

# Admissions Policy

## Secondary School/Eurocampus

### Contents

Introduction	2
Our School	2
Curriculum	3
Mission Statement & Ethos	3
Admission Statement	3/4
Sharing data with other schools	4
Enrolment procedure for offering places	5
Conditions of Enrolment	6
Enrolment procedures for new students	7
Enrolment procedures for Students with special needs	7
Guest Students	7
Oversubscription	8
Acceptance of an offer	8
Refusal to enroll-withdrawal of an offer	8
Waiting list	9
Late applications	9
Reviews and Appeals	9/10

**ST KILIAN'S GERMAN SCHOOL**

## SECONDARY SCHOOL ADMISSIONS POLICY



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

### 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, as amended by the Education (Admission to Schools) Act 2018 ("Education Act"), the Equal Status Act 2000 ("Equal Status Act") and the Education (Welfare) Act, 2000 ("Welfare Act"). In drafting this policy, the Board of Management of St Kilian's German School has consulted with school staff and with parents of children attending the secondary school.

This policy was approved by the school's patron, St Kilian's Deutsche Schule Dublin, CLG. It is published on the school's website and will be made available in hardcopy on request. The relevant dates and timelines for St Kilian's German School/Eurocampus admission process are set out in the school's annual Admission Notice which is published on the school's website at least one week before the commencement of the admission process for the secondary school year concerned.

This policy must be read in conjunction with the annual Admission Notice for the secondary school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request.

### 2. General Objectives of the School

St Kilian's German School is a fee-paying co-educational primary and secondary school. References in this policy to the school are to the secondary school only. The school prepares students for the Junior and Leaving Certificate, the German *Sprachdiplom* language exams levels I and II and the German equivalent to the Junior Certificate, the *mittlere Schulabschluss* or *Sek I*. We therefore operate within the regulations laid down by the Department of Education and Skills, the German *Zentralstelle für Auslandsschulwesen* (ZfA), the *Kultusministerkonferenz* (KMK) and the joint Cooperating Agreement governing the Eurocampus. We share our facilities and an educational project (Eurocampus) with the Lycée Français d'Irlande (LFI) for the junior cycle (Classes 7-9). We aim to provide a comprehensive European education.

The school has a bilingual 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 10<sup>th</sup> class, a bi-lingual Leaving Certificate in German language, literature and history and the *Sprachdiplom* at levels 1 and 2. We offer a uniquely European dimension through the Eurocampus (classes 7-9) in the Junior cycle where pupils from St Kilian's and the LFI share classes.

In accordance with section 15 (2) (b) of the Education Act, sections 2 and 4 of the German *Auslandsschulgesetz* (2014), the Eurocampus Cooperation Agreement (2016) between St Kilian's German School and the Lycée Français d'Irlande, the Agreement between the Government of Federal Republic of Germany and the Government of Ireland (2006) for the provision of a bilingual Leaving Certificate and the Constitution of the Deutsche Schule Dublin CLG, the Board of Management of St Kilian's German School shall uphold, and be accountable to the Deutsche Schule Dublin CLG for so upholding, the characteristic spirit of the school as a German-Irish school and Eurocampus as

determined by the educational, social, linguistic and interdenominational values and traditions which inform and are characteristic of the objectives, curriculum and conduct of the school.



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

### 3. 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 or bilingual Leaving Certificate and, for the students in the German language stream, the Sek-I exams at the end of 10th class.

The school curriculum is delivered in accordance with curricular regulations of the Department of Education and Skills and, for the Sek I Programme, the curriculum is regulated by the *Kulturministerkonferenz* (KMK) and the *Zentralstelle für Auslandsschulwesen* (ZfA).

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

Guided by our ethos we support our students 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. 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 students 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 Eurocampus.

### 6. Admission Statement

The school **will not** discriminate in its admission of a student to the school based on one of the following grounds:

- gender
- civil status
- family status
- sexual orientation
- religion
- disability
- race
- membership of the Traveler community
- special educational needs

These grounds apply to the student and the parent/guardian making a request for admission on behalf of the student. As per section 61(3) of the Education Act 1998, the above-mentioned grounds will be construed in accordance with section 3 of the Equal Status Act 2000.

