Villiers Secondary School

Admissions Policy

2017-2019
# Table of contents

1. Mission statement and school ethos .................................................. 3

2. Villiers school learner profile .......................................................... 3

3. Rationale and statement of purpose ................................................ 5

4. Admission process ........................................................................ 5

5. Disability and special education needs ........................................... 8

6. International students .................................................................. 8

7. Admission legislation .................................................................... 8

8. Appeals procedure ......................................................................... 8

9. IBDP admissions policy ................................................................. 8

10. Code of behaviour, discipline and academic malpractice ................ 10

11. Participation in school life ............................................................. 11

12. Prospectus .................................................................................... 11

13. Monitoring of admissions ............................................................... 11

14. Withdrawal from school ................................................................ 11

15. Review of admissions policy ........................................................ 11
1. Mission statement

Villiers provides a broad and balanced education within a caring community. Our aim is to develop life and learning skills in order to face the challenges ahead with awareness and integrity.

Villiers School Ethos

Villiers School is a privately endowed, Co-educational, Boarding and Day School. The School maintains religious values in line with Protestant Traditions and as set out in the Scheme dated 21st December 1889 under the Educational Endowments (Ireland) Act 1885. The philosophy of this school is such that it recognises, supports and endeavours to accommodate the right of the student to learn in an educationally conducive environment, regardless of innate ability, family/social circumstances or religious affiliation. Villiers endeavours to educate students within the Church of Ireland / Presbyterian/Methodist traditions, however we also welcome members of other faiths. Villiers aims to ensure that the educational, emotional, spiritual, psychological and moral welfare of each individual student is provided for, while encouraging at all times the co-operation and assistance of parents/guardians of the students. Such aspirations are reflected in the structures and order of the School and are safeguarded by a Board of Governors nominated by the local Church of Ireland and Presbyterian and Methodist Churches.

This ethos creates a very caring and highly academic environment for all students. This is in keeping with the tradition of Villiers School as founded under the will of Hannah Villiers in 1821.

2. Villiers School Learner Profile

The aim of education is to prepare students for the wider world so that they can participate fully, both collaboratively and independently, in the local and international community. At Junior Cycle, all students work within the Junior Certificate and Junior Cycle Framework programmes. Following on from this, almost all students will participate in Transition Year (which includes our Independent Transition Year Programme). In Senior Cycle most Villiers students will sit the Leaving Certificate. A small number of students will follow the International Baccalaureate Diploma Programme. Developing on this, the aim of the International Baccalaureate Diploma Programme (IBDP) aligns with Villiers values in striving to encourage internationally-minded individuals who embrace their shared humanity and collective guardianship of the planet, so as to create a better and more peaceful world.

As educators we aim to instil the following learning skills:

- **ENQUIRERS**
  
  Nurturing and developing skills for enquiry and research, both independently and cooperatively.

- **KNOWLEDGEABLE**
  
  Developing theoretical understanding and knowledge, across a wide variety of disciplines, which impact on both a global and local level.

- **THINKERS**
Developing critical and creative thinking skills in order to analyse and act, in an ethical and rational manner, upon complex issues.

• **COMMUNICATORS**

Increasing competency and confidence in expressing opinions in more than one language. Developing the ability to listen to others and to share ideas and collaborate on projects.

• **PRINCIPLED**

Take responsibility for our actions and the consequence of them, thereby ensuring that we respect the dignity and rights of others.

• **OPEN-MINDED**

Develop an appreciation and understanding of the culture, values and traditions of others, in addition to our own.

• **CARING**

Demonstrate empathy, compassion and respect for those around us and ensure that we impact those we interact with in a positive manner.

• **RISK-TAKERS**

Embrace challenges with determination and prudence, working both independently and collaboratively to develop ideas and strategies.

• **BALANCED**

Strive for balance academically, physically, emotionally and spiritually.

• **REFLECTIVE**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

• **LEADERS**

Take initiative when we see problems and cooperate with others to both motivate and facilitate change and guidance when needed.

• **STEWARDS**

Strive to make a positive difference so that the world we inhabit progresses into a more equitable and nonviolent place.
3. Rationale and statement of purpose

The purpose of the Admissions Policy is to outline the admissions procedure for students who wish to enroll in Villiers School for entry to the School in academic years commencing in 2018 and 2019.

4. Admission process

Enquiries:

1. All parents and potential students are welcome to attend an Open Day, held on a Saturday in September/October of the year prior to entry and are invited to complete an Expression of Interest Form.

2. All correspondence in relation to application for admission should be directed to the Headmistress’ PA (secretary@villiers-school.com, 061 451447) or admissions@villiers-school.com

3. Parents/guardians should request an Admission Policy and Fees Slip.

Follow-up:

1. Upon receipt of the above parents/guardians and their child make an appointment with the Headmistress to exchange information and answer queries

2. The child is invited to visit the School and attend class for part of a School day

Application for admission:

At this stage, if parents/guardians wish to make an application for admission, please follow procedure outlined below within 10 working days of the child’s visit to the School.

