

SCHOOL ADMISSION POLICY

DIOCESE OF KILDARE & LEIGHLIN



NAME OF SCHOOL: ALLEN NATIONAL SCHOOL

ADDRESS: KILMEAGUE, NAAS, CO. KILDARE

ROLL NUMBER: 17567A

REGISTERED CHARITY NUMBER: 20124496

PATRON: Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

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 July 6th, 2026. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Allen National School's 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

Allen National School is a Catholic co-educational primary school with a Catholic ethos. The Bishop of Kildare & Leighlin is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices

of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all’.

‘The Catholic Preschool & Primary Religious Education Curriculum p15’

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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and 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 Allen National School 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.

While the majority of our children are Catholic we do also have children of a variety of faiths and of no faith. All children are welcomed, cherished, respected and their beliefs are acknowledged, respected and celebrated.

Like all Catholic schools, we aim to promote and nurture the holistic development of each pupil i.e. their intellectual, physical, cultural, moral and spiritual development. In Allen National School we strive to encourage, resource, facilitate and support the children following the Catholic faith to know, live and pray their faith.

We model and teach respect for everyone, kindness, empathy, consideration, peace, patience, justice, care of the environment and we prepare pupils for three sacraments:

- The Sacrament of First Reconciliation/First Confession.
- The Sacrament of First Holy Communion.
- The Sacrament of Confirmation.

In teaching Religious Education, we follow the Grow in Love Programme.

OUR MISSION STATEMENT

*“A Vision without action is but a dream.
Action without a Vision is a waste of time.
A Vision with Action can change the world”
Nelson Mandela*



We aspire to promote and develop the existing ethos of our school community, where the dignity of all our pupils and staff is valued, their uniqueness is acknowledged, their diversity is respected and a positive climate of appreciation and acceptance is encouraged.

Within this safe environment, we aspire to provide opportunities to foster the personal development, health and well-being of all our pupils and staff, to help them to create and maintain supportive relationships, experience success and become active and responsible members of their communities.

3. ADMISSION STATEMENT

Allen National School 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.

Allen NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Allen NS will comply with any direction served on the Patron or the Board, as the case may be, under section 37A and any direction served on the Board under section 67(4B) of the Education Act.

All Denominational Schools

Allen NS 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 Catholic and it is found that the refusal is essential to maintain the ethos of the school.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE MAINSTREAM SCHOOL AND SPECIAL CLASS

Allen National School is not a Special School; it is a mainstream school with a Special Class for pupils with Autistic Spectrum Disorder.

As a mainstream co-educational school, it has provision to support children with special educational needs in the mainstream classes under the Continuum of Support Framework. This framework recognises that special educational needs occur along a continuum, ranging from mild to severe, and from transient to long term, and that students require different levels of support depending on their identified educational needs. Pupils attend the mainstream class daily and attend to their class teacher with their peers but may be supported by a shared SET (Special Education Teacher) either in-class or through withdrawal for lessons during the school week.

Allen National School, with the approval of the Minister of Education and Youth, has established a Special Class to provide an education exclusively for pupils with Autistic Spectrum Disorder. Children are eligible for enrolment in this Special Class when they meet the conditions as outlined below in Section 5 Part B.

Please note all reports in operation for a child should be provided to the school.

5. ADMISSION OF STUDENTS

Part A – Mainstream Admissions

Application Procedure for Mainstream Junior Infant Class

Applications for admission to Junior Infant mainstream classes must:

- Be made on the school's Application Form
- Be submitted within the timeframe outlined in the Admissions Notice.
- Be accompanied by an original Birth Certificate/Adoption Certificate and
- Be accompanied by a utility bill as proof of address

Applications received after the closing date will be considered as late applicants.

Admission of Pupils to Junior Infants Mainstream Class

This school shall admit each student seeking admission to mainstream Junior Infants 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.
- c) The pupil does not meet the admission requirements and/or an incomplete application was received.

Part B – Special Class Admissions

The Special Class incorporated into Allen National School Provides an education **exclusively for pupils with ASD (DMS IV/V or ICD-10)**. The Special Class has 6 pupil places.

Application Procedure for Special Class

Applications for admission to the Junior Special Class must:

- Be made on the school's Application Form
- Be submitted within the timeframe outlined in the Admissions Notice.
- Be accompanied by the following documents:

Professional report(s) outlining:

- Diagnosis of special educational needs. (Autism: DSM IV/V or ICD-10 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autism.

AND

- Original Birth Certificate/Adoption Certificate
- a utility bill/bank/state agency letter as proof of address.

These documents must be submitted with the admissions application form by the closing date as specified on the Admissions Notice for the year in which the admissions application is being made.

Applications received after the closing date will be considered as late applicants.

Admission of Pupils to Junior Special Class

This school shall admit each student seeking admission to Junior Special Class except where:

- a) the Special Class is oversubscribed (please see section 6 below for further details)
- b) the pupil concerned does not have the specified category of special educational needs provided for in this special class, the details of which should be included in the body of the pupil's professional report or recommendations accompanying their application for enrolment
- c) The pupil does not meet the admission requirements and/or an incomplete application was received.
- d) a parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

6 OVERSUBSCRIPTION

Part A – Mainstream Admissions

In the event that the school is oversubscribed for the mainstream Junior Infant Class, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those fully completed applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice.

