



Christ The King Boys National School Admissions Policy

Approved and updated on January 31st 2023

As approved by Archbishop Dermot Farrell January 31st2023.

Admission Policy of Christ The King Boys National School

School Address: Annaly Road Cabra, Dublin 7.

Roll number:16988T

School Patron/s: Catholic Archbishop of Dublin

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 January 31st, 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 Christ The King BNS 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

This section must be completed by all schools.

Christ The King BNS is a Catholic all boys primary school with a Catholic ethos under the patronage of the Bishop of Archdiocese of Dublin.

"Catholic Ethos" in the context of a Catholic primary 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 for the pupils 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 Christ The King BNS 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.

Christ The King BNS is a vertical boys school that caters for students from Junior Infants to sixth class. We also have two special classes that cater for children diagnosed with Autism Spectrum Disorder.

Christ The King BNS aims to promote the full and harmonious development of all aspects of its pupils, whether intellectual, physical, cultural, moral and spiritual by providing them with a well ordered, caring, happy and secure school atmosphere.

We endeavour in our school to enhance the self-worth of all members of the school community, whether children, teachers or parents by encouraging involvement in all aspects of the school, and we try to cultivate in our pupils a sense of respect and responsibility for people and property.

Christ The King BNS is a school with a Catholic ethos, it also has due recognition for all other religions. Christ The King BNS is committed to providing a positive work environment, and an atmosphere of openness, respect and equality. Christ The King BNS is committed to promoting and developing the professional and personal development of staff members and will encourage parental involvement through positive home and school links.

3. Admission Statement

Christ The King BNS 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, or
- (i) 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.

Christ The King Boys National School 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. Christ The King Boys National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Additional information must be included (as applicable) in this section, in the case of single gender schools, post-primary denominational schools, denominational primary schools of a minority religion, all denominational schools, special schools and schools with special classes as set out below.

Schools must retain any of the following statements that apply to them and delete those that do not:

Single gender schools

Christ The King BNS is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

All denominational schools

Christ The King BNS 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.

Schools with special education class(es)

Christ The King BNS is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

In the case of special schools and schools with a special class or unit attached, the category/categories of SEN catered for by the school/special class/unit must be set out here.

Schools must retain the following statements that apply to them and delete those that do not:

(a) In the case of a mainstream school with a SEN class attached

Christ The King BNS with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for boys with a diagnosis of Autism Spectrum Disorder (ASD) the child must have a diagnosis of Autism/ASD in

accordance with the DSM-IV or ICD 10 by the psychologist or multi-disciplinary team. The overall level of ability as measured in the educational assessment must fall within the Average or Mild General Learning Disability Range. The written report must recommend that the child is suitable for an ASD class within a mainstream primary school.

Note for schools: The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

5. Admission of Students

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

Additional information must be included (as applicable) in this section.

Schools must retain any of the following statements that apply to them and delete those that do not:

A school that admits students of one gender only

Christ The King BNS 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.

School with special education class(es)

The special classes attached to Christ the King BNS provides an education exclusively for students with a diagnosis of Autism Spectrum Disorder (ASD) and the school 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.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Insert selection criteria here

The Board of Management of Christ the King BNS recommend that the selection criteria for students in mainstream classes are as follows:

1. Brothers and stepbrothers enrolling will have turned 4 years old by the 1st September of the year commencing Junior Infants.
2. Brothers and stepbrothers of pupils already enrolled in Christ the King schools and children residing in the parish. Priority will be given to the eldest candidate. Proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area.
3. Children of staff (the eldest child will have priority in the ranking.)
4. Children living outside the Parish of Christ the King. Priority will be given to the eldest candidate.

The Board of Management of Christ the King BNS recommend that the selection criteria for students in our ASD classes are as follows: (subject to sufficient places being available in the ASD classes)

- 1) All children must be aged four years of age on or before the 1st of September in the year they are due to start.
- 2) All children must be aged between 4 and 9 years of age.
- 3) The child must have a primary diagnosis of Autism Spectrum Disorder (ASD) without significant intellectual impairment, in accordance with the DSM-IV OR ICD 10 by the psychologist or member of the multi-disciplinary team.

If the child also presents with a general learning disability it must fall within the mild range. This diagnosis must be made using a professionally recognised clinical and psychological assessment tool. There must be a recommendation in the report by a member of the multi-disciplinary team that a special class placement in a mainstream primary school is both necessary and suitable for the child. The multi-disciplinary report must be recent and in date when applying for a school place.

The ASD classes has places for 12 children. Places will be allocated as follows:

1. Children who fulfil the criteria and are already enrolled in the school.
2. Children who fulfil the criteria and have siblings already enrolled in Christ The King schools.
3. Children who fulfil the criteria and are resident in Christ The King Parish
4. Children who fulfil the criteria and are resident in Dublin 7.
5. Children who fulfil the criteria and are living outside of Dublin 7 area.

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:

Mainstream Classes:

If there are more qualifying applicants in a category than available places, then the Board will make offers on the basis of the age of the child date of birth and time of birth with the oldest applicant getting the first offer and so on.

ASD Classes:

If there are more qualifying applicants than available places, then the Board will consider the following criteria:

- Dependant on the age profile currently in the ASD class
- Dependant on number of ASD students already integrating in the relevant mainstream class.
- Dependant on the current level of complex needs already present in the ASD class.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to: (a) 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.
- (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
- (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 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Christ The King BNS 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 Christ The King BNS, 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 Christ The King BNS 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 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
- (iv) 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 Christ The Kings BNS 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 Christ The King BNS 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.

Applicants 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 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.

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. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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:

- 1) Pupils may transfer to CTK BNS from another school in accordance with our school's admissions policy. However, enrolment of children will depend on the availability of places in the requested class. The decision to enrol is at the discretion of The Board of Management which will be mindful of the following;
 - We will follow the guidance and recommendations from Department of Education and Skills as per DEIS 1 class size requirements.
 - Educational needs of children of a particular age already enrolled.
 - Multi-grade classes.

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:

- 1) Pupils may transfer to CTK BNS from another school in accordance with our school's admissions policy. However, enrolment of children will depend on the availability of places in the requested class. The decision to enrol is at the discretion of The Board of Management which will be mindful of the following;
 - We will follow the guidance and recommendations from Department of Education and Skills as per DEIS 1 class size requirements.
 - Educational needs of children of a particular age already enrolled.
 - Multi-grade classes.

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

This rule applies to all schools.

The board of Christ The King BNS 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

This section must be completed by schools that provide religious instruction to students.

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) 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.

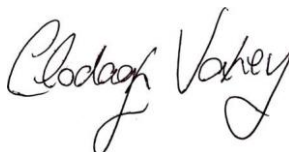
Signatures:

Chairperson of CTK BNS BOM:



Anne Dollard _____ Date: 31/01/2023_____

Principal CTK BNS:



Clodagh Vahey _____ Date: 31/01/2023_____