



**SCHOOL ADMISSIONS POLICY
FOR SCHOOL YEAR 2026-2027
DIOCESE OF KILDARE & LEIGHLIN**



NAME OF SCHOOL: ST CORBAN'S NATIONAL SCHOOL

ADDRESS: FAIRGREEN, NAAS, CO. KILDARE

ROLL NUMBER: 17254C

CHARITY NUMBER: 20124472

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

NEW SCHOOL RECONFIGURATION

From September 2026, St. Corban's becomes a co-educational primary school enrolling both girls and boys. This process begins in Junior Infants classes in September 2026 and will continue incrementally year on year until all classes are mixed in 2033-2034. From then on, the school will be a fully co-educational school for boys and girls in all class levels. As an acknowledgement of this change from a boys' only school to a mixed school, the school's name will change from St Corban's Boys' National School to St. Corban's National School or Scoil Chorbáin Naofa. Girls will enter our Junior Infant classes in September 2026.

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, parents and with children attending the school.

The policy was approved by the school Patron on 17th September 2025 and ratified by the Board of Management on Thursday 25th 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 St Corban's NS admission process are set out in the school's annual Admission Notice that 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, is available online and will be made available in hardcopy on request from the Main Office to any person who requests it.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

St Corban's NS is a Catholic 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 St. Corban's NS 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.

Mission Statement

St Corban's NS is a Roman Catholic School that aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. It provides Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

St. Corban's N.S. endeavours to continue in the rich tradition and Christian Ethos of Edmund Ignatius Rice as it was formerly a Christian Brothers' school. The vision and enthusiasm of each of its members combine to seek to develop to its full, the potential of each individual within the school community.

School Context

From September 2026, St Corbans NS is recognised by the Department of Education and Skills as a co-educational 16 Classroom Teacher Primary School. However, due to historic automatic rights of transfer from other parish schools, the school is currently a 20 Mainstream Classroom Teacher school. In St Corban's, class sizes will not exceed **25:1**. Where pre-existing classes exceed this ratio due to the historic automatic transfers from Mercy Convent, the school will

do all in its power to move to the agreed ratio by not replacing boys who leave until we reach the correct ratio of **25:1**. Offer of a place is contingent on the availability of a suitable vacancy for the applicant in the appropriate class level in the school at the time.

3. ADMISSION STATEMENT

St Corban's NS 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.

St Corban's 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.

St Corban's 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.

Co-educational Primary School

St Corban's NS becomes a co-educational primary school in September 2026 when it will enrol girls into Junior Infant classes for the first time. It was historically an all-boys school but that changes in September 2026. Girls will then be enrolled in Junior Infant classes and this process will continue until all classes are co-educational in 2033-2034.

All Denominational Schools

St Corban's NS is a school whose objective is to provide education in an environment that 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 proved that the refusal is essential to maintain the ethos of the school.

Categories of admission

This policy sets out the criteria used to determine admission in the following categories:

1. Applications for admission of girls and boys into Junior Infants in September 2026.
2. The automatic admission entitlement for male pupils who have completed senior infants in Naas Mercy Convent Primary School to admit into first class in St. Corban's B.N.S. under a pre-existing local arrangement.
3. Pupils who are applying for a place in classes outside the official Junior Infant Admission period and process.
4. Pupils whose educational needs are best served by transferring from a feeder school to a special school or by transferring from St. Corban's for a specified period to a special school to avail of specialised educational tuition e.g. St. Roses, Tallaght, will be entitled to deferred rights of entry subject to written notification being sent to the Principal, St. Corban's N.S. at least 2 months before the pupil is due to transfer to or from St. Corban's.

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

St Corban's NS does not have a Special Class or an ASD Unit for pupils with special needs. St. Corban's accepts applications from all pupils for whom mainstream classroom is an appropriate setting.

5. ADMISSION OF STUDENTS

This school shall admit each student seeking admission, subject to the conditions outlined above, 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) there is no place available in the class level for which the pupil has applied.

Application Procedures for Junior Infants

Parents who wish to make an application for admission of their child into junior infants must do so by post, online or by hand during the period from **Monday 6th October 2025 to Friday 24th October 2025**. The strict deadline for receipt of fully completed admission applications is **3pm on Friday 24th October 2025**. ('The closing date').