Where the number of applications exceeds available places for the mainstream Junior Infant Class, the following criteria will apply in order:

1. Sisters/brothers of children who are already in the school and step siblings of children already attending the school – stepsiblings must reside at the same address as the child already attending the school

2. Proximity to the school – closest distance from the school to the home by driving to be given priority. Eircode of home and school location to be used on Google Maps to determine distance from the school by driving.
3. Twins – in the exceptional circumstance that twins apply and only one place remains, both will be taken in that particular year.
4. Age – children must be 4 years old by 31st August in the year of enrolment to apply for a place in the junior mainstream and/or Special Class. As advised by the Department of Education, children have to commence primary school in the September before they are 6 years old. In the case of over-subscription to the junior class (mainstream or Special Class), priority will be given to the oldest eligible applicant for the Junior Class. In the case of children with same date of birth time of birth will be used – if time of birth is the same then alphabetical order by Surname to be used to prioritise, if surname is the same then alphabetical order by Christian name to determine priority.
5. Children of staff members.

Any child not offered a place will be waitlisted in rank order based on the above criteria for the school year – see Section 13 below.

Part B – Special Class Admissions

In the event that the school is oversubscribed for the Junior Special Class, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those fully completed applications that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice.

1. Children already enrolled in a mainstream class in Allen National School if they meet the criteria for eligibility/transfer to a Special Class for Autism.
2. Sisters/brothers of children who are already in the school and step siblings of children already attending the school – stepsiblings must reside at the same address as the child already attending the school
3. Proximity to the school – closest distance from the school to the home by driving to be given priority. Eircode of home and school location to be used on Google Maps to determine distance from the school by driving.
4. Age – children must be 4 years old by 31st August in the year of enrolment to apply for a place in the junior Special Class. As advised by the Department of Education, children have to commence primary school in the September before they are 6 years old. In the case of over-subscription to the junior Special Class, priority will be given to the oldest eligible applicant for Junior Infants. In the case of children with same date of birth time of birth will be used – if time of birth is the same then alphabetical order by Surname to be used to prioritise, if surname is the same then alphabetical order by Christian name to determine priority.

Any child not offered a place will be waitlisted in rank order based on the above criteria for the school year – see Section 13 below.

Review of Placement

Placement in the Special Class will be reviewed regularly, taking account of:

- The pupil's needs
- The pupil's progress
- Professional guidance and input
- Parental knowledge and input
- The best interest of the pupil

SEN Integration

- Where appropriate pupils in the Special Class may:
- Integrate into mainstream classes
- Participate in whole school activities

7 WHAT WILL NOT BE CONSIDERED OR TAKEN INTO ACCOUNT

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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, siblings of a student attending or having attended the school)
- 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.

8 DECISIONS ON APPLICATIONS

All decisions on applications for admission to Allen National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 Allen National School, parents/guardians must indicate:

- (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
- (ii) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, they 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 Allen National School where:

- (i) no places are available
- (ii) it is established that information contained in the application is false or misleading.
- (iii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iv) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12 SHARING OF DATA WITH OTHER SCHOOLS

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom:

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

Enrolment information for all Junior Infant/Special Class pupils should be uploaded on Primary Online Database (POD) within two weeks from the closing date for receipt of applications. Relevant details should be shared between parish schools by the third week after the closing date for applications.

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 Allen National School 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 Allen National School 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 and 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:

In keeping with the Education Welfare Act 2000, a parent may transfer his/her child from one National School to another, at any time of the year, either with the consent of the Minister for Education and Skills or when the transfer is made because of a change in the ordinary residence of the child. This is subject to school policy and available space.

Applications for children to join any of our classes - Junior Infants to Sixth - by transferring from another school are taken as they arise and are processed on a 'first come first served basis' subject to places being available in the requested class.

Parents/Guardians wishing to make application to transfer their child(ren) to a class in Allen National School should contact the school office (phone: 045 860043 or e-mail office@allennationalschool.com). They will be requested to complete an 'Application for Admission Form' (available from school office, or, from school website: www.allennationalschool.com) and return it to the school together with an original Birth/Adoption Certificate and a utility bill as proof of address. These must be returned within the specified time period.

Filling in an application form does not guarantee a place in the school.

Parents are advised to ensure all applicable parts of the form are completed in full as only fully completed applications will be processed. Incomplete applications will be returned.

Parents/Guardians applying for admission should ensure they familiarise themselves fully with relevant and important school policies. As policies are ratified by the Board they are made available on the school website and/or a hard copy may be sourced by contacting the school office.

It is a requirement that information concerning the child's educational progress and attendance be communicated between schools (Section 28, Education Welfare Act 2000). When the application for enrolment is received the Principal shall ascertain from the parent whether the pupil was previously enrolled in another school. In order to assess the needs of the child, the Principal will seek all reports relating to that child from the Principal of the school where the child previously attended. Parents are asked to give their permission to the Principal of Allen National School, to seek such information **when accepting an offer of admission**.

16 DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

This rule applies to all schools.

The Board of Allen National School 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.

17 ARRANGEMENTS REGARDING STUDENTS NOT ATTENDING RELIGIOUS INSTRUCTION

A written request should be made to the Principal of the school if a parent does not want their child to receive explicit instruction in the Catholic faith. A meeting will then be arranged with the parent(s) 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 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 Youth.

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 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.

19. Policy Review

This Admissions Policy will be reviewed annually and revised as required.

20. Ratification

This Admission Policy was approved by the Patron, Bishop Denis Nulty on July 6th 2026.

This Admission Policy was ratified by the Board of Management of Allen NS on July 23rd, 2026.

Fr William Byrne
(Chairperson)

Perpetua McDonagh
(Principal)