



# ALEXANDRA COLLEGE

## DUBLIN

### Alexandra College Junior School Admissions Policy

#### 1. Introductory Statement and Rationale

The Board of Management of Alexandra College has adopted this written Admissions Policy.

#### 2. The characteristic spirit and objectives of Alexandra College

Alexandra College is a voluntary independent not-for-profit day and boarding school for girls. Alexandra College is a vibrant, inclusive learning community made up of students and teachers from all over Ireland and from around the world.

This admissions policy aligns with the characteristic spirit of the school which is set out in our ethos, mission and our values. It is expected that all prospective and current students and their families will subscribe to and support the ethos and mission of the College.

Since 1866, Alexandra College has been educating, inspiring and championing outward-looking women of character in a Church of Ireland ethos, influenced by the Quaker values of our founder.

The strong link between the College and the Church of Ireland is reflected in our ethos statement, our constitution and in this policy. The Archbishop is the chairman of the College Council.

The Board of Management of Alexandra College upholds, and is accountable to the patron for upholding, the characteristic spirit of the College as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the College.

#### Our Ethos

We educate our students in a Church of Ireland ethos, influenced by the Quaker values of our founder Anne Jellicoe. We welcome students of all faiths and of none. From our ethos we derive our values.

#### Our Values

Our core values are derived from the Quaker values of our founder, Anne Jellicoe. They are a daily commitment to a way of being in the world. Together, they

provide a framework to help us to think clearly, behave positively, reach sound decisions, be well, and contribute to the development and wellness of others.

### **Our Mission:**

Alexandra College aims to provide education in an environment which promotes a Church of Ireland ethos influenced by the Quaker values of our founder.

We are committed to creating and maintaining an inclusive learning environment in which every girl is enabled to know her worth, see the worth of others, and to live each school day well, for her good and for the common good.

It is our hope that every student leaves this College equipped to continue her lifelong learning process joyfully, to carve her own path, to make and sustain relationships, and to make her particular positive contribution to society.

Achievement of our mission requires the full support, engagement and day to day commitment of the whole school community.

### **3. Purpose of the Policy**

The purpose of this policy is to set out clearly the characteristic spirit, ethos, objectives, the admissions policy and procedures of the College.

The policy ensures that the College serves any student from the Church of Ireland and wider Protestant community who is seeking admission to a school that provides education consistent with that faith, while also creating an inclusive, welcoming and vibrant learning community to girls of all faiths and none.

The College supports the principles of inclusiveness, equality of access and participation in the school and parental choice, and takes into account the rights of the Patron, as set out in the Education Act as well as the funding and resources available to the College.

### **4. Scope of the Policy**

This policy applies to Alexandra College Junior School only.

### **5. Admission Statement**

The College shall admit each student seeking admission to the Junior School other than where the school is oversubscribed or in the circumstances set out in section 12 below.

The College does not discriminate in its admissions policy or procedures or in the implementation of those policies and procedures on any grounds. In particular, and by reference to section 3 of the Equal Status Act 2000, Alexandra College will not discriminate in admission of a student to the College on the grounds of the gender, civil status, family status, sexual orientation, religion, race, disability,

membership of the Traveller community or special educational needs of the student or the applicant in respect of the student concerned.

Alexandra College is a school for girls. The College does not discriminate where it refuses to admit as a student a person who is not of that gender.

Alexandra College aims to provide education in an environment which promotes a Church Of Ireland ethos and Quaker values and with particular reference to Section 7 of the Equal Status Act, does not discriminate where it admits as a student a person who is a member of or is raised by a parent who is a member of the Church of Ireland or of a church which is a full ecumenical partner of the Church of Ireland or of a recognised reformed tradition within the Christian Church in preference to others.

## **6. Boarding and Day School**

Alexandra College is a boarding and day school. Boarding is offered from 10 years of age. In accordance with Section 6(e) of the Education Act 1998 and to ensure effective use of resources, it is the policy of the College to fill all boarding places before filling day places.

Applications which do not indicate a genuine requirement for boarding will be disregarded. A genuine requirement for boarding would be demonstrated by residence an appropriate distance from the college, overseas residence or specific demonstrable domestic circumstances. The College may interview applicants and their parents/guardians to assess suitability of boarding school for the student and whether there is a genuine requirement for boarding.

Any offer of admissions to a boarding place in the College is conditional on the student's parent undertaking that a boarding place rather than a day place is required.

A student who enrolls as a boarding student, is not guaranteed a place as a day student in subsequent years. Available day places will be allocated each year in accordance with the priority criteria set out at section 10 below.

## **7. Capacity and resources**

Alexandra College is a fee-paying school and the finances of the school are provided by fees and by contributions from the school community.

The Board of Management operates a development programme to maintain, improve and develop facilities on the campus. All incoming and existing parents are invited to participate in the development programme.

The College has limited capacity, funding and resources. To ensure that the College can provide a holistic education to each student in line with the College's educational philosophy, and mindful of its obligations in terms of the health and safety of students, the College will not admit more students than its current

capacity and resources can facilitate. The board will take this into account in deciding how many places will be made available by the College in each intake group.

