

Ardscoil Rath Iomgháin

Admission Policy



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Admission Policy of Ardscoil Rath Iomgháin

School Address: Rathangan, Co. Kildare

Roll number: 70730J

School Patron/s: KWETB

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, representatives of the student body and parents/guardians of students attending the school.

The policy was approved by the school patron on 16-5-2024. It is published on the school's website and will be made available in hardcopy to any person requesting such information.

All relevant dates and timelines for Ardscoil Rath Iomgháin's admission process are set out in the school's annual admission notice. This is published on the school's website at least one week before the commencement of the admission process for the relevant school year.

This policy must be read in conjunction with the annual admission notice for the relevant school year.

The application form for admission is published on the school's website and will be available online and in hardcopy to any person requesting such information.

2. Characteristic spirit and general objectives of the school

Mission Statement

This school, being a source of pride in the community, aspires to the holistic development of its students, embracing the physical, mental, emotional and spiritual dimensions of their lives. Students will be challenged and encouraged to achieve their full potential through the recognition and reward of their effort and responsibilities, allowing them to feel confident in their ability to take their place as valued members of our society. Cultural differences will be respected.

The good name and reputation of the school as an institution must be nurtured and protected for the benefit of all pupils. Each of the partners, teachers, parents and students have roles and responsibilities which must be fulfilled if successful educational outcomes are to be achieved.

Ethos

KWETB is the trustee of the school, it challenges the school to be inclusive and cater for the educational needs of all the students whose enrolment has been accepted by the school. It challenges the school to be truly an educational resource for the local community, to be mindful of local educational needs and to focus on the importance of a value-based education. The characteristic spirit of KWETB obliges the school to build on these values and principles. We endeavour to fulfil our mission in partnership with Management, Parents/Guardians, Staff, Students, KWETB and the local community.

School

The school supports the principles of:

- Inclusiveness,
- Equality of access and participation in the school,
- Parental choice in relation to enrolments, subject to the school's enrolment policy.
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society.

The school operates within the context and parameters of DES (Department of Education and Skills) regulations, programmes, funding and staffing resources. The school acknowledges the rights of its Trustees as set out in legislation.

Curriculum

The school offers the following educational programmes:

- Three Year Junior Certificate Programme
- One Year Optional Transition Year Programme
- Two Year Traditional Leaving Certificate Programme
- Two Year Leaving Certificate Vocational Programme
- Two Year Leaving Certificate Applied programme

Extra Curricular Activities

Students attending the school are given the opportunity and encouraged to participate in a wide range of extra-curricular activities which encourages the holistic development of all students.

3. Admission Statement

Ardcoil Rath Iomgháin will not discriminate in its admission of a student to the school on any of the following:

- i. the gender ground of the student or the applicant in respect of the student concerned,
- ii. the civil status ground of the student or the applicant in respect of the student concerned,
- iii. the family status ground of the student or the applicant in respect of the student concerned,
- iv. the sexual orientation ground of the student or the applicant in respect of the student concerned,
- v. the religion ground of the student or the applicant in respect of the student concerned,
- vi. the disability ground of the student or the applicant in respect of the student concerned,
- vii. the ground of race of the student or the applicant in respect of the student concerned,
- viii. the Traveller community ground of the student or the applicant in respect of the student concerned, or
- ix. 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.

3.1 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)
- 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.
- c. as a school we do not have the facilities to cater for students with specific or severe additional needs

3.2 Oversubscription

The number of places being made available in first year is	140
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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:

- (1) Students whose home address is in the catchment area (map available on request).
- (2) Children of staff members.
- (3) Siblings of present students.
- (4) Children attending the following schools not catered for in the previous points (in no particular order)
 - Rathangan Boys N.S.
 - Rathangan Girls N.S.
 - Clonbullogue N.S.
 - Bracknagh N.S.
- (5) Students whose home address is in Ellistown, Lackagh and Mountrice who are attending Lackagh school (not catered for in previous points).
- (6) Students who have had siblings complete a minimum of one academic year in the school.
- (7) A student whose home address is outside the catchment area but Ardscoil Rath lomgháin is the nearest post primary school.
- (8) Children of past pupils. A past student is any person who has completed a minimum of one academic year in the school.
- (9) All other applications received.

