



School Admissions Policy

Covering admissions from 1st August, 2026

12th September, 2025

Section 1 - 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.

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

In drafting this policy, the Manager of the school has consulted with the school staff and with parents of children attending the school.

The policy was approved by the Manager on 29th September, 2025. 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 the Intermediate 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.

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.

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.

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.

Section 2 - Characteristic Spirit and general objectives of the Intermediate School

2.1 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.

2.2 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.

2.3 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 54.44 WTE for 2025/2026 (as per June 1st, 2025), 10 SNAs, 0.54 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. (PE, CSPE and SPHE follow the short course specification)

Option subjects: French; Spanish; 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; 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.

2.4 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 and Gaelic football.

2.5 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 3 – Admission Statement

The Intermediate School will not discriminate in its admission of a student on any one 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,
- (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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race', and 'Traveller community ground' shall be construed in accordance with Section 3 of the Equal Status Act 2000.

The Intermediate School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholic faith in preference to others.

The Intermediate School 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 of Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

The Intermediate School will cooperate with the National Council for Special Education (NCSE) 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.

The Intermediate School will comply with any direction served on the Trustees and Manager, as the case may be, under Section 37A and any direction served on the Manager under Section 67(4B) of the Education Act.

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

Section 4 - Categories of Special Educational Needs catered for in the special classes

The Intermediate School with the approval of the Minister for Education, has established two classes to provide an education exclusively for students with Autism Spectrum Disorder (ASD) and a Multi-Disability (MD) class.

Children and young people are eligible for enrolment in the special classes for ASD and MD when the following is provided in support of such an application:

- Professional report(s) outlining:
 - Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11) (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 ASD or MD.

Section 5 - Admission of Students

The Intermediate School shall admit each student seeking admission except where -

- (a) the school is oversubscribed (please see Section 6 below for further details)
- (b) a parent/guardian 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.

The Intermediate School is a Catholic school and may refuse to admit as a student who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to the Intermediate School provides an education exclusively for students with ASD and MD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Section 6 - Oversubscription

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 in Section 6.3 to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice.

6.1 Application

Parents and guardians who wish to have their child considered for enrolment as a first year student must complete the **Application Form** on or before the closing date for applications. (*Please see the Annual Admissions Notice 2025/2026*).

- The application form for 1st year enrolment 2026/2027 will be available from the **8th October, 2025**:
 - From the school office (hard copy)
 - To download from the school website
 - Included with the school prospectus
- The forms must be fully completed and signed by the parents/guardians before submission.
- **The closing date for receipt of applications is 4pm on the 7th November, 2025.**
- Forms may be returned by:
 - email: office@isk.ie with 'Admissions 2026' in the subject line.
 - In person to the school in an envelope clearly marked 'Admissions 2026'
 - By post to: **Admissions 2026, Intermediate School, Iveragh Rd, Killorglin, Co. Kerry, V93 NV09.**

6.2 Open Day

The annual school Open Day will take place on 7th October, 2025. Details will be published on the school website and advertised locally

6.3 Process of Offer of Places for Applicants to 1st 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 2026-2027, 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 office@isk.ie
2. The application process will commence on the Open Day which will be advertised in the local community. **For Admissions in 2026, applications will open on 8th October, 2025.** A separate application form must be completed for each student wishing to apply.
3. **The closing date for applications for the academic year 2026-2027 is 4pm on 7th November, 2025.** 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. **For more details please see Section 14.**
4. Successful applicants will receive a letter of offer as well as an enrolment pack. **For admissions in 2026, this will be sent to successful applicants on 21st November, 2025.** Unsuccessful applicants will receive a letter of regret on the same date. If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in this letter. 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 will also be included. Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see Section 18 for further details). In the event that an applicant wishes to be removed from the waiting list, they can inform the school office.
5. In accepting an offer of admission from the Intermediate School, you must indicate:
 - whether or not you have accepted an offer of admission 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
 - whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.
6. 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 2026, this will need to be returned to the school office by 4pm on 5th December, 2025.**
7. Applicants, who do not complete the enrolment process outlined in the previous point, will be deemed to have refused their offer.

8. 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 and valid for the school year in which admission is being sought.

