



Admissions Policy

Version 2.1

October 2017

Document Version Control

Version	Date	Description
1.0	March 2004	Original Version
1.1	May 2007	Mission Statement amended
1.2	Jan 2008	Deposit details changed. SEN section amended.
1.3	Oct 2008	Age limits changed. Status as a 6 day teaching, 7 day all boys boarding school clarified.
2.0	May 2012	Re-drafted to provide for admission of Day-Boarders. Other clarifications.
2.1	October 2017	Edited for the addition of Carmel Honan, Principal.

Mission Statement

Glenstal Abbey School is a school for boys within a monastic community characterised by moderation and mutual respect. It seeks to provide a balanced and disciplined environment which emphasises values such as integrity, kindness and respect and it seeks to maintain an inclusive climate of learning where each child can fulfil his own unique potential.

Glenstal Abbey School is a Roman Catholic School which welcomes male students for whom the school can provide an appropriate education. The school is a six-day teaching, seven-day all boys boarding school, with a limited day-boarding component available under certain conditions. The school aims to provide an integrated, inclusive Christian education. Glenstal Abbey School is a monastic school, dedicated to the pursuit of excellence in all areas of education. It emphasises values such as integrity, kindness and respect and aims to cultivate and maintain an inclusive climate of learning and tolerance where each child can fulfil his own unique potential. A substantial majority of the boys who come to the school are baptised Roman Catholics. However, the school also welcomes students of other Christian Churches and traditions who are in sympathy with the school's Christian ethos.

Each year, the Headmaster and Principal will decide the maximum number of students in each year group for whom the school can provide an appropriate education, having regard to the school's facilities, personnel, plant and resources. The year groups into which day-boarders may be enrolled will be decided each year by the Board of Management. No more than one-third of the places in any year group will be allocated to day-boarders. Queries arising from the Admissions Policy should be addressed to the Headmaster and Principal.

Parents may register their son for enrolment at any stage. Each spring, the school will contact parents/guardians at the start of the assessment process for the following year's 1st Year intake. A non-refundable fee is payable on registration. The school's Code of Conduct and Suspensions and Expulsions Policy are available on the school website. Students who attend Glenstal Abbey School may sit the Leaving Certificate courses at Ordinary or Higher Level, or, where appropriate, Foundation Level.

After registration, a place may be secured subject to availability, satisfactory participation in the entrance assessment, and a reference from the boy's current school. In the case of day-boarding, further conditions apply, as set out below.

Parents/guardians will be informed on application of the process, of the dates and times of the assessments of prospective students, and shall complete the relevant information requirements of the school (eg Standard Application Form, Student Information Form and Application Form for International Students).

In the event of places being available, admission of 1st Year students after the completion of the formal assessment process, and admission of students transferring from other schools, may occur at the discretion of the Headmaster and Principal, subject to the candidate(s) meeting the criteria outlined below.

Admission Criteria

Glenstal Abbey School accepts applications from boys only.

A student will be considered eligible for admission:

- If his age falls within the minimum and maximum dates (see below).
- If he will have completed 6th class in primary school or recognised equivalent at the time of admission.
- If he is willing to accept the school ethos.
- If he is willing, with parents/guardians, to accept in writing the School Code of Conduct and the Suspensions and Expulsions Policy.
- If the parents/guardians of the student undertake in writing to pay all fees, expenses and associated costs in a timely fashion.
- If the school Application Form has been fully completed and returned by the appropriate date, indicating clearly whether the application is for seven-day boarding or day-boarding.

Age Limits

The *minimum* age for admission into 1st Year is 13 years old on June 30th following the September of entry.

The *maximum* age for admission into 1st Year is 13 years on January 1st of the year of entry. The Headmaster and Principal reserve the right to exercise discretion in extending the relevant period.

Oversubscription

Preference will always be given to applications for seven-day boarding. In the event of the school having more applications than places available, the following criteria may apply, without preference for the order in which they are listed:-

- Baptised Roman Catholics
- Brothers of current pupils
- Brothers of past pupils
- Completion of the entire assessment process
- Sons of members of staff
- Sons of past pupils
- The date of application

Transfer of a student from another second-level school

Subject to availability, the school will make every reasonable effort to facilitate a boy seeking a transfer to our school as a seven-day boarder. Transfer into the school as a day-boarder is only allowed in year groups in which day-boarding is in operation. In both cases, the Headmaster and Principal will evaluate applications for admission to any year other than 1st Year on the basis of whether or not the transfer:-

- Is in agreement with the School Admissions Policy

- Is in the best interest of the student
- Is in the best interest of the school

Full disclosure by the boy's parents of all relevant information from the former school, including reports and disciplinary records is required.

In making their decision, the Headmaster and Principal will consult with the student's parents/guardians and his former school, and consider whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year.