This school shall admit each student seeking admission **except where:**

- the school is oversubscribed in which case the school will apply the selection criteria set out in section 3 below;
- a student does not have a standard of German language competence to allow him/her to access the compulsory German language curriculum at the level at which he/she wishes to enter the school. This applies in particular to students entering after first year (Class 7);
- a parent/guardian of a student, when required by the principal to do so in accordance with section 23(4) of the Welfare Act, fails to confirm in writing that the school's Code of Behaviour is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with this code by the student;
- a parent/guardian of a student does not accept the compulsory obligation to learn German and to support the language programme in the school including the obligation to sit the Sprachdiplom exams.

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 student's academic ability, skills or aptitude, other than in the case of admission to classes above 7<sup>th</sup> class, where a knowledge of the German language commensurate with the level of German taught in that year in the school, is an absolute requirement to access the core curriculum in the school in accordance with the provisions of the *Auslandsschulgesetz 2014* and the relevant *Fördervertrag*;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
- a requirement that a student, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission, other than to test the knowledge of the German language for admission to classes above 7th class;
- 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 in accordance with our selection criteria as set out in section 3 below;
- the date and time on which an application for admission was received by the school subject to the application being received at any time during the period specified for receiving applications set out in the Admission Notice of the school for the school year concerned and subject to the school making offers based on existing waiting lists up until 31st January 2025.

## 7. Sharing Data with other Schools

Applicants should be aware that section 66(6) of the Education Act allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide another patron or another board of management with a list of students in relation to whom:

- an application for admission to the school has been received;
- an offer of admission to the school has been made; or
- an offer of admission to the school has been accepted.

The list may include any of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;

- the date on which an offer of admission was accepted by the student;
- a student's personal details including his/her name, address, date of birth and PPSN number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).



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

In addition, section 20 of the Welfare Act permits exchanges of information between schools in relation to any problems relating to past school attendance of a student and other matters relating to the student's educational progress. Where the student 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 student from the previous school.

## **8. Enrolment Procedure for Offering Places**

The school supports the principles of inclusion within the context and parameters of the regulations and programmes for German schools abroad and Irish secondary schools as prescribed by the German *Auslandsschulgesetz* 2014, the Department of Education and Skills and also taking into account the rights of Deutsche Schule Dublin CLG, as the patron of the school in accordance with the Education Act and the funding and resources available.

All enrolment decisions of the school will be made based on applicable legislation, this Admission Policy and the Admission Notice. Places will be offered based on the information provided by the applicant in the school's official application form received during the period specified in the Admission Notice for receiving applications. The school reserves the right to verify the information provided in the application form, including the level of German proficiency.

The enrolment procedure will be as follows:

- An open evening is held in October of each year.
- The annual Admission Notice is published on the school website.
- The application form is available on the school website or upon request directly from the admissions secretary ([secretary@kilians.com](mailto:secretary@kilians.com)).
- In the case of students applying from another school after 7<sup>th</sup> class, the application form must be supplemented by:
  - 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); and
  - evidence that the student has knowledge of the German language commensurate with the level of German taught in that year in the school.
- Parents/guardians complete the application form and return it to the school within 3 weeks from the designated date as stated on the annual Admission Notice.
- Parents and guardians are requested to complete a pre-enrolment form.
- The application form must be accompanied by a recent school report to verify schooling for applicants coming into St Kilian's Secondary School from abroad (ie outside the Republic of Ireland).
- In the case of children homeschooled in Ireland, submission of document equivalent to the Education Passport is required.
- A non-refundable administration fee of €100 must accompany each application.
- All applicants will be notified regarding the decision of their application within a 3-week period of the application closing date as stated in the annual Admission Notice.

- Successful applicants will be informed in writing of the offer of a school place.
- If an applicant is not offered a place in the school, the applicant will be informed in writing of the reasons including, where applicable, details of the student's ranking in context of the selection criteria and details of their place on the waiting list for the school year concerned.



