

Admissions Policy

Secondary School/Eurocampus



St. Kilian's
Deutsche Schule Dublin

Contents

1.	Introduction	2
2.	Our School	2
3.	Mission Statement	2
4.	Curriculum	3
5.	Enrolment Procedure for Offering Places	3
6.	Criteria for Offering Places in St Kilian's	3
7.	Where the number of applications exceeds the number of places available.	4
7.1	Transfer of New Students (Classes 8-12)	4
7.2	Procedure for Enrolment of New Students	5
	Any refusal to enrol an applicant will be in accordance with Section 15(2)(d) of the Education Act 1998. .	5
7.3	Guest Students	5
7.4	Allocation to Class	5
8.	Enrolment of Children with Special Educational Needs	5
9.	Appeal	6
10.	Review	6

1. Introduction

In order to assist parents/guardians in relation to enrolment matters this policy is informed by the regulations and programs of the Department of Education and Skills (DES), the provisions of the Education Act, 1998, and the Articles of Management for voluntary secondary schools. The policy also takes account of other 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 secondary school. We prepare students for the Junior and Leaving Certificate and operate within the regulations laid down by the Department of Education and Skills. We aim to provide a comprehensive European education. We share our facilities and an educational project (Eurocampus) with the Lycée Français d'Irlande (LFI) for the junior cycle.

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. We teach to the high standards of the Leaving Certificate, however, for the subject of German we go beyond these standards. We offer a German language curricular stream leading to the Sek-I exams at the end of 10th class, a bi-lingual Leaving Certificate in German language, literature and history and the Sprachdiplom at levels 1 and 2.

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 fulfill 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.

3.1 Ethos

St. Kilian's School is a German – Irish school with a European culture and spirit. It is a co-educational, interdenominational school spanning the full educational cycle from Kindergarten to Leaving Certificate. It takes its name from the Irish saint, Kilian, known for his love of study and travels through Europe as a missionary. St Kilian's school cherishes the values and traditions of Europe's Christian civilization.

We are committed to creating a nurturing and caring environment where the individual's dignity and integrity are affirmed and valued in an atmosphere predicated on the core principles of honesty, trust and compassion. St. Kilian's welcomes all peoples regardless of culture, tradition and religious denomination, to share its community and educational experience.

4. Curriculum

The school programme covers six years. This includes a compulsory Transition Year in class 10. The State Examinations taken by the students of the school are the Junior Certificate and the Leaving Certificate. For students in the German language stream the Sek-I exams are taken at the end of 10th class. The school curriculum is in accordance with curricular regulations of the Department of Education and Skills and for the Sek-I Programme the curriculum is regulated by the, Kulturminister Konferenz (KMK), the *Zentralstelle für Auslandschulwesen* (ZfA) and the *Bundesverwaltungsamt* (BVA).

5. Enrolment Procedure for Offering Places

The school supports the principles of inclusion within the context and parameters of the regulations and programs for secondary schools prescribed by the Department of Education and Skills and also taking into account the rights of the Patron as set out in Education Act 1998 and the funding and resources available.

- An open evening is held in October of each year.
- Parents place their children on the school waiting list for enrolment.
- A non-refundable administration fee of €90* must accompany each application.
- Offers are made to prospective parents in the October of the year before admission.
- All applicants will be informed in writing of their success in obtaining a place.
- Successful applicants must then complete the application forms.
- On accepting the offer of a place applicants must pay a €900* deposit.
- The deposit plus administration fee will be deducted from the school fees.
- Once the offer of a place has been accepted the deposit non- refundable.

**The deposit and administration fee may vary from time to time*

6. Criteria for Offering Places in St Kilian's

- 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 the school's Business Terms and Conditions
- The child is willing to learn the German language to the best of her/his ability, which includes that she/he is prepared to sit exams pertaining to certification of language proficiency in the German language (*Sprachdiplom I & II*) upon binding recommendation of the school's German teachers.
- The child will have reached the age of 12 by January 1st in the school year of enrolment.
- Admission is conditional on signing up to the school's Ethos and Code of Behaviour.
- The parents/guardians, and in the case of students over the age of 18, have indicated by signing the registration forms that they will abide by the disciplinary procedures and measures taken by the school body as confirmed by the Board of Management and as

outlined in the relevant school policies.

