

# **St. Kilian's German Kindergarten School Dublin**



**ST. KILIAN'S**  
DEUTSCHE SCHULE DUBLIN

## **Admissions Policy Document**

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## **1. Introduction**

This policy is set out in accordance with the provision of the Education Act, 1998, in order to assist parents/guardians in relation to enrolment matters. The policy takes account of the relevant legislation relating to education, e.g. Education (Welfare) Act 2000 and Equal Status Acts 2000 and 2004.

## **2: Our School**

St Kilian's is a fee-paying mixed Primary and Kindergarten School. We follow the National Primary School Curriculum with the exception of Irish [introduced in 5<sup>th</sup> class] and the addition of German. We aim to provide a comprehensive European education and the school has a bilingual or multi-lingual focus catering for students of German, Irish and other descent with a particular emphasis on the German language and culture.

## **3: Mission Statement**

St. Kilian's is a German – Irish school with a strong European focus. We offer a diverse, inclusive yet challenging environment, enriched with a strong sense of Irish, German and European culture. We foster independence of thought, a love of learning, personal responsibility, confidence and integrity. Our aim is to enable all our students to fulfil their potential and to take their place in an ever changing world. Our mission, as an educational community, is the pursuit of excellence from Kindergarten to Leaving Certificate.

## **4: Curriculum**

The Kindergarten School programme covers two years. The subjects taught are in accordance with curricular regulations of the Department of Education and Skills with the exception of Irish [introduced in 5<sup>th</sup> class] and the addition of German throughout the Kindergarten School.

## **5: Enrolment Procedure for Offering Places**

St. Kilian's German Kindergarten School is committed to providing an education to children appropriate to their abilities and needs, irrespective of their gender, nationality or religion.

- An open evening is held in October / November of each year.
- Parents place their children on the school waiting list for enrolment. This must be accompanied by a non-refundable waiting list fee of €90.
- Offers are made to prospective parents in the October of the previous school year.
- All applicants will be informed in writing of their success in obtaining a place and must complete the application forms for enrolment.
- Parents/guardians who wish to accept the offer of a place must pay an additional €900 deposit, along with an administration fee of €90. The €900

deposit will be deducted from the school fee payable for Class 1 students in the school.

- Once the offer of a place has been accepted the deposit of €990 is non-refundable.

## **6: Criteria for Offering Places in St Kilian's Primary School**

- All pupils must be 4 years of age on or before 1<sup>st</sup> September of the year of entry to Kindergarten Class.
- From the school year 2018/19 pupils must be 4 years and 3 months of age on or before 1<sup>st</sup> September of the year of entry to Kindergarten Class.
- Parents agree to pay the school fees set by the Board of Management at the end of the previous school year. Admission is conditional upon acceptance of the school's Business Terms and Conditions.
- The child is willing to learn the German language to the best of her/his ability.
- Admission is conditional on signing up to the school ethos and Code of Behaviour. The child's parents are willing, and have indicated this by signing the school's Code of Behaviour, to abide by the disciplinary procedures and measures taken by the school body and confirmed by the Board of Management.
- All children received into the school are entitled to stay until the end of their school education unless the contract is terminated through non-payment of fees, or unless their dismissal from school is the result of disciplinary action in accordance with the school's Code of Behaviour, or unless there is a written agreement between the school and the parents to the contrary.
- The school is able to provide the physical and pedagogical means to ensure the success of this education.
- A place is available, with due regard to the fact that class sizes should not exceed a number conducive to the intense acquisition of German as a foreign language, which should not exceed 25 students per class.
- The siblings of St Kilian's students are entitled to a place in the school subject to payment of the required fees.

In the event that the number of applications exceeds, or is expected to exceed, the number of places available the school will apply the criteria set out below in the allocation of places:

- Language spoken
- To ensure that the school maintains its bilingual spirit and atmosphere, children who speak German should be admitted preferentially as long as their number is approximately one third of their year.

## **7: Transfer of New Students [Classes KG and VS]**

Applications will only be considered if there is a vacancy in the relevant class. Should there be more applicants than places; the criteria already outlined will apply.

The school reserves the right to refuse enrolment to any students in exceptional cases. Such an exceptional case could include that, in the opinion of the school, the

student poses an unacceptable risk to other students, to school staff or to school property.

## **7.1: Procedure of Acceptance of New Students**

Admission should be offered only after satisfactory results or impressions from the following:

- The Head of Primary/Principal should seek information or references from other schools.
- Information concerning previous attendance and the prospective pupil's educational progress to date will be required in accordance with the Education Welfare Act.
- Applicants and their parents can be asked to attend an interview.

## **8: Allocation to Classes**

Once a pupil is enrolled they will be allocated to a particular class. Requests to change class at any stage are accommodated only in exceptional circumstances and are at the discretion of the school management. Requests for particular teachers cannot be accommodated.

## **9: Enrolment of Children with Special Educational Needs**

St Kilian's welcomes students with special needs and will use the resources, both financial and personnel, provided by St. Kilian's Kindergarten School to make reasonable accommodation for students with disabilities or special educational needs.

While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accommodate students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by St. Kilian's Kindergarten School.

The school welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The school must be made aware of any special needs as early as possible, so that these needs can be assessed and addressed where possible. Any reports that are not written in either German or English must be translated into either German or English.

Parents are requested to outline the details of a child's special educational needs

on the application form.

The school, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided all the relevant information, the school shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act – Section 19(3)).

### **10: Appeal**

The decision on admission to the school is taken by the Head of Primary/Principal. An appeal is possible to the Board of Management in accordance with section 29 of the Education Act (1998).

### **11: Review**

The Admission Policy is subject to review as considered necessary.