## 9. Acceptance of a Place

- Applicants who have been offered a school place must complete the admissions form and return it to school within 3 weeks of the offer date.
- On accepting the offer of a place, applicants must pay a €1,500 deposit.
- The deposit will be deducted from the school fees.
- Once the offer of a place has been accepted the deposit is non-refundable.

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

Where an offer of admission is made, applicants will be required to provide a student's personal details including his/her name, address, date of birth and PPSN (within the meaning of section 262 of the Social Welfare Consolidation Act 2005). For students wishing to enter the school after 7th class, applicants must produce evidence of the student's German language proficiency commensurate with the level of German required for that year in the school and in accordance with the mission and status of the school as a German school abroad. The school reserves the right to verify language competence.

## 10. Enrolment of new students: (Conditions of Enrolment)

A place in the school will be offered only after completion of the enrolment process in accordance with section 8 of this policy. As part of this process, and in accordance with section 66(6) of the Education Act and the Welfare Act, information and data will be requested, including information concerning previous school attendance, the student's educational progress to date and, in the case of students wishing to enroll in classes above 7th class, proof of proficiency in German.

Offers of enrolment to the school will be made subject to the following conditions:

- the availability of places in the relevant year group, 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, where applications exceed the available places outlined in section 3 of this policy, in accordance with the selection criteria in section 3 of this policy;
- the parents/guardians of the student confirming in writing that the school's Ethos, the school's business terms and conditions and all other policies in place at the time of enrolment are acceptable to him/her;
- the parents/guardians of the student confirming in writing that the school's Code of Behaviour applicable at the time of enrolment is acceptable to him/her and that he/she will make all reasonable efforts to ensure compliance with such code by the student;
- the parents/guardians, and in the case of students over the age of 18, the students, having 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;
- the parents/guardians of the student agreeing to pay the school fees set by the Board of Management as applicable from time to time and as notified at the end of the previous school year;

- the parents/guardians and, in the case of students over the age of 18, the student, confirming that the student 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);
- in the case of applications for classes other than 7th class, evidence that the student's knowledge and standard of German is commensurate with the level of German taught in that year in the school, which the school may confirm through interview and/or oral and/or written tests;
- in the case of students entering 7<sup>th</sup> class, the student having reached the age of 12 by January 1st in the school year of enrolment (which may be verified by the school);
- the school being able to provide the physical and pedagogical means to ensure the success of the student's education.

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

All students received into the school are entitled to stay in the school 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/guardians to the contrary.

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

The school welcomes applications from parents/guardians of students 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.

The school must be made aware of any special educational needs as early as possible so that these needs can be assessed and, where available, appropriate supports planned for and put in place.

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 if and how the educational 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 in accordance with section 19(3) of the Welfare Act.

#### **12. Guest Students**

The school reserves the right to accept guest students into 10<sup>th</sup> or 11<sup>th</sup> class. These are students who wish to spend a period of time (4 months to 1 academic year) unaccompanied by their parent or guardian in Ireland. The enrolment is in accordance with the enrolment outlined in section 8 above. The offer of a place as a guest student is dependent on availability of places and resources. Applications for periods of less than 4 months will not be considered. The school does not accept guest students wishing to enter classes 7-9.

#### **13. Selection Criteria in the Event of Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria below to those applications received within the timeline for receipt of applications as set out in the school's annual Admission Notice. The school will not take into account any selection criteria that are not included in this admissions policy.

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 St Kilian's Secondary School and the Eurocampus, the maximum enrolment is as follows: for year groups of four classes, 100 pupils, for year groups of 3 classes, 90 pupils and for year groups of 2 classes, 60 pupils.<sup>1</sup> The number of classes in years 7-9 will not exceed 4.

In the event that the number of applications exceeds, or is expected to exceed, the number of places available in St Kilian's Secondary School, places in St Kilian's Secondary School will be allocated in accordance with the following selection criteria in the order of the categories listed and in the order as set out in each category.