All applications must be completed on the school's application form, either online or in hardcopy and this will be kept on school files (records). All applications will be accepted by Ardscoil Rath lomgháin subject to application procedures being adhered to. If an offer is made, the offer must be accepted through email or in writing by Parents/Guardians by the specified date.

If an offer of a place is refused, and there is a subsequent change of mind, this student will be placed at the bottom of the waiting list. All applicants who were unsuccessful will be placed on an official school waiting list. Parents/Guardians will be informed through email or in writing of their position on the waiting list. However, in line with our Admissions Policy this may be subject to change due to late applicants. The waiting list for the relevant school year will cease to be in effect at the end of the school year.

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. Relevant names will be put into a lottery
- b. The names of said students will be drawn and places will be determined in the order which they are drawn.
- c. The lottery will be supervised by members of the board of management
- d. Parent(s)/guardian(s) will be notified of the results

3.3 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 record at a primary school, the payment of fees or contributions (howsoever described) to the school;
- b. a student's academic ability, skills or aptitude;
- c. the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- d. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- e. the date and time on which an application for admission was received by the school provided, the application is 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).

3.4 Decisions on applications

All decisions on applications for admission to Ardscoil Rath Iomgháin 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 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the intake group.)

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

3.5 Notifying applicants of decisions

Applicants will be informed by email or 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 through email or 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 through email/in writing of the right to seek a review/right of appeal of the school's decision (see section 17 below for further details).

3.6 Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Ardscoil Rath Iomgháin, 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 are 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.

3.7 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 Ardscoil Rath Iomgháin 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 9 above.

3.8. 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.

3.9 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 Ardscoil Rath lomgháin 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 Ardscoil Rath lomgháin 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.

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. This may be subject to change due to late applicants in line with our Admissions Policy. The waiting list for the relevant school year will cease to be in effect at the end of the school year.

3.10 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.

Any late application in criteria 1 will be prioritised on the waiting list (in order of application received) and may result in changes to the waiting list. All other late applications will be placed at the bottom of the waiting list (in order of application received).

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

For information regarding the procedures of Ardscoil Rath Iomgháin in relation to the admission of students who are requesting to transfer from another secondary school to our school please refer to our Transfer Policy.

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

This rule applies to all schools.

The board of Ardscoil Rath Iomgháin 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 certificate or further education courses run by post-primary schools.

6. Arrangements regarding students not attending religious education

Our school teaches Religious Education as a core subject which follows the NCCA curriculum for the Junior Cert exam.

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious education in the school:

- a. The school shall discuss with parent(s)/guardian(s) regarding their wishes.
- b. If the parent(s)/guardian(s) wishes the student to be left in religious education class, they will be given other schoolwork to do and work independently.
- c. In the event that a student does not wish to stay in the religious education class, we ask that parents/guardians collect the student for the duration of the class(es).
- d. In the event of a whole school religious celebration (carol service), the parent(s)/guardian(s) should notify the school if the student does not wish to attend the celebration. Arrangements will be made for the student to remain supervised in the school.

7. Reviews/appeals

7.1. 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 KWETB 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.

KWETB 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.

7.2 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.

This Admission Policy was formally agreed and adopted by the Board of Management on

Signed: Nellie Moran

Chairperson, Board of Management

Signed: Paul Murphy

Secretary, Board of Management.

Date: 16/5/24

APPLICATION FORM FOR ADMISSION - 2025/2026

This is an application form for admission and does not constitute an offer of a place, implied or otherwise. Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as having been accepted as a student of Ardscoil Rath Iomgháin.

Completed applications will be accepted from:	01/10/2024
The closing date for receipt of applications is:	21/10/2024 on or before 12 P.M.

All Application Forms and accompanying documentation should be sent to:	For office use only
Ardscoil Rath Iomgháin, Rathangan, Co. Kildare	Date received: ____/____/____ School Stamp:

Please ensure the following documents are forwarded to the school to complete the application:

- A copy of the original birth-certificate
- Recent proof of address may be requested (only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).