If the school is oversubscribed for 1st year, the following selection criteria will be applied, in the order listed below, to applications received by the closing date set out in the school's annual admission notice:

- (1) Places will initially be offered to applicants who are siblings of current students of the school or are siblings of past pupils of the Intermediate School Killorglin.
- (2) If there are places still available these will be offered to children of staff who are currently employed, at the time of application, by the Intermediate School Killorglin.
- (3) If there are places still available, these will be offered to applicants who are attending primary schools within the catchment area (see Appendix 1)
- (4) If there are places still available these will be offered to children of past pupils of the Intermediate School Killorglin.

The Education Act 2018 stipulates a maximum of 25% of the total places available, as indicated in the school's Annual Admission Notice, can be allocated to this criterion. Where the number of applicants in this criterion exceeds 25% a random selection draw will take place as detailed below.

- (5) If there are places still available these will be offered to all other eligible applicants.

6.4 Random Selection Draw

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), an independently observed random selection draw will take place within the relevant grouping. A waiting list will then be compiled in the order determined by each random selection draw.

Where an applicant who qualifies for Criterion 4 does not obtain a place through a random selection draw due to the 25% cap, their name will be transferred into Criterion 5.

Section 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) A student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to admission to the special classes insofar as it is necessary in order to ascertain whether or not the student has the category of special educational need concerned)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents or guardians;
- (e) a requirement that a student, or his/her parents/guardians, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his/her family attending or having previously attended the school;
- (g) the date and time on which an application for admission was received by the school

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2026 only).

Section 8 - Decisions on Applications

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

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

(Please see Section 14 below in relation to applications received outside of the admissions period and Section 15 below in relation to applications for places in years other than the intake group.)

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

Section 9 - Application to Special Educational Needs Classrooms

The Intermediate School will cooperate with the National Council for Special Education in

Admission to these classes is subject to the following principles:

1. Cooperation with the National Council for Special Education (NCSE)

The Intermediate School will fully cooperate with the NCSE in the performance of its functions under the Education for Persons with Special Educational Needs Act 2004, including the establishment and operation of special classes where requested.

2. Compliance with Directions

The school will comply with any lawful direction served to the Manager under Section 37A or Section 67(4B) of the Education Act 1998 (as amended).

3. Eligibility Criteria

Children and young people are eligible for enrolment in a special class for ASD and Multi-Disability when the following is provided in support of such an application:

- Professional report(s) outlining:
 - Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 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 report(s)

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 ASD or Multi-disability.

4. Fair and Transparent Process

Admission to the special classes will be carried out in accordance with the Education (Admission to Schools) Act 2018, the Equal Status Acts, and the school's overall Admissions Policy. The school will not refuse admission to a child on the grounds of race, gender, sexual orientation, religion, disability, Traveller status, or family status, in line with statutory obligations.

5. Access to Policy

The detailed Admissions Policy for enrolment to the ASD and MD classes is available on the school website, www.isk.ie or in hard copy on request from the school office.

For the academic year 2026-2027, the Manager has determined that intake of First Year students is limited to 2 in the MD Room and 0 in the ASD Room

Where the number of applicants exceeds the number of places available, the criteria listed in section 6.3 apply to applicants to the ASD and MD rooms.

Section 10 - Special Education Needs, not for Admission to ASD and MD classes

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 11 - Right to Refuse

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

- It is established that information contained in the application is false or misleading;
- 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;
- The parent(s)/guardian(s) 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 and Acceptable Use Policy of the school is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such codes by the student;
- An applicant has failed to comply with the requirements of 'Acceptance of Offer' as set out in Section 6 of this policy;
- 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 - 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 board to provide a patron or another board of management with a list of students in relation to whom:

- an application for admission to the school has been received,
- an offer of admission to the school has been made, or
- an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;
- the date on which an offer of admission was accepted by an applicant;
- 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).

Section 13 - Waiting list in 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 the Intermediate School were unsuccessful due to the school being oversubscribed will be compiled and will remain active for the school year in which admission is being sought.

Placement on the waiting list of the Intermediate 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.

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 which the students have been placed on the list.

Section 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 the Act.

Section 15 - 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 16 - Declaration in relation to the non-charging of fees

The Manager of the Intermediate School Killorglin or any persons acting on its behalf will not charge fees for or seek payment or contributions (however described) as a condition of:-

- an application for admission of a student to the school, or
- the admission or continued enrolment of a student in the school.

