



Junior School Admissions Policy

February 2025

INTRODUCTION

The Board of Governors (the School Patron), determines the Admissions Policy of St. Andrew's College Junior School and the maximum number of pupils in the school. The Board of Governors reserves the right to review the Admissions Policy from time to time. Allocation of places to pupils is made by the Principal based on criteria determined by the Board of Governors. For further details of the College, please refer to the College website at www.st-andrews.ie. The Admissions Policy is guided by the characteristic spirit and aims of the College.

The policy was approved by the school patron on 22nd February 2024. It is published on the College website and will be made available in hard copy, on request, to any person who requests it.

As Patron, the Board of Governors of St Andrew's College Junior School shall uphold the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Ethos Statement

Our school was founded in 1894 by members of the Presbyterian Church in Ireland. The College was founded to provide a broadly-based, liberal education in the Christian tradition for the sons of its members and those of other parents who wished their children to attend. From its inception, the College attracted pupils from a variety of backgrounds and strove to unite them through a shared experience of working, learning and playing together.

Today St Andrew's College is a large, interdenominational, co-educational College, with flourishing Junior and Senior schools. The College offers a wide range of academic programmes: the Primary Curriculum, the Junior Cycle, Transition Year, Leaving Certificate, and the International Baccalaureate Diploma at secondary level. The College also offers a wide range of co-curricular, sporting, creative, cultural, and other extra-curricular activities.

Since 1984, St Andrew's College has been fully accredited by both the Council of International Schools and the New England Association of Schools and Colleges, and the International Baccalaureate. When founded, St Andrew's College was, in effect, an 'integrated' school and it remains so today.

Philosophy

The philosophy on which the College was founded, and from which it draws its inspiration today, is that a high-quality, rounded education is essential for the moral, social, spiritual, cultural, and academic development of all pupils. Such an education supports the physical and mental well-being of the pupils and actively contributes to the health and prosperity of society as a whole.

We believe that the principles of the Christian tradition offer a sound basis for the cultivation of such universally valued qualities as honesty, integrity, and concern for the welfare of others. We also believe that active participation in all aspects of College life promotes the socialisation of children and prepares them to play their full part as reflective and questioning global citizens.

Similarly, access to a wide range of cultural and academic pursuits is believed to stimulate and nourish the child's creative and intellectual capabilities, thereby enabling the child to achieve a high degree of personal fulfilment.

The basic tenets and philosophy of the St Andrew's College community are believed to remain as relevant to the personal and social development and well-being of our pupils as they were when the College was founded.

Mission

The mission of St Andrew's College is to offer a high-quality, wide-ranging, liberal educational experience inspired by Christian principles. This experience nurtures and supports moral, social, spiritual, cultural and academic development as well as supporting the pupils' physical and mental well-being.

We are committed to creating a positive learning environment where all our pupils are respected, valued and challenged; in which their talents, aptitudes and skills are given every opportunity to emerge and develop.

We encourage and support our pupils: to become balanced, principled, resilient, self-confident and enquiring young adult learners, to be internationally minded, compassionate, accepting, empathetic, respectful of diversity with a sense of service to others.

Our aim is for our pupils to leave St Andrew's College prepared to live fulfilled lives, ready to make a positive contribution to society at a local, national and international level.

Learner Profile

Inspired by our history, strengthened by our philosophy and driven by our mission, St Andrew's College strives to ensure that our pupils:

DEVELOPMENT OF SELF

1. Feel happy, secure and cared for
2. Understand the importance of maintaining a healthy body and mind
3. Have high self-esteem, generated by recognition of achievement and effort

COMMITMENT TO LEARNING

4. Are excited by learning
5. Have enquiring minds
6. Are challenged to learn

EDUCATION FOR LIFE

7. Understand the responsibility of citizenship: local, national and international
8. Are principled, spiritually enriched and embrace the concept of service
9. Approach unfamiliar situations and uncertainty with courage, resilience and forethought

THE AIMS OF THE ADMISSIONS POLICY ARE:

- a. To reflect the school ethos in determining policies for admissions
- b. To accept pupils without the use of any entrance examination to qualify for entry
- c. To reflect the co-educational nature of the pupil body
- d. To provide for children with special educational needs and disabilities in so far as facilities and resources are available to do so
- e. To operate some flexibility to take account of special circumstances e.g. *children of families relocated at short notice to live in the area*
- f. To respect the constitutional and legal right of all applicants in a spirit of inclusiveness

ST ANDREW'S COLLEGE JUNIOR SCHOOL

St. Andrew's College Junior School is fee-paying. The level of the fees is set each year by the Board of Governors of St Andrew's College. The school fees due in respect of a pupil must be paid in accordance with the terms set out in the invoice requesting payment to enable the pupil to progress to the next academic year. A pupil's progress to the following academic year is subject to there being no outstanding Senior School or Junior School fees relating to the pupil or his or her siblings.

ADMISSION STATEMENT

St Andrew's College will not discriminate in its admission of a pupil to the school on any of the following:

- a. the gender ground of the pupil or the applicant in respect of the pupil concerned,
- b. the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- c. the family status ground of the pupil or the applicant in respect of the pupil concerned,
- d. the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- e. the religion ground of the pupil or the applicant in respect of the pupil concerned,
- f. the disability ground of the pupil or the applicant in respect of the pupil concerned,
- g. the ground of race of the pupil or the applicant in respect of the pupil concerned,
- h. the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- i. the ground that the pupil or the applicant in respect of the pupil concerned has special educational needs

The following shall be construed in accordance with section 3 of the Equal Status Act 2000 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground'.

St Andrew's College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a pupil a person who is not of Presbyterian denomination or Mainstream Protestant denomination or Reformed Traditions of Christianity.

ADMISSION OF PUPILS

Our admissions policy endeavours to support a broadly-based, inclusive, co-educational environment; undertakes, insofar as is practicable, to educate boys and girls from the same family together; strives to preserve an interdenominational and international mix in its pupil body; recognises the valuable contribution made by past pupils and reserves the right to decide upon special cases which may arise from time to time.

To meet its obligations effectively the College has evolved a system of admissions which gives priority to those children for whom the school was established.

To this end, the College recognises a number of groups of children as coming within this framework. Consideration will be given to applicants in the following order:

- Presbyterian children (see Appendix 1)
- Children from the mainstream Protestant denominations, or Reformed Traditions of Christianity (see Appendix 2)
- Siblings of pupils who are attending or have attended St Andrew's College
- Children of permanent staff members at St Andrew's College
- Children of past pupils of St Andrew's College
- Grandchildren of past pupils of St Andrew's College
- Children whose parents are relocating to Ireland from another country. The relocation to Ireland must have taken place within 3 months of the application or be due to take place at the time of application.
- Others

APPLICATION CRITERIA

The application form will request personal details including:

- name and address of child and parents/guardians
- date of birth
- gender
- contact telephone numbers/e-mail address of parents/guardians
- details of any medical/psychological condition
- Individual Education Plan, if applicable
- religion
- Current school/previous schools/pre-schools attended (permission for College to contact)
- reason for leaving current school
- nationality of parents and child
- occupation of parents/guardians

All children should have attained their 4th birthday by 30th May in the year of admission.

Please note that for all classes except K1, current school reports must be forwarded along with application forms. For applicants to K1, the College may ask for a written or oral reference from the pre-school.

For any applicants wishing to claim Presbyterian (see Appendix 1) or Protestant (see Appendix 2) church affiliation must fill out a church affiliation form which can be collected from the school's admissions office or website.

For all applicants, recent reports and/or references will be requested (where applicable) along with any other relevant information. The College reserves the right to contact an applicant's current or previous school/pre-school or request a meeting with the parents and/or child at any time during the application process. If permission is not granted to make contact with an applicant's current or previous school/pre-school, then the application process will not proceed any further.

Where a pupil has been granted an Irish Exemption by a National School, the official DES Exemption is also required at the time of application.

APPLICANTS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

St. Andrew's College Junior School, within the context and parameters of resources available, supports the principles of inclusiveness, particularly with reference to the enrolment of children with special educational needs.