Please tick the Year Group the student is applying to enter:

First year 2025/'26

Please complete all sections of the following application using BLOCK CAPITALS			
SECTION 1 - PROSPECTIVE STUDENT DETAILS			
<i>Details of the student for whom this application is being made.</i>			
First Name:			
Middle Name:			
Surname:			
Student Address:			
Eircode:			
PPSN:			
Date of Birth:	Day	Month	Year
SECTION 2 – DETAILS OF PARENT/GUARDIAN			
<i>The information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter, addressed to both individuals will be issued.</i>			
	Parent / Guardian 1	Parent / Guardian 2	
Prefix: (e.g. Mr. / Ms. / Ms. etc.)			
First Name:			

Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to student:		

SECTION 3 – STUDENT CODE OF BEHAVIOUR

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found on the school website and will be reviewed regularly.

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student’s parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

SECTION 4 – RULES ON MINIMUM AGE FOR ENTRY INTO SECONDARY SCHOOL

Under section X of the Department of Education and Skills’ Rules and Programme for Secondary Schools 2004/05, “A recognised pupil means a pupil who is not less than 12 years of age on the 1. day of January of the school year.” Also, section V requires a Principal to obtain a “certified extract from” the “public register of births.” Therefore, the school requires sight of the student’s long-form birth certificate in order to assess whether s/he meets the requirement.

Please tick the box to confirm that you enclose/ forwarded a copy of the student’s original birth certificate with this Application Form:

**SECTION 5 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF
OVERSUBSCRIPTION**

This information will assist in determining whether the student meets the admission requirements. The list of questions is in the order of priority as per the Admission Policy for Ardscoil Rath Iomgháin

A. The student’s address (on the first page of this application form) will be used for the purpose of determining whether s/he resides in the catchment area. Please note that recent proof of address may be required in support of this. (Only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.)

B. If the student currently has any siblings in this school, please indicate their names and current year of study

i. Name	
Year:	
ii. Name:	
Year	
iii. Name:	
Year:	
iv. Name:	
Year:	

C. If the student's parent/guardian (s) previously attended this school, please indicate their name(s) and years of attendance	
i. Name:	
Year(s):	
ii. Name:	
Year(s):	

D. If the student has previously had any siblings in this school, please indicate their names and years of attendance.	
i. Name:	
Year(s):	
ii. Name:	
Year(s):	

E. Please provide details of the student's primary school attended.	
School name:	
School address:	

IMPORTANT INFORMATION:

- You are required to forward/submit a copy of the original long birth-certificate.
-

You may be required to forward/submit recent proof of address – only registered utility bills or bank statements dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted.

- All of the information that you provide in this application form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.
- Please understand that it is your responsibility to inform the school of any change in contact information or circumstances relating to this application.
- For information regarding how your data is processed by the school and KWETB please see overleaf;
- Please sign below to demonstrate that you have read and understood this information.

NOTE: Should the student receive a place in Ardscoil Rath Iomgháin, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.

(Parent / Guardian 1): _____

Date: _____

(Parent / Guardian 2): _____

Date: _____

(Student [where over 18]) _____

Date: _____

OFFICE USE ONLY

Date Application Received:

Checked by:

Date entered on School Database:

Entered by:

DATA PROTECTION

The Board of Management of Ardscoil Rath Iomgháin is a committee of KWETB, Level 5, aras Chill Dara, Devoy Park, Naas, Co. Kildare, which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KWETB is Bridget Lynam and can be contacted at KWETB head office.

The personal data supplied on this application form and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration,

all of which are tasks carried out pursuant to various statutory duties to which KWETB is subject. In addition, under section V of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05, a Principal is required to obtain a "*certified extract from*" the "*public register of births*" in relation to students. Therefore, the school requires the student's long-form birth certificate. The processing of the personal data supplied on this application form is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

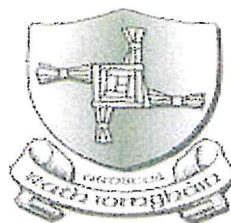
Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in this application form may be communicated internally within KWETB for the purpose of determining the applicability of the selection criteria and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018.

The personal data provided in this application form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with KWETB's Data Retention Policy, which can be found at kwetb.ie

Any person who provides personal data through this application form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where KWETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.



