



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 in April 2026. 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 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 has 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 Admissions Policy are:

1. To reflect the College’s ethos and the co-educational tradition of the College 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 (where possible).
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) 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

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:-

- Category 1 Church of Ireland applicants from within the United Diocese of Cashel, Ferns and Ossory*
- Category 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*.
- Category 3 Church of Ireland applicants from outside the United Diocese of Cashel, Ferns and Ossory*
- Category 4 Brothers and sisters of pupils currently attending the School or who are past pupils.
- Category 5 Children of all permanent members of staff with a minimum of 3 years' service not included in categories 1 – 3 above.
- Category 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.
- Category 7 Pupils who have attended a Church of Ireland school for at least 3 years.
- Category 8 All applicants who are members of other recognised faith traditions in Ireland.
- Category 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. Admissions Policy: Special Class for Students with Autism

Kilkenny College is dedicated to ensuring that all students feel welcomed, valued and supported to thrive in an inclusive and respectful environment. Kilkenny College with the approval of the Minister for Education and Youth has established a class to provide an education exclusively for students with Autism. The College may refuse admission to this class where the student concerned does not have the specified category of special educational needs provided for in this class.

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 Church of Ireland denomination in preference of others.

6(a) Eligibility Criteria – School with a Special Education Class

The special class attached to Kilkenny College provides an education exclusively for students with Autism. The School may refuse admission to this class, where the student concerned does not have the specified category of special education needs provided for in this class. Applicants should note that the admission criteria and procedure for the ASD Class is set out in Appendix 1 of this policy. The criteria in this appendix apply to all applications for the Special ASD Class. This ASD Class caters solely for students with a diagnosis of ASD, and the Board of Management will refuse to admit any student who cannot demonstrate such a diagnosis with appropriate professional report(s).

The order of priority applying on oversubscription for places to ASD Class will be allocated in accordance with Paragraph 6(b) below.

6(b) Oversubscription in Special Class

Regardless of whether the special class is oversubscribed or not, applicants must meet the following criteria:

- Applicants for a place in the Special Class must also complete a separate application form for enrolment into this class. This form will be available from the school office or on the school website.
- Priority Level 1
Students who are already enrolled in Kilkenny College and who will be in 2nd year to 6th year at the commencement of the next school year.
- Priority Level 2
Students who are already enrolled in Kilkenny College and who will be in 1st year at the commencement of the next school year.

- **Priority Level 3**
Students who are not currently enrolled in Kilkenny College, who would be regarded as Category 1 or Category 2 applicant under the Kilkenny College Mainstream School Admissions Policy and who will be in 2nd to 6th year at the commencement of the next school year.
- **Priority Level 4**
Students who are not currently enrolled in Kilkenny College who would be regarded as Category 1 or Category 2 under the Kilkenny College mainstream Admissions Policy and who will be in 1st year at the commencement of the next school year.
- **Priority Level 5**
Students who are not currently enrolled in Kilkenny College who are not regarded as a Category 3 or Category 4 or Category 5 or Category 6 or Category 7 applicant under the Kilkenny College Mainstream Admissions Policy and who will be in 2nd to 6th year at the commencement of the next school year.
- **Priority Level 6**
Students who are not enrolled in Kilkenny College and who are not regarded as Category 3 or Category 4 or Category 5 or Category 6 or Category 7 applicant under the Kilkenny College Mainstream Admissions Policy and who will be in 1st year at the commencement of the next school year.
- **Priority Level 7**
Students who are not currently enrolled in Kilkenny College who are not regarded as a Category 1 or Category 2 or Category 3 or Category 4 or Category 5 or Category 6 or Category 7 applicant under the Kilkenny College Mainstream Admissions Policy and who will be in 2nd to 6th year at the commencement of the next school year.
- **Priority Level 8**
Students who are not enrolled in Kilkenny College and who are not regarded as Category 1 or Category 2 or Category 3 or Category 4 or Category 5 or Category 6 or Category 7 under the Kilkenny College Mainstream Admissions Policy and who will be in 1st year at the commencement of the next school year.

6(c) Allocation of Places to the Special Class

Places will be afforded first to students in Priority Level 1 and then subsequently to each subsequent Priority level. Where there is an excess of applications, the places available shall be offered based on random selection. 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 replacement in the case of unavailability.

Parents/Guardians of applicants (students) will be informed of the outcome of their application in accordance with the relevant period prescribed in the regulations.

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,
- (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

8. 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 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.)

The initial decision on an application for enrolment shall be made by the Principal of Kilkenny College in accordance with the Admission Policies.

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.

9. 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 18](#) below for further details).

10. 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.

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 Kilkenny College where —

- (i) it is established that information contained in the application is false or misleading.
- (ii) or in the case of applications to the Special Class, if relevant, reports have been omitted or withheld.
- (iii) 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.
- (iv) 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
- (v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. 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).

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 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.

Applications who are weight listed for the Special Class will be listed on a separate waiting list for the Special Class. Applications for the Special Class who do not meet the criteria for admissions set out in Appendix 1 of this Policy will not be admitted whether there are places available in Special Class or not.

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 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 13](#) of this policy.

