



School Admissions Policy

Covering admissions from 1st August, 2025

16th September, 2024

Introduction:

The Intermediate School Killorglin is a co-educational, voluntary secondary school with a Catholic ethos. It is a non-fee paying school and is publicly funded.

The purpose of this document is to describe the school's admissions policy and procedure. Administration of this policy and procedure is the responsibility of the Manager of the school. This policy supersedes all previous Admissions Policies.

In accepting a place in the Intermediate School Killorglin, an applicant and their parents/guardians are deemed to accept the following:

- The school's Catholic ethos,
- The school's academic curriculum, co-curricular and extra-curricular activities,
- The school's policies, including the school's Code of Behaviour.

Information on all of the above is available on the school's website (www.isk.ie) and, on request, directly from the school.

Application forms for entry to the school are available in the following ways:

- In the prospectus distributed to primary schools
- At the school open day
- Downloadable from the school website
- On request from the school office.

Applications are not accepted in any other form other than by way of the school's application form.

Mission Statement:

The Intermediate School Killorglin is a lay, Catholic school under unitary management. The school is open to all young people acknowledging their different beliefs.

The school wishes to educate its pupils, in happy and pleasant surroundings and to achieve their potential, to develop their talents, to strive for excellence and to search for truth.

The pupils will learn to appreciate loyalty to their families, to school, country and to God and in learning this will understand service to their fellow human beings and to their community.

Pupils will be encouraged to enjoy leisure in life, to participate in sport, in creative activities, to be inventive and to be generous with their talents.

The policy of the Intermediate School is to create equality of opportunity for all. This aspiration of equality is applied in the choice and range of subjects, in educational trips and in social activities.

The school strives to create an atmosphere, which enables the young people to relate to one another in a way which is characterised by mutual respect.

The aim of the school is to produce a concerned Christian who is conscious of their dignity as a person, is familiar with their heritage and is equipped to take their place in their own environment.

The school also aims to foster a sense of community between teachers and pupils, a strong work ethic, a feeling of comradeship, a sense of dedication, help, encouragement and conviviality.

The school encourages pride and enthusiasm in our Irish background, a love of country and its traditions and to realise that they are members of a larger world.

The school accepts the central role of parents/guardians in the education of their children and promotes the involvement of the Parents' Association in the school.

All these elements are bonded together by a strong school dedication to its Catholic, Christian ideal.

Section 1 - Policy Principles:

The Admissions Policy of the Intermediate School Killorglin has been developed in accordance with:

- The Education Act 1998
- The Education (Welfare) Act 2000
- Equal Status Act 2000 and 2003
- Education for Persons with Special Educational Needs Act (EPSEN) 2004
- Equality Act 2004
- Education (Miscellaneous Provisions) Act 2007
- Education (Admissions to Schools) Act 2018
- Department of Education circulars and letters

Within the context and parameters of the Department of Education regulations and programmes, and the funding and resources available, the Intermediate School Killorglin supports the principles of:

- Partnership
- Parental choice and student choice
- Inclusiveness
- Equality of access to and participation in the school
- Transparency
- Accountability to applicants for enrolment, their parents, the staff and the community served by the school
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society
- Parents/guardians/students, school management and staff will have all necessary information to ensure that each student will have their needs met and
- Provision of all relevant information as required by the Department of Education.

Section 2 - School Profile:

The Intermediate School Killorglin is a voluntary, Catholic, co-educational secondary school.

The school operates under unitary management and the Manager of the school is Mr. Joe O'Dwyer.

As reflected in the Mission Statement, the school acknowledges that the family is the primary educator, and through its commitment to the values of the school, shares the responsibility for the student's education. The school has a Parents' Association and all parents of students in the school are automatically members of the Parents' Association.

The Intermediate School Killorglin has dedicated teachers who are committed to high academic standards. The school provides a rich and diverse curriculum catering for each individual student. It strives for excellence in the areas of academics, social concern, spiritual values, sports and culture wherein students are encouraged and challenged to realise their full potential.