Ardscoil Rath Iomgháin
ANNUAL ADMISSION NOTICE

in respect of admissions to the 2024/2025 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2025/2026 is available as follows:—

To download at: www.ardscoilrathangan.ie

On request: By emailing admin@ardscoilrathangan.ie

or

writing to: Ardscoil Rath Iomgháin, Rathangan, Co. Kildare

PART 1- Admissions to the 2025/2026 school year

Application and Decision Dates for admission to First Year 2025/2026

The following are the dates applicable for admission to First Year

The school will commence accepting applications for admission on	1/10/24
The school shall cease accepting applications for admission on	21/10/24 on or before 12 P.M.
The date by which applicants will be notified of the decision on their application is	11/11/24
The period within which applicants must confirm acceptance of an offer of admission is	25/11/24

Note: the school will consider and issue decisions on late applications in accordance with the school's Admission Policy.

Number of places being made available in First Year

The number of places being made available in first year is	140
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ACCEPTANCE FORM FOR ADMISSION - 2025/2026

All acceptance forms must be forwarded to the School by 25/11/24. Failure to forward this Acceptance Form to Ardscoil Rath Iomgháin may result in the withdrawal of the offer of a place in the school.

Please complete all sections of this form using BLOCK CAPITALS

SECTION 1 - APPLICANT DETAILS

<i>Details of the young person accepting the offer of a place</i>	
<i>I accept the offer of a place for my son/daughter in first year in Ardscoil Rath Iomgháin</i>	
First Name:	
Middle Name:	
Surname:	
Mother's Maiden Name: (Required by the DES)	
Student's Ethnicity: (Required by the DES)	
Address:	
Eircode:	

PPSN								
Date of Birth:	Day			Month		Year		
If there are any orders or other arrangements in place relating to access to or custody of the Applicant, please provide details.								

SECTION 2 – DETAILS OF PARENT/GUARDIAN/NEXT OF KIN		
<i>This information is sought for the purposes of making contact in the event of an emergency or in relation to school matters, e.g. meetings, closures etc.</i>		
	Parent/ Guardian /Next of Kin 1	Parent / Guardian/Next of Kin 2
Prefix: (e.g. Mr. / Ms. / Ms. etc)		
First Name:		
Surname:		
Address:		
Eircode:		
Telephone no.		
Email address:		
Relationship to Applicant		

Section 3 – Code of Behaviour

Please confirm that the Code of Behaviour is acceptable to you and you shall make all reasonable efforts to ensure compliance by the Applicant if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.ardscoilrathangan.ie or from the school office.

I _____ confirm that the Code of Behaviour for the school is acceptable to me and I shall make all reasonable efforts to ensure compliance by the Applicant if s/he secures a place in the school.

SECTION 4 - EDUCATIONAL DETAILS

Required for the assessment of individual educational needs

Pursuant to sections 20 and 28 of the Education (Welfare) Act 2000, the school may also receive educational records of the Applicant from a school(s) previously attended by the Applicant.

Irish Language Information

Is the Applicant currently studying Irish?	Yes		No	
If you answered no, please outline the reason why:				
If your child is exempt from Irish, please provide a copy of the exemption form				

Resource and Additional Educational Needs information

Does the Applicant have any Additional Educational Needs?	Yes		No	
If you answered YES, please give details of the additional educational need:				

Has the Applicant been in receipt of learning support or resource hours in his/her primary school?	Yes		No	
If yes, for how many years:				
Has the Applicant received EAL (<i>English as an Additional Language</i>) support?	Yes		No	
If yes, for how many years:				

<i>Other relevant information</i>
Please provide details of any other education related information regarding the Applicant which you deem appropriate to share with the school?

SECTION 5 - MEDICAL DETAILS			
<i>The following information is requested in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to staff in certain circumstances in the vital interest of the Applicant.</i>			
<i>Please tick as appropriate</i>	Yes	No	<i>If yes, please provide details</i>
Does the Applicant require glasses?			
Does the Applicant have hearing issues?			
Does the Applicant have allergies?			
Does s/he suffer from any medical condition that we should know about? For example, asthma, diabetes, epilepsy, etc.			
Is the Applicant on long term medication of which the school needs to be aware?			