St. Andrew's College Junior School welcomes applications from parents/guardians of children with special educational needs, unless the nature and degree of those needs is such that to enrol the pupil would be inconsistent with the educational interests, effective provision of education for the pupil concerned and/or the other pupils of the school, and the maintenance of the classroom and school environment which is supportive of learning amongst all students in the school and ensures continuity of instruction provided to students.

Where an applicant applies to attend St. Andrew's College Junior School, the Junior School leadership team requires a current medical/psychological report/Individual Educational Report or an immediate and relevant assessment set out by a professional/individual approved by the Department of Education, to determine whether the College has the capacity to support the special needs of the child.

Where a child is undergoing a medical assessment or has a report of a diagnosis of a medical condition or additional need, the parents have a duty to disclose this report or relevant information at the time of application. If a child has been diagnosed since the time of application, or is currently being assessed, the parents are obliged to share the diagnosis, reports and relevant information with the school as soon as they receive the diagnosis. If parents/guardians do not disclose the relevant support for learning information or medical/psychological information that the College needs to support the child, it may result in the child's place being withdrawn by the College at any time, even after the child has been accepted or started at St. Andrew's College.

Whilst Support for Learning is available in St. Andrew's College Junior School, it should be noted that as a privately funded, independent school, St. Andrew's College Junior School receives no resources from the Department of Education and Skills. Thus, the additional educational resources for Special Educational Needs provided by the Department of Education and Skills for state Primary schools are

not available to St. Andrew's College Junior School. Resources for pupils with special needs (such as: resource teacher for special needs, special needs assistant, specialised equipment or furniture, visiting teacher services, transport services or other special resources) are not available to us.

As the Department of Education and Skills does not provide SAC Junior School with any of the above necessary resources, we can only cater, in any given year, for a certain number of pupils with learning support requirements.

A number of factors will be considered when reviewing whether a child's needs can be met, including: the breadth of the applicant's needs, the number of pupils already receiving additional support in any given classroom and the needs of the class as whole.

The College Senior Leadership Team reserve the right to meet with the parents and/or child to discuss a particular child's needs and the school's suitability or capacity to meet those needs at any time during the application process.

APPLICANTS WITH ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The school offers an optional English as an Additional Language (EAL) programme at additional cost.

DECISIONS ON APPLICATIONS

- K1 and P3 are our biggest years of Admissions
- Places for our K1 class are offered in the month of March and 18 months prior to commencement
- Places for our P3 class are offered in the month of December and 8 months prior to commencement
- Places for other classes will be offered if and when they become available

All decisions on applications for admission to St Andrew's College will be based on the following:

- St. Andrew's College Junior School Admissions Policy
- The information provided by the applicant in the school's official application form and whether we can provide for your child at St. Andrew's College Junior School

NOTIFYING APPLICANTS OF DECISION

Acceptance of an offer of a place by an applicant:

Acceptance of a place in the College is taken as acceptance of all College policies. Refusal to sign the Code of Behaviour for pupils and Acceptable Usage Policy or to accept school disciplinary procedures will invalidate the application and lead to the loss of a place in the College.

CIRCUMSTANCES IN WHICH OFFERS MAY NOT BE MADE OR MAY BE WITHDRAWN

An offer of admission may not be made, or may be withdrawn, by St Andrew's College where:

- a. it is established that information contained in the application is false or misleading,
- (ii). an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school, (iii) the parent of a pupil, when required by the Principal fails to confirm in writing that the Code of Behaviour of the

school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the pupil; or (iv), an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section II above.

As a fee-charging school, St Andrew's College reserves the right to refuse to admit an applicant where fees remain outstanding in respect of the applicant's family.

The Board of Governors has a duty of care to ensure as far as practicable the health and safety of the pupils and staff of the school.

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 pupils and staff of the school, or risk significantly interfering with the right of other pupils to an appropriate education.

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

ACCEPTANCE OF A PLACE

Acceptance of an offer of a place in the College will be conditional on the College receiving, within the specified time period:

- A signed and completed Confirmation of Acceptance Form
- A copy of the applicant's birth certificate
- A copy of the College's Code of Behaviour for Pupils and Acceptable Usage Policy (enclosed with the Offer Letter), signed by the applicant and his/her parents/guardians indicating acceptance of the College's rules on discipline and other matters.
- Copy of medical/psychological reports
- School reports/ references
- Meeting with parent and child (where relevant)
- A €2,000 non-refundable deposit which will be deducted from the first term's fees.