Section 3 - Teaching Resources and Curriculum:

The Intermediate School Killorglin is grant aided by the Department of Education. The school requests a voluntary contribution from parents to assist in meeting the following costs: school journal, student insurance, photocopying, locker rental etc.

The Intermediate School Killorglin has an allocation of 46.01 WTE for 2024/2025 (as per June 1st, 2024), 7.5 SNAs, 1.5 EAL and 3 ancillary staff.

The Intermediate School Killorglin follows the curricular programme prescribed by the Department of Education, which may be amended in accordance with Section 9 and Section 30 of the Education Act, 1998. The Intermediate School offers the following programmes:

1. Junior Cycle

The Junior Cycle programme (Level 3 on the National Qualifications Framework) is normally three years in duration (1st to 3rd Year) culminating in the Junior Certificate Examination which is state assessed. Throughout the three year cycle, Classroom Based Assessments (CBAs) are also conducted by class teachers. Achievements in both the state examinations and CBAs are recorded in the Junior Cycle Profile of Achievement (JCPA).

Core subjects: English; Irish; Mathematics; History; Geography; Science; Physical Education; Wellbeing; Computers; Civic, Social and Political Education (CSPE); Social, Personal and Health Education (SPHE); Religious Education.

Option subjects: French; Spanish; German; Home Economics; Music; Art; Wood Technology; Technical Graphics; Business.

In addition to Level 3 subjects and short courses, a variety of Level 2 short courses and Priority Learning Units are also offered in the school. These include:

Priority Learning Units: Communicating and Literacy; Numeracy; Personal Care; Living in a Community; Preparing for Work.

Level 2 Short Courses: Caring for Animals; Music and Drama in My Life; Grow it, Cook it, Eat it; Forensic Science

2. Transition Year (TY)

Transition Year (4th Year) is an optional one year programme following completion of Junior Cycle. It offers a broader educational experience to students focusing on increasing social awareness and competence. It allows students to sample Leaving Certificate subjects as well as an opportunity to participate in work experience.

3. Leaving Certificate

The Leaving Certificate is a two year programme (5th and 6th year) culminating in the Leaving Certificate Examinations which are state assessed.

Core subjects: English; Irish; Mathematics; Physical Education; Religious Education.

Option subjects: French; Spanish; German (from September 2028); Biology; Chemistry; Physics; Agricultural Science; Applied Mathematics; Geography; History; Music; Art; Home Economics; Design and Communication Graphics (DCG); Construction Studies; Accounting; Business; Economics.

4. Leaving Certificate Vocational Programme (LCVP)

This is an add-on programme to the established Leaving Certificate. The programme supports the academic components of the Leaving Certificate and combines it with a focus on self-directed learning, enterprise, work and the community.

Section 4 - Extra- and Co-curricular Activities

The Mission Statement of the Intermediate School promotes the holistic development of each student and in pursuit of this offers a wide range of extra- and co-curricular activities. Each student is encouraged to participate in these activities.

Activities offered include: school tours, public speaking, debating, essay competitions, poetry aloud, quiz teams, mathletes, traditional music group, lunch time recitals, choir, school musical, green schools, science competitions, foreign exchanges, chess, St. Vincent de Paul and the school bank.

Sports offered include: rugby, hockey, basketball, swimming, athletics, futsal, rowing, soccer, tennis, golf, Gaelic football and hurling.

Section 5 - Administrative Information

On Mondays, Tuesdays, Thursdays and Fridays, the school day runs from 8:55 am to 4:00pm.

On Wednesdays the school day runs from 8:55am to 1:10pm.

The school office hours are from 9:30am to 4:00 daily.

The school can be contacted on 066 9761246 during these office hours.

The school website is www.isk.ie and the school app is The Intermediate School.