Does s/he suffer from any medical condition that may necessitate the administration of emergency medicine/treatment on the school premises?			
Has the Applicant ever been referred to any outside agency? (<i>i.e.</i> Psychologist, Speech & Language Therapist, Occupational Therapist, Social Worker, etc.) If so, please provide copies of these reports to the school.			
Please list details of any serious medical/health concerns for the Applicant of which the school should be aware.			
Doctor's Name:			
Contact Number:			
Address:			

DATA PROTECTION
<p>The Board of Management of Ardscoil Rath Iomgháin, a committee of KWETB, Áras Chill Dara, Devoy Park, Naas, is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KWETB can be contacted at dataprotection@kwetb.ie or via phone on 045 988000.</p> <p>The personal data supplied on this Acceptance Form is required for the purpose of:</p> <ul style="list-style-type: none"> ● Allocation of teachers and resources to the school; ● School administration; ● Student enrolment & registration; ● Determining a student's eligibility for additional learning supports;

- Child welfare (including medical welfare) and
- To fulfil our other legal obligations including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013,

all of which are tasks carried out pursuant to various statutory duties to which KWETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(c) of the General Data Protection Regulation.

Failure to provide the requested information may result in the withdrawal of an offer of a place in the school.

While the information provided will generally be treated as private to KWETB and will be collected and used in compliance with the Data Protection Acts 1988 – 2018, from time to time it may be necessary for us to transfer the personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school/centre). We also may communicate some of the data with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided.

The personal data provided in this Acceptance Form will be kept for 7 years from the date on which the Applicant turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with KWETB's Data Retention Policy, which can be found at <http://kildarewicklow.etb.ie/about-us/data-protection/>

A copy of the full KWETB Data Protection Policy is available at www.ardscoilrathangan.ie or from the school office.

Any person who provides personal data through this Acceptance Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where KWETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

CONTACT FROM THE SCHOOL

Please be advised that as part of the school's duties and responsibilities under relevant education legislation, upon the student's enrolment in the school, the school may contact parents/guardians in relation to the below:

- Educational progress of the student
- Sports days
- Parent-teacher meetings (where the student is under 18)
- School concerts/events
- School closure (*e.g.* where there are adverse weather conditions)
- Student's non-attendance or late attendance (where s/he is under 18)
- Student's conduct in school (where s/he is under 18)
- Student's social and emotional progress
- Any medical or other issue in the vital interest of the student

The school may need to contact the student's previous school to request information that may benefit their educational progress.

We may need to contact parents to make an appointment prior to the student starting in the school.

IMPORTANT INFORMATION:

All Acceptance Forms and accompanying documentation must be forwarded to the school by 25/11/24 to:

Ardscoil Rath Iomgháin
Rathangan,
Co. Kildare

(Parent / Guardian 1)

(Date)

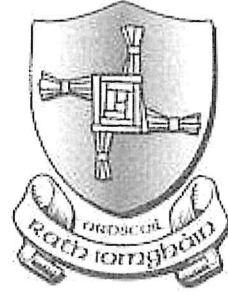
(Parent / Guardian 2)

(Date)

(Applicant)

(Date)

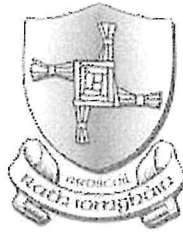
FOR COMPLETION BY SCHOOL ADMINISTRATION ONLY	
Date	School Stamp



Form for Declining an Offer of Admission - 2025/2026

Please complete all sections of this form using BLOCK CAPITALS
SECTION 1 - APPLICANT DETAILS

<i>Details of the student declining the offer of a place</i>	
<i>I no longer require a place for my son/daughter in first year in Ardscoil Rath Iomgháin.</i>	
First Name:	
Middle Name:	
Surname:	
Address:	
Parent/Guardian Signature:	



Letter/email template to parents

Date/date/date

Dear _____,

I regret to inform you that your application on behalf of _____, for a place in First-Year at Ardscoil Rath Iomgháin has been unsuccessful. The refusal is in line with our Admissions Policy and is based on the reasons set out below.

