

# **Bandon Grammar School**

## **Policy on Admission**

### **Introduction**

Bandon Grammar School is a fee charging co-educational, boarding and day school founded in 1641, with an historic and valued association with the Church of Ireland. The school patron is The Incorporated Society for Promoting Protestant Schools in Ireland. The school is governed on behalf of the patron by a local Board of Directors. The school is managed by a Board of Management which includes directors, teachers and parents.

The school aims to provide a broad education of high quality within a Christian context, mindful of a plurality of views in a diverse school community necessitating an atmosphere of tolerance and respect. It strives to create an environment which provides opportunities for the development of a wide variety of differing aptitudes and abilities towards intellectual growth, practical skills, recreational activities and aesthetic development.

It is the aim of the school to help its pupils to develop as well rounded individuals within a community where moral values such as honesty, fairness, personal integrity and sensitivity to the needs of others are nurtured. Pupils are encouraged to take responsibility, leading to growth in confidence and self-esteem so that individuals may come to excel in different ways, able to make optimum use of life opportunities.

# Admission Policy

This policy has been drawn up by the Board of Management of Bandon Grammar School Limited.

For further details of the school please refer to the school prospectus and the school website

[www.bandongrammar.ie](http://www.bandongrammar.ie).

The aims of the policy are:

- To reflect the school ethos, the school being under Church of Ireland management, and the co-educational tradition of the school in determining policies for admission
- To accept children without the use of any selection test to qualify for entry
- To achieve balance of intake in all aspects
- To achieve a full allocation of boarding places
- To provide for children with special educational needs insofar as facilities and resources are available to do so
- To provide for children who, in the opinion of the Board of Management, can benefit most from the service offered within the characteristic spirit of this school.

**This policy provides that an offer of enrolment may be made to all applicants seeking admission except where:-**

(a) The number of applicants seeking admission is greater than the number of places available for boarders or day pupils

Or

(b) Refusal to enrol is essential to maintain the ethos of the school

Or

(c) The applicant has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the students with an appropriate education

Or

(d) In the opinion of the Board of Management, the applicant could have a seriously detrimental effect on the safety of other student's and or staff of the school

Or

(e) Parent(s) or guardian(s) do not agree to confirm in writing that the School Code of Behaviour is acceptable to them

**In Form 1 there are places available for 12 boarder girls, 12 boarder boys and 80 day pupils.**

**Places are allocated giving due weight to the following categories in balance with the aforementioned aims.**

**Order of Priority for allocation of places**

1. Members of the Church of Ireland and other Protestant denominations including inter-church families
2. Children of members of school staff
3. Siblings of current pupils
4. Siblings of past pupils
5. Children of past pupils
6. To operate some flexibility to take account of special circumstances e.g. children of families relocated at short notice to live in the area
7. All other applicants

**Note:**

- (a) After due consideration of the aims of the policy the final selection will be by a lottery should oversubscription for places occur at a point on the order of priorities.
- (b) Two places are reserved each year for winners of the Open day and boarding Scholarship.
- (c) The school is committed to accepting applicants who have a disability or who have other special educational needs.

- (d) In considering the transfer of students from other second level schools the following shall be taken into account:
- (i) Bandon Grammar School has a suitable place
  - (ii) The priorities set out above are followed
  - (iii) Information and records are obtained from the students' previous schools and any commitments (including financial) to the previous school are fulfilled.
  - (iv) Entry will normally be at the start of the school year. Mid stream admission during the school year will only be considered in exceptional circumstances. Such circumstances may include where a family relocates to live in the area.
  - (v) The move is in the best interest of the child, especially (a) where subject options are concerned; (b) should the child have special needs that these can be met.
  - (vi) The school does not enrol applicants to Form 6 unless there are exceptional circumstances.

The Principal has responsibility for implementing and administering the policy set by the Board of Management. The Board of Management will keep the policy under continuous review so as to best manage the circumstances that arise from time to time.

# The Admission Procedure

## Applying for a place for your child

1. Parents and guardians interested in applying for a place at the school are asked to contact the school office (Tel. 023/8841713; Fax 023/8844404; e-mail [info@bandongrammar.ie](mailto:info@bandongrammar.ie) to obtain a prospectus. Formal application may be made only on the approved form provided within the prospectus booklet or otherwise provided by the school.

