

John Scottus Senior School

Admissions Policy

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Section A

MISSION STATEMENT

John Scottus School was set up to cultivate the growth of great men and women: people who have true knowledge and proper discipline, reason in their minds and love in their hearts. It aims to help its pupils access profound knowledge about the human condition while instilling in them the belief that they have limitless potential.

This is guided in John Scottus by the knowledge and understanding of the school and its teachers. In a John Scottus education, students are given the best and finest works that our civilisation and culture offer. Through this process, they come to understand that only spiritual knowledge gives them full understanding, and that they themselves already have all this knowledge. They come to see that good things are important things.

When pupils ultimately leave John Scottus, what they will have developed in school is self-discipline, self-confidence and self-awareness. This allows them to be at peace with themselves, undaunted by what the future holds, confident that they can tackle whatever comes their way. They will know right from wrong, be able to think clearly, argue coherently, be adventurous, and communicative. They will enjoy simple, truthful and full relationships.

The power of attention or concentration is presented again and again as the master tool they must develop to be able to take on anything in life – it is the key to learning.

Section B

OPERATING CONTEXT

John Scottus will accept any child into the school that its resources allows it to take, unless there is no place available in the relevant class. This means that it accepts the concepts of contained in recent legislation vis. inclusiveness, equality of access and participation in the school, parental choice in relation to enrolments, and respect for diversity of traditions. In the event of there being more applications for a Class than places available, then priority considerations are invoked as set out in Section D below.

Available School resources:

- the financial and teaching resources of the school are provided by voluntary contributions, fund-raising, DES teacher payments and some grants.
- implementation of the school plan and school policy will have, of necessity, due regard to resources and funding available to it.

Section C

SCHOOL DETAILS

Type of School:

John Scottus Senior School is a School recognised by the Department of Education and Science since September 2000. It is under the Trusteeship of the John Scottus Educational Trust, founded on 4th July 1984. It is funded by voluntary contributions and/or fees from the parents, fund-raising activities, and DES salary payments to a limited number of our teachers. It caters for both boys and girls.

Management and Organisation:

The School has both a Board of Governors and a Board of Management – the Board of Governors is responsible for upholding the ethos of the School, for finance, for the provision of premises, and various matters of key significance to the School. The Board of Management is responsible for the day to day operation of the School.

Board of Governors: David Horan (Chair), Michael Delaney (Treasurer), Prof John Dillon, Ethna Dorman, Austin Colfer, Kieran Pierce, Brendan Tangney.

The Chair of the Board of Management is Austin Colfer. The Board of Management is constituted in accordance with guidelines in the Education Act 1998.

The School has a Parents' Representative Association.

Teaching Resources and Curriculum:

Number of teachers: 14 full-time Teachers.

Programmes and subjects: the School follows the Primary School Curriculum of D.E.S. in 5th and 6th Class; the Junior and Senior Cycle Curricula for the Secondary School; and in addition there is:

Philosophy, Sanskrit, Dance, as well as a special emphasis in relation to our ethos in these curricula, such as teaching Ancient Greek, Latin and Classical Studies.

There is an effort in all subjects to enrich the existing syllabi by reference to the best and finest works that are known to the teachers- for instance in History, this may be done by showing how great men and women have overcome massive obstacles to save a community, or civilisation; in Maths, there are Vedic maths concepts which are of great help; in English there is Shakespeare.

The LCA and LCVP are currently not provided in this School.

Special needs teachers: the School has one full time teacher covering the Resource teaching and Learning Support teaching in the School.

Extra-Curricular Activities:

Outside normal School time, the following activities occur:

Music lessons, Choir, Orchestra, Philosophy groups, occasional Class Activities and Hikes.

Other relevant information:

The Hours of the School Day: 8.00 – 3.30, except for 5th and 6th Year whose classes may finish at 4.10.

Wednesday is a shorter day, finishing at 2.30. Supervised Study from 4.00 – 6.00 from Monday-Thursday is arranged if there is a minimum of 10 pupils.

Section D:

PROCEDURES

Application Procedures

Application Procedures for pupils not in John Scottus Junior School:

Upon an approach from an interested parent, a prospectus is sent out. If the parents wish to enrol their child in the School, they are then required to meet the Headmaster for an interview prior to completing an enrolment form. At the parent interview, which takes about one hour, the ethos of the school is clearly explained and the parents are, in most cases, shown around the school.

Provision of key information by parents on a pre-enrolment form:

- Pupil's Name, Age / DOB, Address
- Parents' (Guardians') names / address/tel.no
- Emergency Contact Numbers
- Details of medical conditions
- Any disabilities or special educational needs
- Previous school attended

- Reasons for transfer, if applicable
- Other relevant information

A small fee is required at pre-enrolment.