Students offered a place shall be accepted for a one-year trial period, during which either the school or the student may decide that it would be undesirable for the student to continue. A contract giving effect to this arrangement shall be signed by the school and the student's parents/guardians.

Enrolment Procedure

The parents/guardians must return a completed Application Form for consideration for admission to the school.

Parents/guardians are required to pay a non-refundable fee to cover the cost of registration. There are further fees for participating in the Entrance Assessment periods.

The Entrance Assessment is composed of two elements: A Monday-to-Wednesday 'Taster Days' experience for all incoming students, followed by a morning of academic assessment some time later. Prospective students and their parents will usually meet with the Headmaster and Principal before attending the assessment. This meeting provides the opportunity to visit the school and its facilities.

Parents will be notified in writing of the dates of both elements of the Entrance Assessment. This assessment is used to help the school establish if the student is suited to boarding school life in Glenstal and to equip the school to meet the student's needs more effectively.

Offers of places in the school will be made in writing. To confirm acceptance of a place in the school, parents are required to pay a deposit. The deposit will be refunded at the end of the student's sixth year, less appropriate administration charges, so long as no outstanding payments remain to be made on that student's account.

There is an Information Meeting for the parents/guardians of incoming students at the August Parents Meeting each year. This is an important part of our enrolment process and parents/guardians are strongly encouraged to attend this meeting.

Information regarding fees

Parents should bear in mind that the running costs of the school are largely fixed. The absence of a student for short or long periods has little impact on operational costs, and consequently, in the case of such absences, no remission of fees will be considered.

When two or more boys from the same family are attending at the same time, the full fees are payable for the first boy, but a discount of 10% will be accorded to the second or other brothers.

A full term's notice must be given before the withdrawal of any student. Notice must be given by 1st May for any boy who is not taking up his place for the following academic year. Otherwise, a full term's fees will be payable. When a student has been withdrawn, for all or part of the school year by his parents, whether voluntarily, or at the request of the Headmaster and Principal or Board of Management, no rebate will be considered.

In the case where a student has been withdrawn from all or part of the programme of events for Transition Year, no remission of fees will be considered.

The school does not provide for the refund of fees in either of the following circumstances:

1. Students who, for any reason, are absent during the school year.
2. Closures outside the control of the Board of Management.

In the case of overdue fee or expense accounts, the Board of Management may initiate legal proceedings to recover the debt and reserves the right to reconsider a student's continuing attendance at the school.

Appeals

The Headmaster and Principal reserve the right to refuse an application for admission, in line with the Admissions Policy set out herein or in the exceptional circumstances provided for in the Education Act 1998 and the Education Welfare Act 2000.

Should a student's application for admission to the school be unsuccessful, the parents/guardians have the right to appeal to the Board of Management. The Board shall consider the appeal at its next meeting following receipt of a written Letter of Appeal. The Board of Management will inform the parents of the applicant of its decision in writing. The parents of an unsuccessful applicant may then appeal the Board's decision to the Secretary General of the Department of Education and Skills. The school must be informed in writing of the decision to appeal to the Secretary General.

Special Needs

Glenstal Abbey School welcomes students with special needs and will employ financial and personnel resources provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs. The school also provides a limited amount of Learning Support.

The specific needs of the child are the paramount consideration when decisions are being made concerning the provision of education. Accordingly, the school needs to be made aware of any special needs which an applicant may have as early as possible.

In making provision for students with special needs, the following information is required. Has the student had access to any of the following resources?

- A Special Needs Assistant or Classroom Assistant
- Special class
- Help for specific needs, from any resource or remedial teacher
- Assistance with behavioural modification

- Psychological assessment (Relevant reports must be provided to the school)
- Any additional resources to help with his special needs
- Help in areas including: visual impairment, hearing impairment, general learning disability or emotional disturbance
- Any resource in relation to travel or mobility etc

Parents/guardians will be asked to provide the school with copies of any educational, medical or psychological reports which have been compiled regarding their son. These will be reviewed by the school in order to determine if it is in a position to meet the boy's needs. The school seeks to ensure that the diverse needs and learning differences of all students are accommodated and that appropriate arrangements are put in place to enable each student to achieve the maximum benefit from his attendance at the school. Final confirmation of a place may, in exceptional cases, be dependent on the Department of Education and Skills or the local SENO confirming in writing that the necessary resources will be made available.

The school's ability to serve students with particular needs is constrained both by the fact of the school's location in a protected historic building and by the availability of appropriate resources. The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following.

1. The student has special needs such that, even with additional resources from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
2. In the opinion of the Board of Management, the student poses a grave risk to themselves or other students, to school staff or to school property.

This policy adopted by the Board

Signed:

Chairperson Board of Management

Date: 10th October 2017