



Admissions Policy for entry to First Year in academic year 2022

1. INTRODUCTION

On behalf of the Board of Governors, the Board of Management determines the Admissions Policy of the school and the maximum number of pupils in the school. The Board of Management reserves the right to review the Admissions Policy from time to time. Allocation of places to pupils is made by the Headmistress based on criteria determined by the Board of Management. For further details of the College, please refer to the College website at www.st-andrews.ie. The Admissions Policy is guided by the characteristic spirit and aims of the College.

2. ETHOS STATEMENT

St Andrew's College was founded in 1894 by the Presbyterian Community of Dublin. Today, it is a flourishing, multid denominational, co-educational school whose philosophy and objectives are based upon the liberal, inclusive and principled Christian ethos inherited from its founders. Admission to the College is subject to criteria which reflect this philosophy and maintain the distinctive character of the school.

Our Admissions Policy endeavours to support a broadly-based, co-educational environment, undertakes, in so far as is practicable, to educate boys and girls from the same family together, strives to preserve an inter-denominational and international mix in its student body, recognises the valuable contribution made by past pupils, and reserves the right to decide upon special cases which may arise from time to time.

To meet its obligations effectively the College has evolved a system of admissions which gives priority to those children for whom the school was established. To this end, the College recognises a number of groups of children as coming within this framework.

3. THE AIMS OF THE POLICY ARE:

- a) To reflect the school ethos in determining policies for admissions.
- b) To accept students without the use of any entrance examination to qualify for entry
- c) To reflect the co-educational nature of the student body
- d) To provide for children with special educational needs and disabilities in so far as facilities and resources are available to do so
- e) To operate some flexibility to take account of special circumstances e.g. children of families relocated at short notice to live in the area
- f) To respect the constitutional and legal right of all applicants in a spirit of inclusiveness

4. THE SCHOOL

The school is fee-paying. The level of the fees is set each year by the Board of Management of the school, subject to the approval of the Board of Governors of St Andrew's College.

The school fees due in respect of a student must be paid in accordance with the terms set out in the invoice requesting payment to enable the student to progress to the next academic year.

5. PRIOR EDUCATION

Under the Department of Education and Skills Rules and Programme for Secondary Schools, secondary school students must be aged 12 years on the 1st of January in the calendar year following the student's entry into First Year and have completed Primary Education.

6. CRITERIA USED FOR OFFERING PLACES AT ST ANDREW'S COLLEGE

Places will only be offered to those parents/guardians who have completed a Declaration of Interest Form. In the event that the number of Declaration of Interest Forms exceeds the number of places available, the Headmistress of the College, on behalf of the Board of Management will apply the criteria set out below in the allocation of places.

The following criteria will be applied in the following order:

Category 1 (a):

Presbyterian Children (see Appendix 1) attending a Recognised Feeder School (Appendix 3).

Category 1 (b):

Presbyterian children not attending a Recognised Feeder School.

Category 2 (a):

Children from the mainstream Protestant denominations, or Reformed Traditions of Christianity, (see Appendix 2) attending a Recognised Feeder School

Category 2 (b):

Children from the mainstream Protestant denominations, or Reformed Traditions of Christianity, not attending a Recognised Feeder School

Category 3:

Children who have completed Sixth Class in our Junior School

Category 4:

Siblings of students who are attending St Andrew's College

Category 5:

Children not in Categories 1 or 2 who are attending a Recognised Feeder School

Category 6:

Children of permanent staff members of St Andrew's College

Category 7:

Children who have a parent/guardian employed by the European Commission, European Foundation, European Food & Veterinary Office or the European Parliament, or who have a parent/guardian with diplomatic status at the United States Embassy

Category 8:

Children of past pupils of St Andrew's College

Category 9:

Children whose grandparent(s) attended St Andrew's College

Category 10:

All others whose parents/guardians who have completed a Record Update form or, in the case of applications after 13th January 2020, an application form.

In addition to the above, the Board of Management reserves the right to allocate a small number of discretionary places, to allow for special family circumstances that might arise from time to time.

7. ACCEPTANCE OF A PLACE

Acceptance of an offer of a place in the College will be conditional on the College receiving, within the specified time period:

- A signed and completed Confirmation of Acceptance Form
- A copy of the applicants birth certificate
- A copy of the College's Code of Behaviour for Students and Acceptable Usage Policy (enclosed with the Offer Letter), signed by the applicant and his/her parents/guardians indicating acceptance of the College's rules on discipline and other matters.
- A €1000 non-refundable deposit which will be deducted from the first term's fees. An additional €1000 is due at the start of Sixth class.

Important Note

The presentation of evidence, which is false or misleading, will invalidate the application and lead to the loss of a place in the College.

Acceptance of a place in the College is taken as acceptance of all College policies. Refusal to sign the Code of Behaviour for Students or to accept school disciplinary procedures will invalidate the application and lead to the loss of a place in the College.

Demand for places in the College is high and the Board of Management is keen to ensure that places are offered to children who wish to take up the allocation. In the past, some applicants have failed to notify the College that they are not taking up an allocated place in St Andrew's College until just before the commencement of term. This has led to other applicants being deprived of a place, or only joining St Andrew's College after already having made a commitment to another school.