Reasons for refusal:

-
-

_____ is currently number _____ on our waiting list and we will contact you if a place becomes available.

The Education Welfare Officer has been informed of this decision.

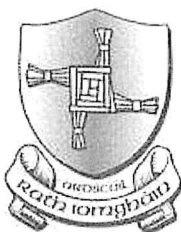
Under section 29(9) of the Education Act 1998 and the school's Admissions Policy, you may appeal this decision to KWETB within 14 days. An application for appeal can be accessed through the school office at (045) 528196 or admin@ardscoilrathangan.ie.

Under Section 29(1) of the Education Act 1998, you also have the right to subsequently appeal that decision of KWETB to the Secretary General of the Department of Education and Skills within 42 days of the decision of KWETB.

Yours sincerely,

Principal

CC Education Welfare Officer



Ardscoil Rath Iomgháin Transfer Policy

Introduction

An application to transfer is where a student who has previously enrolled and attended another post-primary school seeks to enrol in Ardscoil Rath Iomgháin.

Ardscoil Rath Iomgháin will make every reasonable effort to facilitate a student seeking to transfer. However, as a matter of general policy transfers into Ardscoil Rath Iomgháin from another school are discouraged in the overall interests of the continuity of the student's education.

The Principal and Senior Management team will carry out Admissions & Transfer Policies on behalf of the Board of Management. **Admissions to Ardscoil Rath Iomgháin is subject, in the first instance, to a place being available.**

Rationale:

This transfer policy aims to promote:

- Effective teaching and learning in Ardscoil Rath Iomgháin.
- Pastoral care and uphold the ethos of the school
- The educational needs of the student and ensure that the educational needs of other students are not adversely affected.

General Procedures for the transfer of students to Ardscoil Rath Iomgháin

1. Transfers will only be considered from (a) students whose home address is in the catchment area, (b) Children of staff members, (c) Siblings of present students.
2. The transfer enrolment forms must be fully completed.
3. The school will consider the consequences of a transfer on the student's academic and all-round progress and the effect on the students already in the school. The school must be confident that the curriculum can be delivered on.
4. Applicants with Additional Education Needs must meet the entry criteria set out for all students in this policy. The regular transfer policy must also be adhered to.

5. That, in the professional judgement of the school authority, the student, because of previous education and training is likely to benefit from attendance. The Board of Management reserves the right to refuse a place to a student if it feels the student poses a health and safety risk to students or staff.
6. Students transferring from another second level school will be asked to present for a meeting, with parent/guardian and , may be asked to sign a contract of learning.
7. There is a right of appeal to the Board of Management.

Please note:

An application will not be processed until all requested material is supplied to the school.

Decisions regarding transfers are a matter for the Board of Management. However, this task is normally delegated to the Principal who decides on such matters in accordance with the school's transfer policy.

Transfers for any school year will be considered as soon as possible after the application is received. The school will respond to each application within 21 days but may not be in a position to make a decision on some applications until later in the school year when its current students have given an indication to the school authority of their intention to return to the school in the forthcoming school academic year. This will certainly be so in the case of applications for senior cycle courses, as the school may not yet have begun to survey its own students about Transition Year or their subject preferences for senior cycle programmes.

A decision will be made in respect of each application following the timing above and the selection criteria set out below and is subject to the class size limitations for different subject areas and the capacity of the school to provide the academic subjects sought by the student at an appropriate level i.e. Higher/Ordinary/Foundation.

The availability of suitable places and subject options in any given year group shall be of paramount importance and shall be one of the determining factors of transfers.

The Board of Management has a duty of care for the health, safety, welfare and educational wellbeing of all members of the school community. All decisions will be based on this principle. Where a student has been formally excluded from another post-primary school then before considering any application to enrol from such a student, it is expected that the Parents/Guardians will on behalf of their child have fully exhausted the DES formal Section 29 Appeals process against their previous school.

All applicants and their Parent(s)/Guardian(s) should be aware of and note that the applications process is managed effectively each year. There is clarity and transparency about the process. Applicants are informed in good time about the status of their application and, where an application is refused in accordance with this policy, they have reasonable opportunity to make alternative educational arrangements for their child.

