



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

<b>Document title</b>	St Kilian's Deutsche Schule Dublin Primary School and Kindergarten <i>Admissions Policy</i>
<b>Person(s) responsible for developing, distributing and reviewing policy</b>	Head of Primary and Kindergarten and Head of school development
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<b>Method of communication to parents/guardians</b>	School website
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# Admissions Policy

## St Kilian's Deutsche Schule Dublin

### Primary School and Kindergarten

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## 1. Mission Statement

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.



## 2. Rationale

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.

## 3. Our School

St Kilian's Deutsche Dublin CLG (the School) is a fee-paying co-educational school comprising of a Kindergarten (Junior and Senior Infants) and primary school (together referred to as the Primary School) as well as a secondary school. We are committed, where practicable, to providing a comprehensive European education in a diverse and inclusive environment appropriate to the children's abilities and needs, irrespective of their gender, nationality or religion. The 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. In addition to the Irish national curriculum, we offer a German language curricular stream leading to the Sek-1 exams starting in 5th class with an exam at the end of 10th class (Transition Year).

## 4. Ethos

St. Kilian 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 Eurocampus.

## 5. Curriculum

The Kindergarten programme covers two years and the primary school programme covers six years. The Kindergarten classes engage in arts and crafts and structured play in the German tradition whilst also following the Irish national curricula in maths and phonics. Each Kindergarten class has 2 teachers, one of whom is a native German speaker. The teacher adhere to our 'one teacher, one language' policy which enables our Kindergarten classes to benefit from a bilingual education. In the primary classes, the subjects taught are in accordance with curricular regulations of the Department of Education and Skills, with the exception of Irish (introduced in 5th class) and the addition of

German (taught throughout the Primary School). For the Sek-I Programme, the curriculum is regulated by the Kulturredministerkonferenz (KMK) and the Zentralstelle fur Aus/andsschulwesen (ZfA).



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## 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 the Primary 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 €100\* 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 the Primary School.
- Successful applicants must then complete the admission form for enrolment. If the child is transferring from another school, the admission 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 admission 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 Primary 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

### 7.1 Age Requirements

The School 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 at least 4 years old on or before 31st May of the year of entry.
- Pupils will be admitted to other classes based on the above age requirement (e.g. a pupil entering 1st class must be at least 6 years old on or before 31<sup>st</sup> May of the year of entry).
- Children joining St. Kilian's directly from a primary school in Germany or from a German school abroad and who have completed a given grade may, on application, be admitted to the next grade despite not yet reaching the stated aged.

## 7.2 Order of Priority

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



- (i) Application is a former student of the school who is re-applying following a period of time (up to two years), full time, in a 'special' national school for reading.
- (ii) Applicant is relocating from Germany or another German school abroad.
- (iii) Sibling of the applicant is attending the School.
- (iv) Applicant is mother tongue German and meets the language proficiency criteria for mother tongue classes in the School, as determined by the School.
- (v) Applicant speaks German at a level below mother tongue German, as determined by the School.
- (vi) Applicant is the son/daughter of a member of staff at the School.
- (vii) Applicant is a sibling of a past pupil of the School who completed Primary School or who graduated from St Kilian's Secondary School.
- (viii) Applicant is the son/daughter of a past pupil of the School who completed Primary School or who graduated from St Kilian's Secondary School.
- (ix) Position on the waiting list.

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.

## 7.3 Class sizes

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. The number of pupils in 1st-6th class varies between 24-26, depending on the size of the classroom allocated to the class. The decision of the School relating to the number of pupils in each class is final. The maximum number of pupils in the Kindergarten (Junior and Senior Infants) is 108, divided between 5 classes.

## 8. Conditions for Admission

The offer of a place in the Primary School 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 admission form 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 admission 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

The 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 supply of resources, suitable to the needs of the individual student, from the School. There are no resources available to the School from the Department of Education and Skills in respect of children with special educational needs.

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 admission form.

The School, having gathered all relevant information and professional documentation, will 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 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 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.