Section 6 - Application for Admission to First Year

The Intermediate School Killorglin welcomes applications from all students, subject to the following conditions:

1. The student must be aged 12 years on the 1st of January in the calendar year following the student's entry into first year. A birth certificate must be provided.
2. A student who has completed the full course of primary education or the equivalent.
3. A student who is willing, in conjunction with their parents to accept the School Code of Behaviour and Acceptable Use Policy. Written confirmation of both will be required at enrolment.

Each year the Manager will have to decide the number of First Year students for whom the school can provide an appropriate education, having regard for the facilities, personnel, campus and other resources. **For the academic year 2024-2025, the Manager has determined that intake of First Year students is limited to 120.**

The application process for admission to First Year is:

1. A school representative will visit local primary schools to distribute a prospectus pack. This will include information about the school, information about the Open Day and an application form. Application forms are also available to download from the school web-site www.isk.ie , by request from the school office or by emailing applications@isk.ie
2. The application process will commence on the Open Day which will be advertised in the local community. **For Admissions in 2025, applications will open on 10th October, 2024.** A separate application form must be completed for each student wishing to apply. Application forms will be dated and time stamped when they are received and in the event of over-subscription, a waiting list will be established. The waiting list will be determined by the date and time when the application is received.

3. **The closing date for applications for the academic year 2025-2026 is 4pm on 8th November, 2024.** Applications that are received after the closing time/date will not be considered unless places remain unfilled following the offer of places to valid applicants. Late applicants may request to be added to the waiting list for consideration under these circumstances.
4. Successful applicants will receive a letter of offer as well as an enrolment pack. **For admissions in 2025, this will be sent to successful applicants on 22nd November, 2024.** Unsuccessful applicants will receive a letter of regret on the same date. Applicants that are unsuccessful will retain their position on the waiting list based on the time and date of receipt of their application form. In the event that an applicant wishes to be removed from the waiting list, they can inform the school office.
5. Included with the letter of offer, the enrolment pack will also include: The Code of Behaviour, Internet Acceptable Use Consent, Image Consent, Medical Form and Enrolment Form. Successful applicants will have to complete these forms to confirm their acceptance of the offer. These forms may be returned directly to the school office or by post. **For admissions in 2025, this will need to be returned to the school office by 4pm on 6th December, 2024.**
6. Applicants, who do not complete the enrolment process outlined in the previous point, will be deemed to have refused their offer.
7. Vacancies that arise from offers that have been refused will be offered to students on the waiting list, in the order based on the date and time of their application. The waiting list will remain active until the first day of the school term

Section 7 - Application to transfer from another second level school

An application to transfer is defined as one from a student who is currently enrolled in another second-level school or an application from a student after the start of the school year.

The parents/ guardians of the student(s) requesting to transfer from another second-level school will be supplied with this Admissions Policy and are required to:

- Complete a Transfer Application Form
- Provide copies of school reports from the previous second level school(s)
- Meet with the Principal or Deputy Principal accompanied by the student
- Be willing to accept the school ethos
- Provide written confirmation of acceptance of the Code of Behaviour
- Provide written confirmation of acceptance of the Internet Acceptable Use Policy
- Complete an Image consent form

- Where the student is in the care of the HSE/TUSLA, a meeting between school management, the HSE/TUSLA, the foster carers and any other relevant statutory stakeholders will take place in advance of enrolment
- Parents/guardians of students with educational, social, behavioural or psychological reports must submit such reports on enrolling.

The Intermediate School reserves the right to contact and consult with the previous school(s) attended by the student in order to verify the reports listed above. Subject to class sizes, subject choices and available resources, the school will make every reasonable effort to facilitate a student seeking to transfer. There is no obligation on the Manager to fill every vacancy as it arises.

Applications to transfer will be made in accordance with this policy and students and their parents/guardians will be notified of the decision within 21 days of receipt of the Transfer Application Form.

In accordance with Sections 20 of the Education (Welfare) Act 2000, where the Principal registers a student who is already registered in another second level school, he is obliged to give written notification of the transfer to the Principal of the school in which the student was previously registered. The Principal of the previous school(s) must notify the Principal of the Intermediate School of any matters relating to school attendance that the student had in the previous school and such matters relating to the students educational progress as is considered appropriate.

