guardians or the student, as the case may be, to discuss how the request may be accommodated by the school.

## 17. 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.

## Data Protection

Kilkenny College has at its core a desire to promote and protect the dignity of every member of its community including but not limited to students, staff and parents. This includes respect for the protection of data stored at the school and for the right of access to this data.

The school has developed a Data Protection Policy is informed by these aspirations and also the General Data Protection Regulation of 2016 (GDPR). The policy is available from the Principal and applies to all school staff, the Board of Management, parents/guardians, students, (including prospective students) their parents/guardians, applicants for positions within the school and service providers with access to school data.

Kilkenny College is aware of its responsibilities as a controller of personal data under GDPR. The school has been briefed as to its scope and implications for our school. All members of staff at Kilkenny College who will be involved in processing personal information will be informed appropriately as to their responsibilities with respect to GDPR in their day to day work.

As a school, we have always been committed to high standards of data protection, information security and privacy. Kilkenny College respects the privacy of students, staff and visitors to the school and is committed to protecting their personal data.

We will safeguard the personal information under our remit and have developed a robust data protection regime that is effective, fit for purpose and demonstrates an understanding of, and appreciation of the GDPR.

Our GDPR Principles:

- We will process all personal data fairly and lawfully;
- We will only process personal data for specified and lawful purposes;
- We will endeavour to hold relevant and accurate personal data, and where practical, we will keep this up to date;
- We will not retain personal data for longer than is necessary;
- We will keep all personal data secure;
- We will endeavour to ensure that personal data is not transferred to countries outside of the European Economic Area ('EEA') without adequate protection.

The detailed arrangements for achieving these objectives are set out in the main body of the Data Protection Policy. The Principal together with the Board of Management has overall responsibility for data protection at the school.

Kilkenny College is committed to upholding the standards outlined in the policy. Sufficient authority and resources, both financial and otherwise, will be made available to enable the school to carry out their responsibilities under the GDPR. All employees will be made aware of and have access to the policy.