**Category 1.**

- 1.1 Applicant is currently attending 6<sup>th</sup> class of the St. Kilian's Primary School;

**Category 2.**

- 2.1 Applicant is relocating from Germany or another German school abroad.
- 2.2 Applicant is mother tongue German and meets the language proficiency criteria for mother tongue classes in the school as determined by the school.
- 2.3 Applicant has certified A1 proficiency in German (recognised certification).

**Category 3.**

- 3.1 Applicant is the son/daughter of a member of St. Kilian's staff.

**Category 4.**

- 4.1 Sibling of the applicant is attending St Kilian's Kindergarten, Primary School or Secondary School
- 4.2 Applicant is a sibling of a graduated past pupil of St Kilian's Secondary School.
- 4.3 Applicant is the son/daughter of a graduated past pupil of St Kilian's Secondary School (providing this category does not exceed 25% of the places offered).

In the event of a tie, the date and time at which the application was made will become the deciding factor, whereby the place(s) will be offered to the tied candidate(s) who submitted their application(s) earliest (subject to the application being received in accordance with this policy).

Please note that, in the event of an inconsistency between this Admissions Policy and the Admissions Notice, the Admissions Notice will take precedence. Applications received after the period for receiving applications specified in the Admissions Notice will go to the end of the waiting list.

**14. Acceptance of an Offer of a Place by the Applicant**

In accepting an offer of admission from the school, the applicant must indicate:

---

<sup>1</sup> Please note that [30%]/[30] of places in the Eurocampus are reserved for applicants to the Lycée Francais d'Irlande (LFI) and are therefore to the selection criteria of the LFI.



- Whether you have accepted an offer of admission for another school or schools in respect of the student. If you have accepted such an offer, you must also provide details of the offer or offers concerned; and
- Whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools in respect of the student and, if so, you must provide details of the other school or schools concerned.



Applicants should be aware that failure to disclose information on the acceptance of a place may lead to an offer being withdrawn by the school.

#### 14. Refusal of admission/Withdrawal of an Offer

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

- An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.”

In addition, an offer of admission **may not be made** or **may be withdrawn** by the school where:

- it is established that information contained in the application is false or misleading;
- an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice;
- the parent of a student, when required by the principal in accordance with section 23(4) of the Welfare Act, fails to confirm in writing that the code of behavior of the school is acceptable to him/her and that he/she shall make all reasonable efforts to ensure compliance with such a code by the student;
- an applicant has failed to comply with the requirements of this policy.

#### 15. Waiting List in the event of Oversubscription

In the event that there are more applications to the school in any given year than places available, a waiting list of students whose applications have been unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which the admission is being sought.

Placement on the waiting list of the school is in order of priority assigned to the student's application after the school has applied the selection criteria in accordance with this policy and in the event of a tie, the date and time at which the application was made (subject to the application being received in accordance with this policy).

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 students have been placed on the list.

#### 16. 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 this policy, the Education Act and any regulations made under the Education Act.



Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the bottom of the waiting list in the order (ie date and time) in which the late application(s) have been received.

Applications to join the school during a given school year (i.e. outside the time frame for applications at the start of a school year) are subject to the same terms, conditions and procedures as outlined in this policy.

### **17. Review by the Board of Management**

The parents/guardians of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board of management to review a decision to refuse admission to the student. Such requests must be made in accordance with section 29(C) of the Education Act. 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 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 section 29C of the Education Act.

Where a student 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.

Where a student 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.

### **18. Right of Appeal**

Under section 29 of the Education Act, the parent/guardian 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 the school to refuse admission.

An appeal may be made under section 29(1)C(i) of the Education Act 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 where the refusal to admit was due to a reason other than the school being oversubscribed.

Where a student 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.

Where a student 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.

Appeals under section 29 of the Education Act 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 which are published on the website of the Department of Education and Skills.

This policy is reviewed regularly and amended as the need arises.

Date \_\_\_\_\_

Signed: \_\_\_\_\_ Chair of the Board of Management

***Reviewed March 2021***





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