NOTE: Day pupil applicants must apply for a place in Villiers in conjunction with the Limerick Schools’ Common Application System. Villiers School must be given first preference in the Common Application System in order for consideration for admission, regardless of criteria a-e listed below. Please note that any applicant who designates a school other than Villiers School as his/her first choice on the Limerick Common Application Form shall be deemed to have forfeited his/her opportunity to be considered for admission under the criteria below in the case of the school being over subscribed.

Procedure:

Apply for an Entrance Form, Medical Questionnaire, Food Allergy Form, Data Information Form (and if required, a Common Application Form) and familiarise yourself with policies available on School website, particularly in relation to Code of Behaviour, AUP, and Anti-Bullying Policy.

Please note: misrepresentation of facts may jeopardise the chance of securing a place in the school or lead to expulsion.
Formal consideration of an application for entry only takes place after the School has received the completed Entrance Form. Day pupil applicants must also complete the Limerick School’s Common Application Form and list Villiers School as their first preference. All application forms must be returned prior to the date set annually by the Common Application System – normally in January of the proposed year of entry.

Please note: in the event of an offer of a place being made, a five hundred euro deposit is required to confirm acceptance of the place. This deposit is deducted from the first semester’s fees. This deposit is non-refundable if the acceptance of an offer is withdrawn at a later date.

Villiers School is a day and boarding school and it is of fundamental importance to maintain the school character and ethos that Boarding places are prioritised. The number of boarders accepted is determined by a number of factors including;

(a) Optimal use of boarding facilities which contribute to the economic welfare of the School

(b) Existing number of boarders

(c) Dormitory size

The number of day pupils accepted is determined by the following factors;

(a) Number of boarders

(b) A total of 88 students (combination of day and boarding) are accepted into first year each year and are divided into 4 form groups. Additional places will be considered in Forms II and III but form size should not exceed 24 students

(c) A total of 110 students may be accepted into each of fourth, fifth and sixth year due to a greater range of subjects available at this level thus ensuring class size is not unduly compromised

The number of day boarders accepted is determined by the following factors;

(a) Number of existing boarders

(b) Capacity of the School to accommodate day boarders

Criteria:

The Headmistress makes decisions in relation to admission. Day pupils must list Villiers as number one on the Common Application System in order for their application to be considered.

Decisions on applications for boarders, and for day pupils who have listed Villiers as their first preference on the Limerick Schools’ Common Application System are based on the following criteria:
a. Membership of the Protestant Community: Church of Ireland (Anglican), Presbyterian, Methodist, Quaker, Baptist Churches and other reformed churches

b. Willingness to subscribe to the School Ethos

c. Sibling attending/attended the School

d. Children of past pupils

All prospective pupils who fall into either a, b, c, or d – their application is subject to a place being available at the time of application for entry. Therefore, adherence to the application date is advisable.

e. Others

Applicants who do not fall into the above criteria are allocated places in order of receipt by the School of completed Entrance Forms. Students will be chosen on the basis of date of application (priority to earliest applications) and willingness to uphold the ethos of the School.

Applicants from boarders outside the Common Application System area will receive either written notification of a guaranteed place or refusal of same. Applicants from within the Common Application System will follow the procedure below.

In February of the year of entry, Villiers School, in adherence with the Common Application System, will contact parents who will be asked to give written confirmation by return post, that they will take the place reserved for their child and will be required to pay a five hundred euro deposit.

If it is not possible to apply within the time scale outlined above, an application may, on occasion, still be considered as, a place become available at quite a late stage due to changes in circumstances of families who are already booked into the school. In circumstances where a late application has been made, parents/guardians are advised to keep in touch with the Headmistress’ PA regularly.

Transfers from Other Second-level Schools

Students may transfer from other second-level schools, if places are available. Such applications are subject to this Admission Policy. Villiers School must be satisfied with the reasons for transfer and consequently will require that, in addition to the procedures stated above, the application be accompanied by (1) copies of previous school reports, (2) name, postal address and telephone number of the Principal of the applicant’s present school who may be asked to supply a reference. The School reserves the right to refuse applicants who are involved in ongoing disciplinary procedures and an application to enrol an applicant enrolled in another school will be refused where the Board is of the opinion that the transfer may place the School’s other students, staff etc at risk.

Refusals

The School Headmistress reserves the right to refuse a transfer of a student from either a primary or second level school if it is deemed that such a transfer poses an unacceptable risk to the welfare of students or staff. The School Headmistress also reserves the right to refuse a transfer of a student with a disability if it is deemed
that the disability is such that, given the availability of additional resources, an appropriate education cannot be guaranteed.