Section 8 - Application to Transition Year

The Transition Year (TY) Programme is a unique one year programme that promotes the personal, social, vocational and educational development of students and prepares them for their role as autonomous, participative and responsible members of society. TY provides a bridge to enable students to make the transition to a more independent, self-directed learning environment.

The Transition Year Programme in the Intermediate School is not compulsory. The number of places available on the programme is decided on an annual basis by the Manager. For the year 2025-2026, the Manager has allocated **72 places for students**.

For acceptance on to the TY programme, the school must believe that a student is capable of benefitting from participation in the programme and, equally, that their participation will not prevent any other student(s) from benefitting. Any decision in this regard will be taken by the TY admissions committee, in consultation with the student's teachers, year head, the student and their parents/guardians.

1. Information on TY and Application Process

(a) Incoming First Year students

First Year students will be informed of the format of and admission policy to TY in school literature, the school website and in presentations to parents/guardians of first year students.

(b) Third Year Students

During the second term of third year, the TY co-ordinator(s) will give a formal presentation on the TY programme to Third Year students. The qualities and disposition essential for acceptance to and successful participation in TY will be fully outlined to students at this presentation. Application forms will be distributed to students at this meeting.

2. Application Process

- Students must apply for a place on the TY programme on the **official application form**. This form must also be signed by the parent(s)/guardian(s). The application form includes a **Personal Statement** which should outline some research into the TY programme and state clearly the reasons why he/she is applying for a place. It will also outline the commitment that they will give if he/she is offered and accept a place. It is imperative that the student personally completes this application form.
- The **deadline for application for the 2025-2026 academic year will be 4:00 pm Friday 24th January, 2025**. Valid applications will be date-stamped on submission.
- Applications will only be considered valid if they are fully completed and submitted within the specified timeframe and accompanied by the Personal Statement. Applications will only be date-stamped when considered valid.
- Any application received after the closing date will be considered a late application. Late applications will only be considered after students whose applications were submitted on time have been processed.

3. The Transition Year Admissions Committee:

- The TY Admissions Committee will be responsible for assessing applications and offering places to students. The committee will comprise of the Programme Coordinator(s), Deputy Principal and current Third Year Head(s). A nominee of the Principal may replace any one (or more) of the above who may be unavailable to attend.
- Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the TY Admissions Committee within a time schedule specified by the Programme Coordinator.
- The criteria outlined - the application for, the Personal Statement and the professional judgements of the teaching staff, along with the student's record of their school career so far (provided by the Third Year Head) - will be critical factors in determining a student's admission to the Transition Year programme.
- The Transition Year Admissions Committee will interview students in relation to their applications and their suitability for participation.
- The Transition Year Admissions Committee reserves the right to interview parents/guardians of students in relation to the student's application and their suitability for participation.
- The Transition Year Admissions Committee reserves the right to call a meeting with the parents of students with Special Educational Needs to discuss their individual needs in relation to the Transition Year Programme.

4. Offer and Acceptance of Places

- Places will be offered in writing to successful applicants **10 school days** after the completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision to the Principal.
- **Students accepting a place must complete and return the Acceptance Form accompanied by €250 of the Transition Year Fee and complete Permission Notes within the date specified.** This form must be signed by the applicant and their parent. Failure to return the acceptance form within the specified time frame will result in the place being forfeited.
- At this stage, both the student and their parent(s)/guardian(s) are expected to give an undertaking to arrange work experience placements for the specified periods during the academic year.

5. Students transferring from other schools

- Any application to transfer to the Intermediate School from another school will be considered strictly under Section 7 of this Admissions Policy.
- Applications from external candidates will be considered by the Transition Year Admissions Committee only after the Offer and Acceptance of places process for internal candidates has been completed, and in the case that places are/become available.