It should be noted that the submission of an application form(s) does not confer a right to admission.

The following conditions must be met for application for admission into junior infants in September 2025:

- The official application form must be used. This is available in hard copy from the school, and online on the school's website www.saintcorbans.com
- A fully completed Application for Admission form, must be returned during the dates specified and in any case not later than the closing date.
- An applicant must have reached **his/her fourth birthday before the 1st May 2026**.
- The following documentation must accompany a fully completed and dated application form, which must be submitted no later than the closing date in order for the application to be considered a "complete application":
 - Copy of the applicant's birth certificate
 - Proof of address in the form of a utility bill or bank statement in the name of one/both of the Parents, which must be dated no later than three months prior to the closing date. It is essential that a copy of such a utility bill be enclosed with the application form as if not, even if the applicant is living within the parish, the application will not receive any priority on the "living within the parish of Naas" ground.
- Applicants in respect of whom a complete application has been made, who are not successful in securing a place in junior infants, will be placed on a waiting list. This waiting list will expire at 5 p.m. on the **30th June 2027**.
- Late applications will be placed last on the waiting list in the order of date received. For the avoidance of doubt, complete applications that are received on time will receive priority over late applications. Incomplete applications cannot be considered until all required information is received. If such information is received after the closing date, the application will be treated as a late application.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void ab initio. Where a place has been offered, this will result in the offer of the place being withdrawn, the place being reallocated and the applicant being placed last on the waiting list. Where the applicant was placed on a waiting list, it will result in the applicant being placed last on the waiting list.
- Confirmation of the decision regarding the application for admission will be issued to Parents before **Friday 14th November 2025**. Acceptances must be returned by **Friday 21st November 2025**.
- Parents of applicants who have been offered a place must inform the school in writing of the acceptance of the place, by completing and returning an admission acceptance form by **Friday 21st November 2025**. Failure to do so will result in the place being forfeited and the place being reallocated.

If the application for admission is successful and the place has been accepted as outlined above, the child shall be enrolled as per his/her name on his/her official birth certificate.

All Denominational Schools

St Corban's NS is a Catholic School and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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 to those

applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

The criteria for admission, in priority order 1–4 below, are used to determine admission, where the number of applications received outnumbers the number of places available in junior infants.

It is to be noted that reference to siblings is to be taken as including reference to step-siblings.

Criteria used to prioritise applicants for admission into Junior Infants if oversubscribed

1. Siblings of pupils currently enrolled in St. Corban's N.S.
2. Children of staff currently working in St. Corban's N.S.
3. Children living within the parish of Naas with priority to the oldest.
4. All other applicants with priority to the oldest.

Children will receive priority in the order 1, 2, 3, 4.

In the event that the number of applicants, in any one of the categories, outnumbers the places available, applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest, until all available places have been filled.

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;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, 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 or her family attending or having previously attended the school; other than the inclusion of a selection criteria of brothers of boys attending the school as outlined in Section 6 above.
- (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.

8. DECISIONS ON APPLICATIONS

All decisions on applications for admission to St Corban's NS will be based on the following:

- Our school's Admissions Policy
- The school's annual Admissions 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 St Corban's NS, 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.

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 St Corban's NS 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 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).

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 St Corban's NS 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 St Corban's NS 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 are as follows:

AUTOMATIC ADMISSION INTO FIRST CLASS IN ST. CORBAN'S NS UNDER A LOCAL ARRANGEMENT WITH THE MERCY CONVENT PRIMARY SCHOOL

1. On completion of senior infants in the Mercy Convent Primary School Naas, male pupils enrolled there will continue to have an automatic right to transfer from it into first class in St. Corban's N.S.
2. Subject to DES resource provision. The pupil teacher ratio may go above 25:1 to accommodate boys who have an automatic right of transfer but we will not replace boys who subsequently leave these classes until we return to a ratio of 25:1.
3. Application forms for admission to first class in St. Corban's N.S. are available through St. Corban's NS, Naas from **Monday 06th October 2025**. The completed application form must be returned to the St Corban's National School, Naas **before 3pm on Friday 24th October 2025**.