5. Disability and special educational needs

Villiers School welcomes pupils with disabilities and special educational needs. Such applications are subject to this Admission Policy. In addition, Villiers may subsequently access pupils’ records or Individual Educational Programme from his/her previous school/s and apply to the Department of Education and Skills and other relevant agencies for resources to support such pupils.

6. International students

Villiers School welcomes International Students. Such applications are subject to this Admission Policy. In addition, Villiers may subsequently request pupils’ records, school reports and character reference. Priority will be given to boarding applicants. Villiers will endeavor to limit the number from each additional first language (except English) to two students per dormitory in Forms I, II, III, V and VI and three in Transition Year.

7. Admission legislation

The school admits pupils in accordance with this Admission Policy and in compliance with the provisions of Education and Equality Legislation within the context of resources available.

8. Appeals procedure

Section 29 of the Education Act 1998 provides for an appeal process to the Secretary General at the Department of Education and Skills. In general, such an appeal must be made within 42 days of the notification of refusal by the School.

9. IBDP admissions policy

The IB Mission statement echoes and reflects the holistic yet caring focus that already exists in Villiers School. The IBDP develops Villiers’ commitment to prepare students to face the challenges ahead with knowledge and integrity. Both Villiers and the IB strive to equip and prepare young people to be active, compassionate and lifelong learners in an international and multicultural community. Admission to the IBDP will be determined by the IBDP team based on information obtained with respect to:

- The potential of the applicant to benefit from the programme
- The capacity of the programme to meet the educational needs of the applicant
- The results of admissions tests, where applicable, including a written language test as well as previous results from any external written assessment
- The availability of places

IBDP (Year 1)
Admission to Year 1 normally follows the completion of a pre-IB year. Students who have successfully completed Independent Transition Year (ITY) in preparation for the IBDP (or another pre-IBDP equivalent) and who have attained the minimum standards, will be offered a place in the IBDP. Students must demonstrate the skills and core competencies outlined above before they will be offered a place in the IBDP.

Students who have not completed a pre-IB year will also be considered in line with the outlined admission requirements.

- The IBDP process is from January to April of the year of enrolment. Early application is advisable, in particular if a place in the boarding school is also requested.
- February - Interview of Applicants
- May - International Students must provide all supporting documentation
- May - Offer of place
- Payment of deposit and completion of all relevant forms

IBDP (Year 2)

Admission to IBDP 2 may be permitted in exceptional circumstances as follows:

- The student has successfully completed Year 1 of the IBDP in an authorized school.
- The student has:
  - Attained a minimum of 29 points
  - Attained a minimum of a Grade C in both EE and Theory of Knowledge
  - Completed required Creativity Activity Service (CAS) hours (certification needed)
  - Provide an official letter of reference from the Head Teacher in the students’ most recent school
  - Provide a certificate of results from current school
  - Complete an interview with the Headmistress and/ or IBDP Coordinator

Students for whom English is a second language and who wish to enroll in the IBDP must demonstrate at least a level B2 (CEFR) before they will be considered for admission. For this reason, these students will be expected to take an admissions examination in English to determine whether this course will be of benefit to them.

All students will be interviewed by the Headmistress and/ or the DP Coordinator to determine their suitability for the course and to discuss the subject options available to them. Students may be asked to demonstrate core competencies for individual subjects prior to admission to the IBDP.
In the event of oversubscription, a waiting list of suitable and qualified candidates will be drawn up. Qualified applicants will be admitted on a “first come/first served” basis as space becomes available, if and when the individual needs of each candidate can be met.

Although the IBDP is one that everybody can benefit from, it is not necessarily one in which all students automatically achieve success. In some instances, a student may be advised to withdraw from the Diploma Programme. The decision to do so is made in conjunction with a student’s parents, teachers, head of languages, school guidance counsellor and the IBDP Coordinator. The School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that re-admission or re-enrolment would not be in the best interest of the applicant or the School.

10. Code of behaviour, discipline and academic malpractice

The Code of Behaviour and Discipline contains the School’s policy on positive behaviour and discipline and on matters of serious indiscipline, including suspensions and expulsions. Please see the separate Academic Honesty Policy regarding Academic Malpractice.

11. Participation in school life

The School, in conjunction with the Parent Teacher Association and Student Council encourage the participation of parents/guardians and students respectively in the community that is Villiers School.

12. Monitoring of admissions

The Headmistress shall be responsible for monitoring adherence to this policy, and as such, will review admissions offers made each term.

13. Withdrawal from school

Parents or guardians should give a one term’s notice in writing to the Headmistress of their intention to withdraw their child from the school. Failure to comply will result in payment of a term’s fees in lieu of notice.

14. Review of admissions policy

The review of the Admissions Policy is a collaborative process involving relevant stakeholders including but not limited to Senior Management and the IBDP. This policy will be reviewed biannually, next review date February 2019. The School reserves the right to make appropriate amendments prior to this date to safeguard the School and to comply with relevant legislative requirements.