Where a student is refused a transfer to the school their Parent(s)/Guardian(s) will be advised of their right to appeal that decision to the Chief Executive of KWETB per the terms of DES Circular letter No. M48/01.

Note the following regarding Senior Cycle: At an appropriate time, each year the school will take steps to determine what are the intentions of its own students for the following school year. Students in Third Year and Transition Year will be required to complete a survey/application form indicating their intentions. When this process is complete the school will determine if there are places available to students from outside the school and if so how many. Priority will be given to students from within the school that are permitted by the Board of Management, in accordance with DES regulations, to repeat a school year.

This policy is reviewed regularly by the Board of Management in consultation with the relevant school education partners.

This Transfer Policy was formally agreed and adopted by the Board of Management on 16/5/24

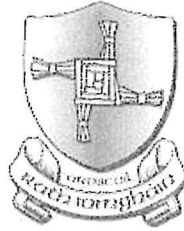
Signed: 

Chairperson, Board of Management

Signed: 

Secretary, Board of Management.

Date: 16/5/24



Admission to specific school programmes or subjects (or levels) / Repeating a school year

All such applications will be considered on an individual basis, subject to the availability of a place in a specific class or subject area at the time of application. From time to time it may arise that the demand for a subject, a specific level for a subject or for a programme may exceed the number of places normally available on that programme. The school will make every effort - within the constraints of its accommodation, teaching resources and equipment - to accommodate all such students. Where all students cannot be accommodated priority will be given to students from the school.

Where it is not possible to accommodate all such applicants:

Entry to specific subjects will be determined by reference to the preferences indicated by students on their Subject Choice form and in consultation with subject departments.

Entry to specific programmes

Transition Year: See Transition Year Policy.

All applications to repeat a school year are subject to the relevant DES guidelines. The DES normally restricts students to a maximum of six years at second level and does not allow students to repeat a year unless there are exceptional circumstances.

- a. Applications to repeat a year will be considered in the light of DES circular letters and official guidelines.
- b. Furnish to the school a full and honest reason for seeking a repeat year placement.
- c. Applications will also be considered in the light of places available on the relevant programme, subject to the class size and overall enrolment restrictions set out elsewhere in this policy.
- d. Applications must be accompanied by supporting documentation as deemed appropriate and/or requested by School Management.
- e. Students taking a programme for the first time may be given priority in terms of subject choices within the programme.

Repeating the Leaving Certificate at Ardscoil Rath Iomgháin:

Students who apply to repeat the Leaving Certificate at the school will be considered if they have:

- a. Already completed the Leaving Cert in Ardscoil Rath Iomgháin.
- b. Provide the reason for seeking a placement on the repeat programme.
- c. In the light of actual places available in the relevant subjects, at the appropriate level, class size limitations, the overall programme and overall enrolment within the school.
- d. In the light of the student's previous academic record, application to studies, discipline, attendance etc.
- e. the student must attend a meeting with the management of the school. The Parents/guardians will be invited to attend.

It should be noted that Ardscoil Rath Iomgháin does not operate a specific **Repeat Leaving Certificate Programme**. It does not normally provide any additional teaching of material covered in 5th Year (1st year of Leaving Certificate Programme).

Appeals Procedures

All applications will be processed in line with the above criteria and applicants will be notified by the Principal as soon as possible.

A decision to refuse admission may be appealed to the Board of Management. The name and address of the persons to whom an appeal should be addressed will be included in the written notification to refuse admission, as will the time constraints involved.

All applicants and their Parents/Guardians should be aware of and note that the application process is managed effectively each year. There is clarity and transparency about the process. Applicants are informed in good time about the status of their application and, where an application is refused in accordance with this policy, they have reasonable opportunity to make alternative educational arrangements for their child.

This policy is reviewed regularly by the Board of Management in consultation with the relevant School Education Partners.

This Admission to Specific School Programmes/Subjects/Repeat Policy was formally agreed and adopted by the Board of Management on 16/5/24

Signed: Niallín Merritt

Chairperson, Board of Management

Signed: Paul Murphy

Secretary, Board of Management.

Date: 16/5/24