Section 17 - Arrangements regarding students not attending religious instruction

The parent/guardian of a student, or a student who has reached the age of 18, who wishes to attend the Intermediate School Killorglin without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent/guardian and/or the student, as the case may be, to discuss how that request may be accommodated by the school.

Section 18 – Appeals

18.1 Review of decisions by the Manager

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. 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.

The Manager will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with Section 29C of the Education Act.

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 Manager 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 Manager prior to making an appeal under Section 29 of the Education Act 1998.

18.2 Right of Appeal

Under Section 29 of the Education Act 1998, the parent/guardian 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 (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 Manager **prior to making an appeal** under Section 29 of the Education Act 1998. (see Review of decisions by the Manager).

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 Manager prior to making an appeal under Section 29 of the Education Act 1998 (see Review of decisions by the Manager).

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.

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.

Section 19 - 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 20 - 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.

Ratified by: _____



Date: _____



Appendices

Appendix 1 - Catchment Area

For the purpose of enrolment as outlined in the Admissions Policy, the Manager defines the catchment area of the Intermediate School Killorglin as including the following primary schools only (*in no specific order of priority with regard to criteria*)

- Ballyfinnane NS
- Boheeshill NS
- Castlemaine NS
- Castledrum NS
- Scoil Réalt na Mara Cromane
- Cullina NS, Beaufort
- Curraheen NS, Glenbeigh
- Gaelscoil Naomh Seamas, Douglas
- Faha NS
- Firies NS
- Fossa NS
- Fybough NS
- Glenbeigh NS
- Glounaguillagh NS
- Kiltallagh NS
- Nagle-Rice NS, Milltown
- Scoil Mhuire, Killorglin.

Appendix 2 – Annual Admissions Notice

Intermediate School Killorglin

Annual Admission Notice

In respect of admissions to the 2026/2027 school year

19th September 2025



A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2026/2027 school year is available as follows: -

- To download at www.isk.ie
- On request: By emailing office@isk.ie or writing to: Applications 2026, Intermediate School, Iveragh Road, Killorglin, Co. Kerry V93 NV09.

Completed application forms must be returned by 4pm on 7th November 2025. They may be returned:

- Directly to the school office. Office hours 9:30am – 4:00pm
- By post to: Applications Administrator, Intermediate School, Killorglin, Co. Kerry V93 NV09
- By email: office@isk.ie

Part 1 – Admissions to the 2026/2027 school year

Application and Decision Dates for admission to the 2026/2027 school year

The following are the dates applicable for admission to first year:

1.	Visits to primary schools and distribution of prospectus	Commencing week of 29 th September, 2025
2.	The school Open Day	7 th October, 2025
3.	The school will commence accepting applications for admission on	8 th October, 2025
4.	The school shall cease accepting applications for admission on	4pm on 7 th November, 2025
5.	The date by which applicants will be notified of the decision on their application is	21 st November, 2025
6.	Date for acceptance/refusal of offer Date for completion of enrolment pack	4pm on 5 th December, 2025
7.	Orientation	Spring 2026

*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn.

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

Special Class Application and Decision Dates for admission to the 2026/2027 school year

The following are the dates applicable for admission to the school's special class which caters for children with Autism Spectrum Disorder and Multi-Disability.

1.	Visits to primary schools and distribution of prospectus	Commencing week of 29 th September, 2025
2.	The school Open Day	7 th October, 2025
3.	The school will commence accepting applications for admission on	8 th October, 2025
4.	The school shall cease accepting applications for admission on	4pm on 7 th November, 2025
5.	The date by which applicants will be notified of the decision on their application is	21 st November, 2025
6.	Date for acceptance/refusal of offer Date for completion of enrolment pack	4pm on 5 th December, 2025
7.	Orientation	Spring 2026

*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn.

Number of places being made available in the 2026/2027 school year

The number of available places in first year	120
<i>Note: The figures set out below in relation to the Special Class are subject to change dependent on whether current students in the Special Class(es) retain their place in the school and whether a student(s) transfers into the school after the publication of this Notice.</i>	
The number of places being made available in the special class catering for ASD	0
The number of places being made available in the special class catering for MD	2