



**St. Kilian's**  
Deutsche Schule Dublin

# ADMISSION POLICY

## Primary School and Kindergarten

### Contents

1. Introduction: .....	2
2. Our School:.....	2
3. Ethos:.....	2
4. Mission Statement: .....	2
5. Curriculum: .....	2
6. Enrolment Procedure for Offering Places:.....	3
7. Criteria for Offering Places in St Kilian's Primary School and Kindergarten: .....	3
7.1 Age Requirements:.....	3
7.2 Order of Priority:.....	3
7.3 Class Sizes and German Quota: .....	4
8. Conditions for Admission to St. Kilian's Primary School and Kindergarten:.....	4
9. Pupils Transferring from Another School or from a Home-Schooling Environment:.....	5
10. Allocation to Classes:.....	5
11. Enrolment of Children with Special Educational Needs:.....	5
12. Appeal: .....	6
13. Review:.....	6

## 1. Introduction

This policy intends to assist parents/guardians in relation to enrolment matters in accordance with the provision of the Education Act, 1998, as amended. The policy takes account of all relevant legislation relating to education, including the Education (Welfare) Act 2000 and the Equal Status Acts 2000 and 2004.

## 2. Our School

St Kilian's German School is a fee-paying co-educational Kindergarten, Primary and Secondary school. We follow the National Primary School Curriculum in Classes 1-6 with the exception of Irish [introduced in 5<sup>th</sup> class] and the addition of German [taught throughout the Primary School and Kindergarten]. We are committed, where practicable, to providing a comprehensive European education in a diverse and inclusive environment to children appropriate to their abilities and needs, irrespective of their gender, nationality or religion. St. Kilian's school has a multi-lingual focus catering for pupils of German, Irish and other descent with a particular emphasis on the German language and culture. We offer a German language curricular stream leading to the Sek-1 exams starting in 5<sup>th</sup> class with an exam at the end of 10<sup>th</sup> class (Secondary).

## 3. Ethos

St. Kilian's German School is a co-educational, inter-denominational school spanning the full educational cycle from Kindergarten to Leaving Certificate. Our environment is nurturing, safe and caring. We respect and affirm the integrity of our pupils and we welcome those of all cultures, traditions and beliefs to share our community and educational experience. We value tolerance and difference, and we embrace democratic values. We live a European educational experience through the languages of German and English and through our shared Euro campus.

## 4. Mission Statement: Dein Weg – Our Mission

Guided by our ethos we support our pupils to become individuals of integrity, to be independent in thought, open minded and confident. We foster personal responsibility and promote active citizenship in Europe and the world.

## 5. Curriculum

The Kindergarten School Programme covers two years and the Primary School Programme covers six 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 Primary School. For the Sek-I Programme, the curriculum is regulated by the *Kulturministerkonferenz* (KMK) and the *Zentralstelle für Auslandsschulwesen* (ZfA).



**St. Kilian's**  
Deutsche Schule Dublin

## 6. Enrolment Procedure for Offering Places

In general, parents are advised to apply for admission as early as possible as there is always a strong demand for places. Enrolment at St. Kilian's German Primary and Kindergarten School usually follows the following sequence:

- An Open Day is held in October of each year during which parents and their children can view the school and meet teachers and students.
- Parents/guardians place their children on the school waiting list for enrolment by completing the waiting list form and returning it to the school for the attention of the School Secretary. This must be accompanied by a non-refundable administration fee of €90\* or proof of payment [where payment has been made through the school's on-line payment system] and a copy of the child's birth certificate.
- Offers are made to prospective parents from the October of the year before admission.
- All applicants will be informed in writing of their success in obtaining a place for their child in St. Kilian's.
- Successful applicants must then complete the application forms for enrolment. If the child is transferring from another school, the application form must be accompanied by the most recent report from the most recent school the child has attended. Parents are requested to outline the details of a child's special educational needs on the application form.
- Parents/guardians who wish to accept the offer of a place must pay an additional €1500\* deposit. The €1500\* deposit will be deducted from the school fee payable for pupils in the school.
- Once the offer of a place has been accepted the €1590 is non-refundable.