8. REFUSAL TO ENROL

The College reserves the right to refuse enrolment where an Applicant does not comply with the terms of this Policy.

In exceptional circumstances, the School reserves the right to refuse enrolment where:

- a) The Applicant Student has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the Applicant Student with an appropriate education or;
- b) the Applicant Student poses unacceptable risk(s) to other pupils, to staff and or/school property.

Applicants refused under any of the above criteria will be advised of their right to appeal the decision of the Board of Management.

9. APPEALS

Appeals against the College's failure to enrol a student should be made in writing to the Board of Management who may decide if an oral hearing is necessary.

Section 29 Appeals

Section 29 of the Education Act, 1998, gives parents (and students who have reached the age of 18) the right to appeal decisions made by a schools' Board of Management relating to expulsions, suspensions or refusals to enrol a student. Subsequent to a decision of any appeal of the refusal to enrol to the Board of management, if applicants are in any way dissatisfied with the School's handling of their application, they are entitled to address an appeal to the Secretary General of the Department of Education & Skills via the Section 29 Appeals Administration Unit, Department of Education & Skills, Friar's Mill Road, Mullingar, Co Westmeath. This appeal should be lodged with the Department within 42 days of the Boards refusal to enrol. The contact phone number for this Unit is 076 110 8588 and the email address is section 29@education.gov.ie. Further information is available on the website www.education.ie.

10. NOTICE PERIOD

A full term's notice is required in writing before the removal of a pupil from school or the next term's fees will be charged. Similarly, a term's notice must be given to discontinue an extra subject.

Approved by: Mr Ivan Schuster
Secretary on behalf of the board of management

Date: 17th December 2019

Appendix 1 – Claiming Presbyterian Church Affiliation

The Board believes that it is essential to the maintenance of the ethos and characteristic spirit of the school that applicants who are members of the Presbyterian Church should be a key part of the school community. ***Applicants with a Presbyterian Church affiliation are children who are certified to the College in a prescribed form (available from the Admissions Office) by the Presbyterian Minister for the time being of their congregation as being members of the Presbyterian Church.***

If you think that your child qualifies for a Presbyterian Church affiliation, you should email the Admissions Office admissions@st-andrews.ie to receive a Presbyterian Church affiliation form which should be completed and returned to the Admissions Office directly. The obligation rests with applicants to complete this form and return it to the Admissions Office within the time indicated on the form. The Admissions Secretary will then forward the form to the relevant Presbyterian Minister for verification.

Priority for a Presbyterian Church affiliation shall only apply where an applicant has completed a Presbyterian Church affiliation form and returned it to the College Admissions Office by 5.00pm on 20th January 2020 and where that form has subsequently been verified by the relevant Minister.

Appendix 2 – Claiming Protestant Church Affiliation

The Board believes that it is essential to the maintenance of the ethos and characteristic spirit of the school that applicants that are members of Protestant denominations, or Reformed Traditions of Christianity should be a key part of the school community. ***Applicants with a Protestant Church affiliation are children who are certified to the College in a prescribed form (available from the Admissions Office) by the Rector or relevant Church Minister for the time being of their parish as being members of that particular Protestant Church or Congregation.***

If you think that your child qualifies for a Protestant Church affiliation, you should email the Admissions Office admissions@st-andrews.ie to receive a Protestant Church affiliation form, which should be completed and returned to the Admissions Office directly. The obligation rests with applicants to complete this form and return it to the Admissions Office within the time indicated on the form. The Admissions Secretary will then forward the form to the relevant Rector or relevant Church Minister for verification.

Priority for a Protestant Church affiliation shall only apply where an applicant has completed a Protestant Church affiliation form and returned it to the College Admissions Office by 5.00pm on 20th January 2020 and where that form has subsequently been verified by the relevant Rector or relevant Church Minister.

Appendix 3 - Feeder schools to St Andrew's College

The national schools at present recognised as feeder schools to St Andrew's are:

- All Saints National School
- Booterstown National School, Cross Avenue, Booterstown
- Burrow National School
- Delgany National School
- Glenageary/Killiney National School (Wyvern)
- Greenlanes National School
- Howth Road National School
- Kill o'the Grange National School
- Kilternan National School
- Our Lady of Mercy National School
- Rathmichael National School
- St Andrew's National School Bray
- St Andrew's National School Malahide
- St Brigid's National School Stillorgan
- St Matthew's National School Irishtown/Sandymount
- St Patrick's National School Dalkey
- St Patrick's National School Greystones
- Taney National School

Important note

At the time of its ratification by the Board of Management on 17th December 2019, the Admissions Policy was in full compliance with all relevant legislation, including the Education Act 1998, as amended, the Education (Welfare) Act 2000 and the Equal Status Act 2000, as amended. Further commencement of the Education (Admissions to School) Act 2018, however, may lead to changes to the school's Admission Policy which may affect the status of applications or expressions of interest already on file in the school.