



## **Admissions Policy**

Sligo Grammar School operates an admissions policy that seeks to uphold its philosophy and objectives which are based upon the liberal, balanced and enlightened ethos inherited from its founders in accordance with the Church of Ireland and Protestant traditions of the school.

This policy strives to maintain a co-educational, day and boarding and multi-denominational mix in its student body, endeavours to ensure that girls and boys from the same family are educated together, recognises the valuable contribution made by both staff and past pupils and reserves the right to decide upon special cases which may arise from time to time.

1. The Board of Directors determines the Admissions Policy of the school.  
It reserves the right to review the Admissions Policy from time to time.
2. The Board of Directors determines the maximum number of students; the gender balance each year and admissions of Protestant students.
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 can only be accepted where a suitable vacancy is available.
4. The Headmaster allocates the places on behalf of the Board of Management and based on the criteria determined by the Board of Directors.

### **Order of Admission**

- a) Members of the Church of Ireland.
  - b) Members of other Protestant denominations.
  - c) Boarders
  - d) Staff children.
  - e) Children from Inter Church marriages where one parent is a member of Protestant denominations.
  - f) Brothers and sisters of children already in school.
  - g) Sons and daughters of former pupils.
  - h) Waiting list (based on the length of time application is on file)
5. **Mid-stream admissions.**

In addition to the above criteria, allocations are made in accordance with the spaces available at the time. References from previous schools and an interview with the applicant will be taken into account.

## 6. **Special Needs.**

This Admissions Policy 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. 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 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.

7. The Board of Directors reserves the right to refuse any application. Misinformation or failure to disclose relevant personal information on the Application Form for admission may lead to the refusal of the application or the removal of the pupil from the school.
8. The Board of Directors reserves the right to take into account special circumstances in the allocation of places. (e.g. Children of families relocating at short notice to live in the area.)
9. Through a system of Secondary Education Committee (SEC) grants, school bursaries and school scholarships and other funding bodies, parents who meet the criteria are supported in their efforts to meet the cost of school fees.

*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.*

## Applications and Admissions Procedure

This Applications 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 Applications/Admissions Procedures are attached to this School Plan. These cover the Application Form, the Offer Form and the Acceptance Form and sample correspondence.
2. Upon receipt of a request for information about the school, the Secretary sends out a standard package containing a School Prospectus, an Application Form, fees information, grants information and other relevant documentation.  
A parent/guardian who wishes to pursue a place on behalf of his/her child completes the Application Form and returns it together with an administration fee and a birth certificate. The Application Form states clearly that the applicant pupil is thereby placed on the list of applicants for the year/term stated. It is further made clear that receipt of an Application Form does not constitute an offer of a place and does not guarantee a place in the future.  
Misinformation on the Application Form will invalidate an application.
3. Children will be offered places according to the criteria set out by the Board of Directors in the Admissions Policy. Families are notified at regular intervals regarding the allocation process. Acceptance of a place when offered requires the parent/guardian to complete an Acceptance Form, pay a non-refundable deposit and to sign acceptance of the school's then current *Ethos & Mission Statement* 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 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. The offer and acceptance of a place is on the same basis as for first year.
6. The Admissions Policy also implies an exclusion policy should a pupil fail to accept the school's Code of Behaviour or fail to accept its Ethos & Mission Statement  
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 Directors 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.

Parents, guardians and students are encouraged to consult with the school website

Revised May 2014

Ratified by BOD 1/9/2014

Ratified by BOM 8/9/2014

Review date: following awaited legislation