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

## 7. Criteria for Offering Places in St Kilian's Primary School and Kindergarten

### 7.1 Age Requirements

St. Kilian's admits pupils in accordance with its ethos and the regulations of the Department of Education and Skills concerning age and previous schooling. All pupils must meet the following requirements:

- Pupils entering Kindergarten [Junior Infants] must be 4 years and 3 months of age on or before 1<sup>st</sup> September of the year of entry.
- Pupils entering Primary School must be 6 years of age on or before 1<sup>st</sup> September of the year of entry to First Class. **From the school year 2021/22 pupils must be 6 years and 3 months of age on or before 1<sup>st</sup> September of the year of entry to First Class.**
- Pupils will be admitted to other classes based on the above age requirement (e.g. a pupil entering Vorschule [Senior Infants] must be 5 years and 3 months of age on or before 1<sup>st</sup> September of the year of entry).

### 7.2 Order of Priority



**St. Kilian's**  
Deutsche Schule Dublin

In the event that the number of applications exceeds, or is expected to exceed, the number of places available, the school will, subject to section 7.3 and section 11 below, give priority to applicants in the following order:

- (i) whose brother or sister is a present pupil of the Kindergarten, Primary School or Secondary School;
- (ii) children who speak German;
- (iii) whose parent is a member of the permanent staff of the school or is due to take up such an appointment;
- (iv) position on the waiting list.

### **7.3 Class Sizes and German Quota**

Class sizes at the school are limited to ensure that the number of pupils in each class is conducive to the acquisition of German as a foreign language. Class sizes should therefore not exceed 26 pupils per class in Primary School and a maximum of 108 students in the Kindergarten [Junior and Senior Infants].

In order to facilitate the ethos of the school, children who speak German will be given priority as set out in section 7.2 above.

## **8. Conditions for Admission to St. Kilian's Primary School and Kindergarten:**

The offer of a place in St. Kilian's Primary School or Kindergarten is conditional upon the following conditions being met:

- 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 Fee Terms and Conditions.
- The child is willing to learn the German language to the best of her/his ability. This includes that she/he is prepared to sit class tests at the German language proficiency level considered to be appropriate for the child by the school's German teachers. The decision of the German teachers is binding in this regard.
- Admission is conditional on signing up to the school ethos and Code of Behaviour.
- The child's parents/guardians have indicated by signing the application forms that they will abide by the disciplinary procedures and measures taken by the school, as confirmed by the Board of Management and as outlined in the relevant school policies.
- Children from a home-schooling environment will only be offered a place after the Head of Primary and Kindergarten is satisfied that the student has made sufficient educational progress.

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;
- dismissal from the school as the result of disciplinary action in accordance with the school's Code of Behaviour; or
- a written agreement between the school and the parents.

## **9. Pupils Transferring from Another School or from a Home-Schooling Environment**

Applications from children who are transferring from another school or from a home-schooling environment will only be considered if there is a vacancy in the relevant class. If there are more applicants than places, the admissions criteria in section 7 above will apply.

The application form must be accompanied by the most recent report from the most recent school the child has attended.

In addition to section 8, admission will be offered only after the Head of Primary and Kindergarten has received satisfactory information and/or references from the prospective pupil's previous schools(s) in relation to attendance and educational progress to date in accordance with the Education (Welfare) Act, 2000. Applicants and their parents may be asked to attend an interview.

Applications from children who have been home-schooled must be accompanied by information on the curriculum the child has followed, the level they have reached and examples of recent work. Applicants and their parents may be invited for an interview and, if considered necessary to assess educational progress to date, the child may be required to sit a test. In addition to section 8, children from a home-schooling environment will only be offered a place after the Head of Primary and Kindergarten is satisfied that the applicant has made sufficient educational progress.

## **10. Allocation to Classes**

Once a pupil is enrolled he/she 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.

## **11. Enrolment of Children with Special Educational Needs**

St Kilian's school welcomes students with special needs and will use available resources, 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



**St. Kilian's**  
Deutsche Schule Dublin

supply of resources, suitable to the needs of the individual student, from the school. There are no resources available from 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. 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, will assess how the needs of these students can be met in St. Kilian's Kindergarten or Primary School.

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

## 12. Appeal

The decision on admission to the Primary School or Kindergarten is taken by the Head of Primary and Kindergarten. An appeal is possible to the Board of Management in accordance with section 29 of the Education Act 1998, as amended.

## 13. Review:

The Admission Policy is reviewed annually.

Signature \_\_\_\_\_ [Chairperson]

Signature \_\_\_\_\_ [Head of Primary and Kindergarten]

Date \_\_\_\_\_