



## Admissions Policy

1. The Board of Governors determines the Admissions Policy of the school. It reserves the right to review the Admissions Policy from time to time.
2. The Board of Governors determines the maximum number of pupils; the ratio of boarders to day pupils; and the gender balance in the school each year.
3. Allocation of boarding and day places will be treated separately. There is no automatic right of changing from boarding to day, or vice versa, at the time of acceptance or subsequently. In such cases, a new application would have to be made and will require review by appropriate members of the School Leadership Team and the Headmaster.
4. The Headmaster allocates the places on behalf of the Board of Management and based on the criteria determined by the Board of Governors.
5. Order of admission:
  - 5.1 Children of members of the Church of Ireland; followed by children of members of other mainstream Protestant or Reformed traditions of Christianity, followed by:
  - 5.2 Children of inter-church families where one parent is a member of the Church of Ireland; followed by children of inter-church families where one parent is a member of another mainstream Protestant or Reformed tradition of Christianity, followed by:
  - 5.3 Applicants not in categories 5.1 or 5.2.In the event of the number of applicants exceeding the number of places available in any of the categories 5.1, 5.2 or 5.3, the available places will be allocated in the following order:
  - i. Children of a parent who is employed by the school.
  - ii. Siblings of present or past pupils of the school.
  - iii. Children of a parent who is a past pupil.
  - iv. Length of time the applicant's name has been on the list of applicants.
6. With regard to Mid-Stream Irish and International Admissions, in addition to the above criteria, allocations will be made in accordance with the spaces available at the time. References and school reports from previous schools in addition to an interview with the applicant will also be taken into account.
7. Transition Year is compulsory for all students.
8. If a parent chooses to withdraw their child from school to attend an external programme during Transition Year, the student's place in the school is forfeited. If the student wishes to return to the school in Form 5, they must submit a new application and go on the waiting list. The application will be treated as per paragraph 6 and all financial obligations to the school must be satisfied. Allocation of boarding and day places are treated separately.
9. Subject to the terms of this Admissions Policy the school welcomes pupils with special needs and will use the resources provided by the Department of Education and Skills to make reasonable accommodation for pupils with disabilities or special educational needs so that these pupils are free to participate in the life of the school, unless the nature and degree of those needs is such that to enrol the pupil would be inconsistent with both the best interests of the pupil concerned and the effective provision of education for the other pupils with whom the pupil concerned is to be educated.



The school's ability to accept pupils with particular needs is dependent on the supply of resources, suitable to the needs of the individual pupil, being supplied by the Department of Education and Skills.

The Board of Management must be made aware of any special needs as early as possible, so that these needs may be assessed and addressed where possible. Any details of special needs must be detailed on the Registration Form.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these pupils can be met. Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the pupil may be entitled.

The Headmaster may request a meeting with the parents of the pupil to discuss the application and the pupil's needs. The parents of the pupil may request a meeting with the Headmaster to discuss the pupil's educational or other needs.

10. The Board of Governors reserves the right to refuse any application. Misinformation on the Registration Form for admission may lead to the refusal of the application or the removal of the pupil from the school.
11. The Board of Governors reserves the right to take into account special circumstances in the allocation of places.
12. We offer five-day and seven-day boarding facilities to meet the demands for flexibility required by our parents and guardians.  
We have a five-day teaching timetable, a Saturday morning Programme and weekend Activities based on the principle that a good all-round education requires the curriculum and extra-curricular week to be spread evenly over the time available.
13. Through a system of Secondary Education Committee (SEC) grants, school bursaries and school scholarships, parents are supported in their efforts to meet the cost of school fees. It is a priority for the Board of Governors to ensure that this form of support can be maintained for the future in order to make the school available and affordable to those for whom the school was established.

Parents have the right to appeal decisions made under this policy to the Secretary of the Department of Education and Skills under Section 29 of the Education Act 1998



## Registration & Admissions Procedure

This Registration and Admissions Procedure is intended only as a statement of the school's policy and the Board of Governors reserves the right to review it from time to time.

1. A full set of documents used by the school in the Registration/Admissions Procedures are attached to the school plan. These cover the Registration Form, Offer letter and Acceptance Form and sample correspondence.
2. Upon receipt of a request for information about the school, the Admissions Department sends out a standard package containing a school prospectus, a Registration Form, current fee details, and curriculum details.

A parent who wishes to pursue a place on behalf of his/her child completes the Registration Form and returns it together with a registration fee and a copy of the birth certificate. The Registration Form states clearly that the pupil is thereby placed on the list of applicants for the year/term stated. It is further made clear that receipt of a Registration Form does not constitute an offer of a place and does not guarantee a place in the future.

Misinformation on the Registration Form will invalidate an application.

3. Before the start of a child's secondary school an Open Day is held in the school to which all applicants for first year are invited. Following on from this, the allocation of places for first year takes place. Applications for bursary assistance may be made at this time, by applying to the Bursar's Office. Children will be offered places according to the criteria set out by the Board of Governors in the Admissions Policy. Families are notified at regular intervals regarding the allocation process. The offer of a place is set out clearly in the Offer Letter and, on acceptance, requires the parents to complete and Acceptance Form, pay a non-refundable deposit and to sign acceptance of the school's then current Ethos & Mission Statement, Core Values and Code of Behaviour.

Failure to meet the deadlines set will result in the cancellation of the offer.

4. If spaces become available subsequent to the initial allocation, notwithstanding the above, the spaces will be allocated in order of preference in accordance with the criteria set out under the Admissions Policy.
5. Applications for mid-stream Irish and International places are considered where places are available at the time and according to the criteria set out by The Board of Governors in the Admissions Policy (page 1 paragraph 6). The offer and acceptance of a place is on the same basis as for first year (see paragraph 3 above).



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6. Pupils' performance and progress are reviewed through examination and report at regular intervals. The Admissions Policy also implies an exclusion policy should a pupil fail to perform academically to his/her potential, fail to accept the school's Code of Behaviour or fail to accept its Ethos and Mission Statement and Core Values.

Acceptance of a place at the school binds the parent(s)/guardian(s) in contract to this. The same acceptance contract covers a commitment to pay the fees set by the Board of Governors at agreed times. Failure to pay school fees may result in the Board exercising its right to have the pupil removed from the school until such time as the account is cleared.

Please email the Admissions Department at [khadmissions@thekingshospital.ie](mailto:khadmissions@thekingshospital.ie) or call +353 1 643-6564 with any Admissions queries.