- 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 taken 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 and in accordance with the agreed class sizes outlined in section 7.
- The siblings of St Kilian's students are entitled to a place in the school subject to payment of the required fees
- Students from St Kilian's primary school are entitled to a place in St Kilian's secondary school.

7. Where the number of applications exceeds the number of places available.

The number of places available is determined by the number of class groups in a given year. The number of class groups per year is determined by the Board of Management in accordance with the available resources. In year groups of four classes the maximum enrolment is 100 pupils, for year groups of 3 classes it is 90 pupils and 60 pupils for year groups of 2 classes. In the event that the number of applications exceeds, or is expected to exceed, the number of places available a waiting list is compiled and the school will apply the criteria set out below in the allocation of places:

- Siblings
- Waiting list
- Language spoken
- To ensure the school maintains its bilingual spirit and atmosphere, children who speak German should be admitted preferentially as long as their number does not exceed a third of the given year group.

7.1 Transfer of New Students (Classes 8-12)

Applications will only be considered if there is a vacancy in the relevant year group/class. Students transferring into St Kilian's German school after 7th class must have studied German to a level commensurate to the applicable standard for the class they will join.

Their application form must be accompanied by the following documentation:

- A school transfer form/ or in the case of pupils transferring from abroad details of previous secondary school(s) attended
- A written statement of the reason(s) for leaving that (those) school(s)
- Copies of all the student's records from that (those) school(s).

Decisions on applications for admission will be made in the context of the following criteria:

- Is there a vacancy in the relevant year group
- The application is in line with the school's Admissions Policy
- The transfer to St Kilian's German School/Eurocampus is in the best interest of the student, it is of educational benefit to the student and it is in the best interest of St Kilian's German school.
- Where an applicant has attended another secondary school (in Ireland or outside the State), the school reserves the right in advance of making an enrolment decision, to seek, full disclosure of the circumstances surrounding the departure of the applicant from a previous school.
- The school will seek the permission of the applicant's parents/guardians, or the applicant if over 18, to request information relevant to the enrolment decision from the previous school or to consult with the relevant Educational Welfare Officer or State agency, as appropriate.



St. Kilian's
Deutsche Schule Dublin

All other factors being equal should there be more applicants than places the criteria outlined in section 7. will apply.

7.2 Procedure for Enrolment of New Students

A place in St Kilian's/Eurocampus will be offered only after satisfactory results or impressions from the following:

- The principal requests information (school report) and/or references from previous 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 will be asked to attend an interview.

Any refusal to enrol an applicant will be in accordance with Section 15(2)(d) of the Education Act 1998.

7.3 Guest Students

Guest students are accepted into 10th or 11th class only. The enrollment is in accordance with the procedure outlined above. Acceptance is dependent on availability of places and resources.

7.4 Allocation to Class

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 will not be accommodated.

8. Enrolment of Children with Special Educational Needs

St Kilian's welcomes applications from parents/guardians of applicants with special educational needs. While recognizing 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 the Department of Education and Skills.

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. It may take some time for the Department of Education and Skills to process such applications.



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, will then assess 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)).

9. Appeal

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

Where the Board of Management confirms on appeal a decision not to enroll an appeal on grounds other than oversubscription may be made to the Department of Education and Skills.

Information on a "Section 29 appeal" is contained in the Department of Education & Skills document - *Procedures for hearing and Determining Appeals under Section 29 of the Education Act 1998* - available from the Department of Education & Skills website or from the - Section 29 Appeals Administration Unit, Department of Education and Skills, Friars Mill Road, Mullingar, Co. Westmeath. N91 H30& Tel: 044 9337008 11.

The educational and welfare services of the Child and Family Agency (TUSLA) is the statutory agency that can assist parents who are experiencing difficulty in securing a school placement for their child – your local Educational Welfare Officer can provide assistance in this regard, the contact details for whom are on www.tusla.ie.

10. Review

The Admission's Policy is reviewed yearly and amended as the need arises.

The Board at its meeting in December 2018 set an enrolment limit of 100 pupils for class 7. in the school year 2019-2020

(Reviewed by the Board of Management March 2019)