6. Programme Fees

- The Programme Fee is set annually by the Manager and is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. **This is currently €650.00.**
- A student may not enter the Transition Year programme without payment of the deposit fee. The first instalment of €250 must be included with the acceptance form and the second instalment must be paid before the student begins the programme. Individual cases may be discussed by the parent(s)/guardian(s) with the Programme Coordinator(s), and will be decided by the Principal.

7. Appeals

- In the case of a student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal **within 10 school days of receipt of the letter of regret**. The appeal will be heard within 10 school days of receipt of the appeal.
- The decision of the Principal in such cases will be final.

Section 9 - Application to Repeat Leaving Certificate Year

Students who completed their Leaving Certificate in the Intermediate School will be interviewed by the Principal/Deputy Principal to assess their suitability for the course of Repeat Leaving Certificate. Applications to repeat should be made by **1st September** of the given year. Other applicants will be considered as transfer students.

Subject to class sizes, subject choices and available resources, the school will make every reasonable effort to facilitate repeat Leaving Certificate students. There is no obligation on the Manager to fill every vacancy as it arises.

Section 10 - Application to Repeat a Year

This section refers to requests made by a student and their parents/guardians to repeat a school year, other than their Leaving Certificate year.

Parents/guardians of a student who wishes for their child to repeat a school year must apply in writing to the Principal before 31st May in the current academic year.

In allocating places to repeat a school year, the school will follow the procedures outlined in the Department of Education circular M02/95.

Section 11 - Special Education Needs

The Manager of the Intermediate School welcomes students with special educational needs including students who are exceptionally able or talented. The Manager will strive to ensure that an education appropriate to their needs is provided for pupils with special educational needs. The school will seek to:

- Identify the needs of the student
- Acquire the necessary resources to cater for the needs of the student
- Do all that is reasonable to accommodate the needs of a person with special educational needs

The application process for a special education needs students will be the same as that of any other applicant. However, in order to assess the needs of a student with special education needs, the parents/guardians will be requested to provide a copy of all relevant reports. To expedite requests by the school for facilities and resources for students with special education needs, the Manager will seek to identify possible applicants at an early date and encourage early applications from parents.

Following the application of a student with special educational needs, the principal will meet with the parents/guardians of the student accompanied by the student. This meeting will take place at an agreed time and date in advance of admission. This meeting will assess the student's records from primary school as well as any medical or psychological report, if relevant. The Manager may deem it necessary to request immediate assessment in order to assist in establishing the needs and resources that will be required e.g. Special Needs Assistant, specialised equipment etc.

Section 12 - Right to Refuse

The Intermediate School Killorglin reserves the right to refuse enrolment in certain circumstances. Examples of such circumstances could include:

- A student has special needs such that, even with additional resources available from the Department of Education, the school cannot meet such needs and/or provide the student with an appropriate education
- In the opinion of the Manager, the student poses an unacceptable risk to other students, to the staff or to school property.

Section 12 - Appeals

The parents/guardians (or a student who is over the age of eighteen years) have the right to appeal a refusal to enrol in the Intermediate School Killorglin. The parents/guardians (or student) who is refused admission will be given a copy of this policy within seven days of such refusal.

The initial appeal must be made in writing to the Manager of the Intermediate School. The written appeal should outline the grounds for the appeal. This must be submitted to the manager within one calendar month of the date of receipt of the refusal letter. The Manager will provide an opportunity to the parents/guardians and/or student to present the appeal to a sub-committee delegated by the Manager.

Further to an unsuccessful appeal to the manager and pursuant to Section 29 of the Education Act 1998, the parents/guardians (or student who is over the age of eighteen years), has the entitlement to make an appeal directly to the Secretary General of the Department of Education. This must be done within 42 calendar days from the date the decision of the school was notified to the parent/guardian or student. Appeals to the Secretary General must be made in writing on the appropriate form which is available from the school. The appellant should notify the Manager of the school of the appeal to the Secretary General or, alternatively, send a copy of the completed Appeal Form to the Manager.

Ratified by: _____

J. O'Dwyer

Date: _____

20 / 09 / 24

