



Admissions Policy

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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 that welcomes male students for whom the school can provide an appropriate education. The school is a 6day teaching, 7 day all boys boarding school. 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. We emphasise values such as integrity, kindness and respect and aim to cultivate and maintain an inclusive climate of learning and tolerance where each child can fulfil his own unique potential. A substantial majority of boys who come to the school are baptised Roman Catholics; however, we are happy to welcome boys from other Churches and traditions.

Each year the Headmaster may have to decide in advance the number of First Year students for whom the school can provide an appropriate education, having regard to the facilities, personnel, plant and resources. Any queries arising from the Admissions Policy may be addressed to the Headmaster.

Parents may register their son for enrolment at any stage. The school will contact parents/guardians at the start of the assessment process. A non-refundable fee is payable on registration. Parents wishing to see the school Code of Conduct and Suspensions and Expulsions Policy may ask to receive a copy after they have registered their child. Students who attend Glenstal Abbey School may sit the Leaving Certificate courses at Ordinary or Higher level.

After registration, a place may be secured subject to availability, a satisfactory performance at the two assessment periods, and a good reference from their present school.

The parents/guardians will be informed, on application, of the process, of the dates and times of the evaluations 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).

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 has completed sixth class in primary school or recognised equivalent.
- 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 to pay all fees and associated costs in a timely fashion.

- If the school Application Form has been fully completed and returned by the appropriate date.

The school operates an independently financed scholarship scheme, whereby it admits into first year, one or more students who would not, without the benefit of the scholarship, be in a position to attend the school.

Applications forms and more detailed criteria for the scholarship may be obtained from the school's scholarship coordinator.

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 reserves the right to exercise discretion in extending the relevant period.

Oversubscription

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:-

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

Transfer of a student from another school

The school will make every reasonable effort to facilitate a boy seeking a transfer to our school. The Headmaster will decide on applications for admission to any year other than First Year by applying the following criteria:

The Headmaster will decide whether or not a transfer:-

- Is in agreement with School Admissions Policy
- Is in the best interest of the student
- Is in the best interest of the school

Full disclosure of all relevant information from the former school, including reports and disciplinary records is required.

In making his decision, the Headmaster 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 residential period for all incoming students, followed by a day of academic assessment some time later. Prospective students and their parents will usually meet with the Headmaster and/or his delegated representative 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, which all incoming First Year students must attend. These assessments are used to better meet students' needs. A further goal of these assessments is to help the school establish if the student is suited to boarding.

The school will confirm in writing whether or not the student has secured a place. To confirm acceptance of a place in the school, parents are required to pay a deposit. Part of this deposit will be refunded at the end of the student's first year in the school by means of a credit to his PSR (expenses) account. The remainder will be refunded at the end of the student's sixth year, or at the time of his final departure if earlier, 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 Parents' Weekend preceding their child's entry to the school. This is a vital part of our enrolment process. 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 contemplated. However, genuine cases of hardship will be afforded a sympathetic and compassionate hearing.

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

A full term's notice must be given before the removal 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. When a student has been withdrawn, for all or part of the school year by his parents, albeit voluntarily, or at the request of the Board of Management; no rebate will be considered.

In the case where a student has been withdrawn from all or part of the special programme of events for Transition Year, no remission of fees will be considered. However the school may enter into partnership with that student's parents in planning and monitoring a suitable alternative programme to cover the period of absence

The school does not make an allowance for the following circumstances;

1. Refund of fees in respect of 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 accounts the Board of Management reserves the right to reconsider a student's attendance at the school.

Appeals

The Headmaster reserves 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 the unsuccessful applicant may then appeal the decision of the Board to the Secretary General of the Department of Education and Science.

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.

The school will use the financial and personnel resources, provided by the Department of Education and Science, to make reasonable provision and accommodation for students with disabilities or special educational needs. These students are encouraged to participate in the life of the school in so far as is reasonably practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on the availability of resources. Furthermore the confined nature of the living spaces at the school and the specific culture of the school may not be best adapted to cope with the specific needs of many children.

The Headmaster needs to be aware of any special needs as early as possible, so that these may be assessed and addressed if possible.

In making provision for special need students the following information is required.

Has the student had access to any of the following resources?

- Special needs assistant or classroom assistant.
- Special class.
- Help, for specific needs, from any resource or remedial teacher.
- Assistance with behavioural modification.
- Psychological assessment. Report to be provided.
- Any additional resources to help with their 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.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Headmaster, having gathered all relevant information and professional documentation, will consider whether the needs of these students can be met.

Final confirmation of a place may in exceptional cases be dependent on the Department of Education and Science confirming in writing that the necessary resources will be made available.

It may take some time for the Department of Education and Science to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.


Grounds upon which the school may refuse a student are set out below.

1. If it would be necessary to employ additional staff who are not funded by the Department of Education and Science.
2. If the offer of a place would give rise to significant expenditure on extending or altering the accommodation or facilities at the school, which are not funded by Department of Education and Science.
3. If it would be seriously detrimental to the continuity of the child's education.
4. If it would be seriously detrimental to the safety or educational well being of students attending the school.
5. If it would be seriously detrimental to order and discipline in the school.
6. If the education provided at the school is not suited to the age, ability or aptitude of the child.

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 Science, 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 an unacceptable risk to other students, to school staff or to school property.

This policy adopted by the Board

Signed: 

Chairperson Board of Management

Date: 8th October 2008