## **8. Application for Admissions Procedure for entry to KG Lower**

1. An Application for Admission Form together with the College Mission and Ethos Statement, this Admissions Policy and the Junior School policies is available on the school website. These policies may assist parents in deciding whether to apply to the College. Acceptance of an offer of admission in Alexandra College implies acceptance of and support for those statements and policies.
2. The Application for Admission Form is only complete when the terms and conditions have been accepted and the application fee paid.
3. Applications will be considered only when all relevant information has been provided and parents have accepted the ethos statement of the College.

## **9. Admission Criteria**

- a. If the College is oversubscribed, that is if the number of places available admission will be in accordance with and in order of the priority criteria set out at section 10 below.
- b. The priority criteria are used to allocate places in a fair and transparent manner and so as to reflect the tradition, role and characteristic spirit of the College.
- c. All decisions on applications for admission to Alexandra College will be based on:
  - i. This Admissions Policy
  - ii. The information provided by the applicant in the College's online application form
- d. Decisions relating to applications are made by the Principal in accordance with the priority outlined in section 10 below.
- e. If there are insufficient places available when admissions places are being allocated at a particular priority level, and two or more students tie for a place, random selection will apply in respect of that priority level.

## **10. Priority Criteria**

- a. Applications for boarding places will be considered first in accordance with the priority criteria below.
- b. Day places will be allocated to those students transferring from the Pre School.

- c. Children for whom there is documented evidence of membership of the Church of Ireland, will then be allocated places.<sup>1</sup>
- d. Children for whom there is documented evidence of membership of recognised reformed traditions within the Christian Church will then be allocated places.<sup>2</sup>
- e. Children one of whose parents is a documented member of the Church of Ireland will then be allocated places.
- f. Children one of whose parents is a documented member of a reformed tradition within the Christian Church will then be allocated places
- g. If places remain, priority will then be given in this order to:
  - i. Sisters of existing students,
  - ii. Sisters of past students
  - iii. Daughters and granddaughters of past students
  - iv. Daughters of staff.
- h. If there are remaining places when all priority criteria have been applied, any remaining places will be issued on the basis of first come first served.

## **11. Notification of Decisions, Offers and Acceptance of Offers**

- a. Offers for places will be communicated in writing to the parents/guardians of those to whom a place has been allocated.
- b. The offer will include a Confirmation of Acceptance Form which must be completed and returned together with a deposit to be received by the indicated date.
- c. In accepting an offer of admissions from Alexandra College, you must indicate:
  - i. if you have accepted an offer for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned; and
  - ii. if you have applied for and are awaiting confirmation of an offer of from another school or schools, and if so details of the other school or schools concerned.

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<sup>1</sup> churches which are full ecumenical partners of the Church of Ireland

<sup>2</sup> member churches of the Irish Council of Churches, Council of Churches for Britain and Ireland or Conference of European Churches i.e Belgian/French/Dutch Reformed Church, Congregational Federation, Lutheran Church, Methodist Church, Moravian Church, Non-Subscribing Presbyterian Church, Old Catholic Church, Orthodox Churches, Presbyterian Church, the Salvation Army and the United Reformed Church

## **12. The College's Right to Refuse or Withdraw an Offer**

Alexandra College may refuse to make an offer if the College is oversubscribed for the relevant year.

Alexandra College may refuse to make an offer or may withdraw its offer of acceptance if:

1. The student is not a girl;
2. it is established that incorrect or misleading information was provided in the Application for Admission;
3. Confirmation of Acceptance of the offer with the required deposit was not received by the College by the date indicated .

## **13. Waiting List**

If the College is oversubscribed for the relevant year, the College will compile a waiting list of applicants. The list will be valid for the school year in which admission is sought.

Any place subsequently becoming available through non-acceptance, cancellation or withdrawal will be allocated using the above priority criteria listing and within each priority on a first come first served basis.

## **14. Admissions criteria for entry to any year other than KG Lower and during the school year**

Admission into a year other than KG Lower or during the school year may be possible subject to availability of space, acceptance of the Ethos and Mission Statement, timing within the school year programme and curriculum. Available places will be considered and allocated in accordance with the admissions and priority criteria set out at section 10 above.

## **15. Review of admissions decision**

The admissions process is managed as a devolved function of the College Board of Management. As the Board of Management will not be directly involved in the administration of the allocation process, the Board of Management may review the application of the Admissions Policy. Parents/guardians of applicants may request a review by the Board of Management or by a sub-committee of the Board of Management authorised to do so.

A request for review must be in writing and must set out the grounds of the request.

Following a review, the Board of Management will issue the applicant with a statement that there was no failure or error in making the decision to refuse entry or that there was a failure or error in making the decision to refuse entry and whether or not it had a material effect on the outcome of the application.

If the Board of Management finds that there was a failure or error and that it had a material effect on the outcome of the application, it will rectify that failure or error.