Decision-Making Process and Enrolment Criteria:

Decision-making for places: Where a Class is not full, acceptance of the application is given shortly after the pre-enrolment form is received. Where a Class is full, all applications are given provisional acceptance. In October each year, confirmation of places for the following September are sent out, and an Confirmation of Place Enrolment Form is filled in by the parents and returned together with a deposit, which is a proportion of the first term's voluntary contribution.

Decisions on successful candidates are based on the following priority criteria:

1. Children coming up from John Scottus Junior School into 5th Class or into 1st Year from 6th Class.
2. Children of staff members
3. Brothers and sisters of existing pupils
4. Children of past pupils
5. Ethos considerations: that the parents state that they are in support the ethos of the school as set out in the Prospectus
6. First come, first served

Admission of those with physical disabilities:

A serious obstacle exists for accepting children requiring wheelchair access: the school building has four floors, and steps at the front, and the School is housed in listed buildings which cannot be altered without Planning Permission. It is therefore presently unsuitable for those with physical disabilities that require a wheelchair. Since the present building is unlikely to be the long-term site of the school, the situation may change once a new premises are acquired.

There is no assessment test except for those with pre-existing learning difficulties and special needs.

Admission of those with Special Educational Needs:

If the child has needs that may require special resources, psychological assessment reports are requested, and the child is met by the Headmaster, and/or the Class Teacher and /or the Resource teacher before any decision about whether to accept the child is made. Application in relevant cases is made to the DES for resource hours. It may be necessary for the enrolment of a child to be deferred pending receipt of an assessment report and/or a decision by DES on funding of Resource hours.

Requests for School to School transfer:

Requests for School to School transfers are initially handled by the Headmaster. Where the Headmaster accepts the transfer request the matter is notified by the Headmaster to the following Board of Management meeting. Where the Headmaster rejects the transfer request the parent(s) / guardian(s) may

appeal the Headmaster's decision to the Board of Management, if they feel the decision was unfair. In such circumstances the Board takes the following steps:

- The matter is put on the Agenda for the following Board meeting.
 - At the meeting the Headmaster provides the following information:
 - A copy of the School's admission policy.
 - Details of all correspondence.
 - A report on the meeting between the Headmaster and the parent(s) / guardian(s).
- The reason(s) for rejecting the transfer request.
- The Board review and discuss the information supplied and nominate a three person subcommittee to hear the appeal. (Note: The Headmaster may not form any part of that subcommittee).
 - The subcommittee invites the parent(s) / guardian(s) and the student to an oral hearing where they may put their case on behalf of the student. The Headmaster is also invited to put the School's case for the refusal to enrol. The parent(s) / guardian(s) may opt not to attend and/or may opt to provide their input to the hearing in written format.
 - Both parties are then asked to withdraw and the subcommittee review and discuss the information supplied.
 - The subcommittee makes a decision based on the information presented and advises both parties in writing of their decision within 14 days of the hearing.
 - The decision of the subcommittee is notified by the Chairman at the following Board of Management meeting.

Notes

- (1) The normal and usual point of entry to the Secondary School is First Year.
- (2) John Scottus School will only make an offer of a place based on a School to School transfer request having taken due cognisance of the best interests of those who constitute the pupil body of the School. In particular John Scottus School must have as its first concern the educational welfare of those already in the relevant Class. John Scottus School will therefore have due regard as to matters such as the effect on class size, the effect on the dynamic of a particular group, actual and likely discipline issues, subject choices, the reason(s) for moving Schools and the reason(s) for choosing John Scottus School.
- (3) John Scottus School reserves the right to contact previous Schools requesting further relevant information such as attendance, educational progress, disabilities, special educational needs, disciplinary record etc.
- (4) Admission to the School will strictly depend on adherence to the School's Code of Behaviour.
- (5) Parents have the right to appeal a refusal by a School to enrol a student under Section 29 of the Education Act (1998). The appeal must be made within 42 calendar days from the date the decision of the school was notified to the parents.

Right of Board to refuse:

The Board of Management of 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 available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

Right to Appeal:

Parents have the right under Section 29 of the Education Act to appeal a refusal by the School to enrol a student.

Code of Behaviour

Upon receipt of the Enrolment Form, the parents are sent confirmation of a place and are given the School's Code of Behaviour Policy, which should be read.

Appendices

- Application Form
- School Prospectus
- Code of Behaviour
 - o School Rules / Standards of Behaviour
 - o Suspension and Exclusion Policy