ADMISSION APPLICATION PROCEDURE FOR ADMISSION/TRANSFER OF BOYS INTO ANY CLASS OTHER THAN FOR ADMISSION INTO JUNIOR INFANTS IN OR AFTER SEPTEMBER 2026

Offer of a place is contingent on the availability of a suitable vacancy in the school for the age and class level of the applicant.

Criteria

(i) That a place exists in an age-appropriate class. The availability of a place, in an appropriate class will be determined in the overall context taking all relevant circumstances into account, including, but not limited to the following:

- Local arrangements referred to above
- Overall number of boys which the school can accommodate at the time the application is made.
- The overall number of classes in the school at the time of application.
- The pupil teacher ratio will be capped at a maximum of **25:1** for all classes except where historical automatic transfers over-ride this ratio.

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 are as follows:

1. Pupils will be admitted to classes other than the school's intake group subject to a space being available.
2. Application will be made on the official application form for admission in St. Corban's NS with all requested documentation.
3. If the application for admission is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his name on his official birth certificate.
4. The pupil has completed the relevant stages of education prior to the class for which he has applied.
5. Written notification of the decision to admit will be issued to the parents within 21 days of receipt of the application.
6. Acceptance of the offer must be made in writing within 14 calendar school days. Failure to do so may result in the place being forfeited or reallocated.
7. Applicants in respect of whom a fully completed application form and in respect of whom all relevant documentation has been submitted, who are not successful in securing a place will be placed on a waiting list. This place on the waiting list expires within at the end of the academic year

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

This rule applies to all schools.

The board of St Corban's NS 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 admission 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. 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, or in the case of a student who has reached the age of 18 years, 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 Skills.

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, 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 decision 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 decision 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.

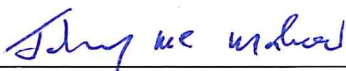
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

19. RATIFICATION AND REVIEW

The Policy was approved by the Patron's Representative on September 17th 2025.

It was ratified by the Board of Management on Thursday 25th September 2025.

This Admissions/Admission Policy will be regularly reviewed, as necessary by the Board of Management. (e.g. in the event of change to the pupil teacher ratio and/or legislative/DES/Patron/other requirements etc.)

Signed: 

Date: 25/09/2025

Chairperson of the Board of Management

On behalf of the Board of Management



ST. CORBAN'S NS

Roll No: 17254C

ANNUAL ADMISSION NOTICE

in respect of admissions to the 2026-2027 school year



ADMISSION POLICY AND APPLICATION FORM

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.stcorbans.com

On request:

By emailing saintcorbans@gmail.com

By writing to The Secretary, Main Office, St Corban's BNS, Fairgreen, Naas, Co Kildare

By phoning 045 875508

PART 1 - ADMISSIONS TO THE 2026-2027 SCHOOL YEAR

Application and Decision Dates for admission to school year 2026-2027.

The following are the dates applicable for admission to **Junior Infants**

The school will commence accepting applications for admission on	Mon 6th October 2025
The school shall cease accepting applications for admission on	Fri 24th October 2025
The date by which applicants will be notified of the decision on their application is	Fri 14th Nov 2025
The period within which applicants must confirm acceptance of an offer of admission is	Fri 21st November 2025

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

****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 SCHOOL YEAR 2026-2027

The number of places being made available in junior infants (this will include boys and girls)	50
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PART 2 - ADMISSIONS TO THE SCHOOL YEAR 2025-2026

Information regarding the admission process for the Intake Group for Junior Infants for the 2025-2026 school year

In respect of the 2025-2026 school year, the total number of applications for admission received by the school was: 91

Breakdown of places allocated for the 2025-2026 school year:	
Number of places available:	48
Number of applications received:	91
Number of Offers made and accepted under each criterion:	Criteria 1. Brothers of pupils already enrolled in St. Corban's B.N.S. 12 2. Sons of staff currently working in St. Corban's B.N.S. 0 3. Boys living within the parish of Naas with priority to the oldest. 36 4. All other applicants with priority to the oldest. 43
Total number of offers made	91 offers 48 originally and then all on original waiting list in order. All those who applied were offered a place.
Number of names placed on waiting list for the school year concerned.	0

