

Kildare Place School Admissions Procedure 2019

When a parent wishes to seek a place in the school they must first register their child. This registration form contains brief contact details about the child and the proposed year of entry to the school. Once a registration form has been completed the child's name is then placed on the school database to be considered for the application process for the year concerned. **There is no chronological order for the registration list** – all children on the registration list receive an application form. According to our policy no application for admission will be considered unless the candidate has reached the age of 4 years by the 1st May in the year of intended admission. Please note that in the event of a change of address the onus is on the applicant to update the address with the school.

In the year that the child wishes to be considered for enrolment, around March, all children on the registration list receive an application form. This more comprehensive form contains the full details of the child including religious denomination and contact details. All fully completed forms must then be returned to the school by the official closing date which is listed on the application form. (The date will be also be noted on the letter accompanying the application form) All application forms are then put before the school Board, who, subsequently consider them based on the school's criteria. The criteria for places in the school are available on the "Admissions Policy" section of the website. (Please ensure you have read them carefully.) Incomplete forms cannot be considered by the school Board. Please note all necessary additional paperwork must be submitted with the initial application form.

The Board can only consider all completed application forms and divides them into the relevant categories. The children in category one are allocated first and so on until the class is full. In the event that a category has more applicants than available spaces – the allocation of places in that category will be decided by lottery. Priority in each category will also be given applicants who have siblings who are currently in the school. However in the case of Category 2 – priority of applicants will be determined in accordance with the family which has the longest standing relationship (in years) of currently enrolled pupils in the school. Each year there is of course oversubscription for places in the school. So to be fair to all of the remaining parties the unsuccessful children are all placed in a lottery to allocate places on the waiting list. One by one applications are chosen at random, drawn out and numbered. Each person will then receive a letter from the school informing them what number they are on the waiting list. This usually takes place within 21 days of the closing date. In the event that the school has a place that has become available the school will contact the next person on the waiting list. It is not necessary to contact the school regarding the waiting list. The children who are offered a place in the school are sent a copy of the school's code of Behaviour. The place in the school is offered subject to the parent's acceptance of the school's Code of Behaviour. Each offer has 14 days in which to reply. After this time the place will be offered to the next person on the waiting list. It is up to applicants to ensure that the school has their up-to-date contact details.

Generally there is little movement on the list once places have been offered. Occasionally when school re-opens in September a place may become available. In this case the Board in turn contact the next person on the waiting list. There is no need to contact the school.

Right to appeal- The Board of Management reserves the right to refuse admission where there is good and sufficient reason for doing so. In the event of a refusal an applicant may request the Board of Management to review its' decision. If the Board of Management upholds its' decision the parent(s) may then appeal to the Dept. of Education and Skills under Section 29 of the Education Act. Further information on the Section Appeals process is available from www.education.ie