15. 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.

16. 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.

17. 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.

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.

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.

Appendix 1. Kilkenny College Special Class

Application Procedure and Admission Criteria

1) Status and Scope

This appendix forms part of Kilkenny College's Single Admissions Policy and sets out the application procedure and criteria for admission to the School's ASD special class. It must be read alongside the College's Annual Admission Notice and the general sections of the Admissions Policy (including selection criteria where the number of eligible applicants exceeds places). Schools may only review professional reports to confirm that applicants meet the category of special educational needs for the special class; academic ability, skills or aptitudes are not considered for admission.

2) How to apply

Applicants seeking a place in the ASD Special Class should indicate this clearly on their main application form to Kilkenny College.

Where a potential place in the Special Class is available, the School will then contact the parent(s)/guardian(s) to request the necessary supporting professional documentation (see Section 3 below).

The Annual Admission Notice will set out key dates and the number of available places in the School, including places in the Kilkenny College Special Class, for the relevant year.

3) Eligibility criteria

In line with Department of Education and Youth and NCSE requirements, eligibility criteria are nationally set, and schools may not add local criteria. From the 2026/27 school year onwards, an applicant is eligible for consideration for admission to the (ASD) Special class application includes all of the following professional documentation:

- **Diagnosis:** A professional report confirming a diagnosis of Autism/ASD (DSM-IV/DSM-5 or ICD-10/ICD-11) from an appropriate professional (e.g. psychologist, psychiatrist, or a multi-disciplinary team).
- **Complexity of need:** Evidence in the professional report(s) demonstrating an understanding of the overall level and complexity of the young person's needs.
- **Placement recommendation:** A clear professional recommendation, with rationale, that a special class in a mainstream school is the most appropriate educational placement to meet the young person's needs.
- **NCSE letter:** A letter from the NCSE confirming that the child/young person is known to the NCSE and has the required diagnosis and recommendation for a special class for autism. *(Required for 2026/27 admissions and thereafter).*

Important: The College will not impose any additional eligibility requirements beyond the four items above (for example, specific cognitive bands, ability to attend mainstream classes, or resource-based preconditions). Such additions are not permitted.

4) What we may request

To support transition planning after an offer is accepted, families may be invited to share further relevant reports (e.g. Speech & Language Therapy, Occupational Therapy, psychiatric or clinical notes) and to permit contact with the current/previous school for transfer of records. These materials are not required to establish eligibility or to determine offers, and their absence will not disadvantage an applicant during the admissions process.

5) Oversubscription (selection when there are more eligible applicants than places)

Where the number of eligible applicants exceeds the number of places, the School will apply the published selection criteria in its Admissions Policy (see Section 6(b) of the Policy) in a fair and non-discriminatory manner. Selection criteria are approved at patron level and published by the School, they cannot include or rely on:

- Cognitive functioning thresholds;
- Requirements to “meaningfully participate” in mainstream classes;
- Predictions about a student’s potential behaviour or health & safety risk;
- The availability of resources; or
- Limiting access to a five-year post-primary programme only (e.g. excluding access to Transition Year available to other students).

Principle: Special classes exist to support learners who cannot access the mainstream curriculum for most or all of the school day, even with supports. Admission practices must not unfairly restrict access for applicants with more complex needs who otherwise meet the eligibility criteria.

6) Decision-making process

The School may convene an Admissions Review Panel (e.g. Principal/Deputy Principal, ASD Class Teacher, and Support for Learning Coordinator) to verify documentation against the national eligibility criteria and to apply the School’s published selection criteria where necessary. The Panel does not conduct additional assessments of ability/aptitude and does not apply local eligibility conditions. Final decisions on offers are issued on behalf of the Board of Management in accordance with the Admissions Policy.

7) Notifications, waiting lists and late applications

Offers, wait-listing, and treatment of late/invalid application will follow the processes set out in the School’s Admissions Policy and Annual Admission Notice. Where places later become available, they will be offered strictly in line with the published selection sequence.

8) Post-admission inclusion and programme access

Students enrolled in Kilkenny College Special Class are members of the College community and may engage in appropriate learning with their peers in mainstream settings as part of ordinary practice. Schools are supported through mainstream and special-class staffing and are not required to reserve dedicated places in mainstream in order to facilitate inclusion; enrolment to the special class must not be impeded by constraints the school applies to mainstream capacity.

9) Code of Behaviour and statutory processes

All students are subject to the College's Code of Behaviour and Health & Safety policies. Any suspension or expulsion will occur only in accordance with statutory procedures and the School's Code of Behaviour and is separate from the admissions process. (For clarity, the School will not "withdraw enrolment" from The Special Class on grounds such as predicted behaviour, perceived risk, or resource constraints; these grounds cannot be used to refuse admission either).

10) Reviews and appeals

Where an application is refused (e.g. the applicant does not meet national eligibility criteria or no place can be offered after applying the published selection criteria), the decision notification will set out the reasons. Parents/Guardians may seek an internal review by the Board of Management and, subsequently, have a right to appeal under Section 29 of the Education Act 1998 (as amended) to the Department of Education and Youth.

Ratified by the Board of Management on 13th April 2026