The following should be supplied to constitute a valid application:

- (a) Fully completed Application for Admission Form signed by both parents or guardians, where applicable.
  - (b) A Birth Certificate.
  - (c) A School Report from present school. Reports of any assessments conducted by educational psychologists or equivalent specialists on special needs are to be supplied.
  - (d) The appropriate Booking Fee (non-returnable).
2. Completed applications are to be addressed to the Principal at the school office. The closing date for receipt of completed applications for places in all forms is 5.00p.m. on 1<sup>st</sup> October of the year preceding entry. Where that date falls on a weekend, then the effective closing date shall be advanced to the following Monday. Only such forms that have been completed **in full** will be considered by the Board of Management. Completion of such forms does not guarantee a place at the school. All applicants for First Year must have attained their 12<sup>th</sup> birthday by 1<sup>st</sup> January following admission. Applications to other forms should also be made by that date or as soon as practicable thereafter in special circumstances. Entry directly to Sixth Form is not available except in special circumstances. Applications after that date are only entertained in exceptional circumstances, such as a change of residence.
  3. Receipt of an application will be confirmed promptly in writing usually in one working week during term time.

4. Subsequently, the child and parents or guardians are invited to visit the school. A suitable time may be arranged by contacting the school office.

A visit usually entails a presentation and a guided tour of the school – including a tour of boarding facilities for those interested. A consultation with the Principal is the final part of the visit and of the application procedure.

5. (i) The Board of Management will consider all applications from 1<sup>st</sup> October each year. The Board of Management will, in the light of legislation relating to enrolment and of admission policy, decide on the children to be offered places at the school.

(ii) Parents and guardians of successful applicants will be informed in writing of the Board of Management decision to offer a place promptly, usually within one week of the Board's decision.

(iii) Successful applicants shall, within ten working days of being offered a place, indicate their acceptance of the place and relevant conditions on a form that will be provided by the school. A place is not secured until that form has been received by the school.

(iv) Unsuccessful candidates will also be informed at the same time and in the same manner.

(v) Those who wish to do so can apply to be put on a waiting list. Applications in respect of any year will not automatically be carried forward to a subsequent year. Where places are not taken up or vacancies arise for any reason, they will be re-offered to applicants still on the waiting list, according to the admissions criteria.

(vi) A subsequent review of a decision by the Board of Management may be requested, generally on grounds only of additional information not previously submitted at the time of application, and would be

considered at the next meeting of the Board of Management. Section 29 (1) (C) of the *Education Act, 1998* provides for procedures under which in some circumstances appeal may be made to the Secretary General of the Department of Education and Skills.

It is the policy of the Board of Management to implement this policy in a manner consonant with the *Equal Status Act, 2000*; *The Education Act 1998*; *The Education (Welfare) Act 2000* and other relevant legislation.

## **When a Place is Confirmed**

1. On acceptance of a place, using the form provided from the school, parents are required to accept the following conditions:

- To pay all fees by the due date
- To accept in writing that their children will be subject to the rules of the school as set out in the Code of Behaviour and they will be asked to sign up to this document
- Payment of the registration deposit.

If parents are in default of the required total fee payments by the due dates they are likely to be required to remove their child from the School.

If serious problems or misgivings arise over a student's behaviour and if sanctions outlined in the Code of Behaviour, including fixed-term suspensions, have been applied to no effect the consequence may be expulsion. The same situation could arise if a pupil is guilty of particularly serious misconduct. In certain instances a boarder who is very disruptive to the boarding houses, or seriously upsets other boarders on a regular basis, may be removed as a boarder but may be permitted to remain as a day-pupil at the discretion of the Principal and Board of Management.

It should be noted that where a child has been accepted for a boarding place or a day place, no guarantee can be given that they can change between these categories at any later stage.

In such cases a new application would have to be made and can only be accepted at the Principal's discretion.

2. In early summer, before the date of entry, parents and guardians of incoming First Year pupils are invited to an information evening at the school.

3. An induction programme is carried out with incoming First Year pupils to make their entry to post-primary education as easy as possible.
4. Scholarships: The Board of Management annually offers a boarding and a day scholarship on the result of an examination held in March. It is open to boys and girls. The closing date for the return of entrance forms is 31 January before the examinations.
5. Transport: The Department of Education & Skills operates a scheme which is available to pupils who live more than three miles from the school. Application forms may be obtained from the Principal.

**Signed by : Canon P.W Willoughby  
Chairman Board of Management**

**Date: 18<sup>th</sup> November 2014**