RIGHT TO REFUSE ENROLMENT

The College reserves the right, in exceptional circumstances, to refuse to enrol an applicant who has accepted an offer of a place in the school. Such an exceptional case could arise where either:

- the candidate has special needs such that with limited additional resources available from the College, the school cannot meet the candidate's particular needs or provide him/her with an appropriate education.

or

- in the opinion of the Board of Governors the candidate would pose an unacceptable risk to other pupils, to the school staff or to school property.

WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the school year concerned than places available, a waiting list of pupils whose applications for admission to St Andrew's College were unsuccessful due to the school being oversubscribed will be compiled.

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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list and the needs of the College at that time.

NOTICE PERIOD

Demand for places in the College is high and the Board of Governors is keen to ensure that places are offered to children who wish to take up the allocation, In the past, some applicants have failed to notify the College that they are not taking up an allocated place in St Andrew's College until just before the commencement of term. This has led to other applicants being deprived of a place, or only joining St Andrew's College after already having made a commitment to another school.

A full term's notice is required in writing before the removal of a pupil from school (at any time after acceptance of a place) or the next term's fees will be charged.

ADMISSION TO SENIOR SCHOOL

It is important to note that places for pupil applicants from the Junior School for 1st Year are now part of Category 3, Section 10 - Oversubscription of the Senior School Admissions Policy which indicates that a place in the Senior School will only become available when Categories 1(a), 1(b), 2(a),2(b) and 3(a) have been filled. Further information on that process can be found here -

<https://www.sac.ie/site/data/files/documents/B4092DDAF08A6C1DA1D9CC0D16A2E9D0.pdf>

Additionally, pupils who are enrolled in SAC Junior School but withdraw from P6 to complete the academic year elsewhere for whatever reason, will not be afforded priority status under category 3b (Children who have completed 6th Class in our Junior School) into 1st Year.

St Andrew's College
February 2025

Appendix 1 — Claiming Presbyterian Church Affiliation

The Board believes that it is essential to the maintenance of the ethos and characteristic spirit of the school that applicants who are members of the Presbyterian Church should be a key part of the school community. Applicants with a Presbyterian Church affiliation are children who are certified to the College in a prescribed form (available from the Admissions Office) by the Presbyterian Minister for the time being of their congregation as being members of the Presbyterian Church.

If you think that your child qualifies for a Presbyterian Church affiliation, you should email the Admissions Office admissions@st-andrews.ie to receive a Presbyterian Church affiliation form which should be completed and returned to the Admissions Office directly. The obligation rests with applicants to complete this form and return it to the Admissions Office within the time indicated on the form. The Admissions Secretary will then forward the form to the relevant Presbyterian Minister for verification.

Priority for a Presbyterian Church affiliation shall only apply where an applicant has completed a Presbyterian Church affiliation form and where that form has been verified by the relevant Minister and returned with the application form during the period specified in our annual Admissions Notice for receiving applications.

Appendix 2 — Claiming Protestant Church Affiliation

The Board believes that it is essential to the maintenance of the ethos and characteristic spirit of the school that applicants that are members of Protestant denominations, or Reformed Traditions of Christianity should be a key part of the school community. Applicants with a Protestant Church affiliation are children who are certified to the College in a prescribed form (available from the Admissions Office) by the Rector or relevant Church Minister for the time being of their parish as being members of that particular Protestant Church or Congregation.

If you think that your child qualifies for a Protestant Church affiliation, you should email the Admissions Office admissions@st-andrews.ie to receive a Protestant Church affiliation form, which should be completed and returned to the Admissions Office directly. The obligation rests with applicants to complete this form and return it to the Admissions Office within the time indicated on the form. The Admissions Secretary will then forward the form to the relevant Rector or relevant Church Minister for verification.

Priority for a Protestant Church affiliation shall only apply where an applicant has completed a Protestant Church affiliation form and where that form has been verified by the relevant Minister and returned with the application form during the period specified in our annual Admissions Notice for receiving applications.