



## Wilson's Hospital School

# Admission and Enrolment Policy

This policy is framed within the context of the Will of Andrew Wilson, the School's Founding documents, and the established ethos of the School which has evolved and developed through two and a half centuries of serving the Church of Ireland community.

Recognising the unique heritage of the school, and the desirability to continue to maintain and develop it, there is an obligation to provide places for Church of Ireland children. Therefore, it is our policy, whilst bearing in mind a role within the wider community, that up to 35 Boarder First Year places will be reserved firstly for members of the Church of Ireland.

Mindful that the "Deed of Trust" established Wilson's Hospital School as a boarding school, and desiring to maintain this ethos, 240 admission places out of a total school capacity of 400, are reserved for boarding subject to restrictions on availability of gender-suitable accommodation.

The School reserves the right to refuse enrolment to the boarding school in special circumstances where the boarding facility cannot meet the physical and/or emotional needs of a prospective boarder student.

Subject to the foregoing, preference will be given to applicants in the following order of priority: i.e, in order of reducing priority from the first to the seventh criteria:

### **ORDER OF CRITERIA OF ADMISSIONS**

1. to children who are Members of the Protestant Community as detailed in Appendix 1.
2. to children who are members of other Christian Denominations as detailed in Appendix 2
3. to boarders who do not fall into the above category.
4. to children siblings, as detailed in Appendix 3.
5. to children of past students.
6. to children one of whose parents/guardians is an employee of the school.
7. to day students who reside within 8 km of the School.

## **POLICY IMPLEMENTATION**

Where two or more applicants are equally entitled on any one of the criteria, preference will be given to the applicant(s) who complies with the next criterion.

In the event of applicants having equal entitlement to enrolment, and where such applications exceed the number of places available, a process which will give each candidate an equal chance of selection will be applied.

The operation of criteria 4, 5, and 6 will be in such manner to ensure compliance with relevant equality legislation.

Notwithstanding the above order of preference, the School Management Board reserves the right to refuse an application for enrolment in exceptional circumstances.

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 and also references from previous schools and an interview with the applicant may be taken into account. Entrance into Form 3 is dependent on experience of learning in a school within the Irish education system and entrance into Form 6 is not available except in special circumstances, as approved by the School Management Board. The Student Transfer Form must be completed by the existing school and returned to us prior to securing the place.

Parents/Guardians have the right to appeal a refusal by a school to enrol a student to the Secretary General of the Department of Education and Skills, under Section 29 of the Education Act 1998.

## **ENROLMENT PROCEDURE**

Wilson's Hospital School has the capacity to enrol 72 students into Form 1. Parent(s) / Guardian(s) seeking to have their child/children enrolled should note the following:

Application Forms will be available for the year of enrolment in October of the year preceding the relevant year of entry. Those wishing to have application forms automatically issued by the school should complete a "[Declaration of Interest Form](#)" (available from the school by emailing [reception@whs.ie](mailto:reception@whs.ie)). This should be completed and returned before September of the year preceding the relevant year of enrolment.

Applications should be made to the school on its official Application Form, accompanied by the documentation outlined. The Application Form, including the Conditions of Acceptance, form the basis on which enrolment is considered. In the event of incorrect information being provided on the Application Form an Application may be refused or enrolment discontinued.

The acceptance of any payments made does not signify acceptance of the application. In the event of the school subsequently not being in a position to enrol the student(s), such payment will be refunded.

A decision to enrol a student will be made based on the School's Admissions Policy.

Parent(s) / Guardian(s) will be informed within 21 days of the receipt of a valid Application Form of the School's decision on the application. Parent(s) / Guardian(s) are not prevented from re-applying subsequently in the event of a negative decision on application.

Parent(s) / Guardian(s) are required to notify the school immediately in the event of an enrolled student deciding not to take up the position allocated.

## APPENDIX 1

### CHILDREN OF THE PROTESTANT COMMUNITY

The following order of admission will apply under the First Criteria:

- a) To children who are baptised and Members of the Church of Ireland
- b) To children, whose parents/guardians are (or were at the time of death) Members of the Church of Ireland
- c) To children one of whose parents/guardians is (or was at the time of death) a Member of the Church of Ireland.
- d) To children, who are Members of the following Religious Communities who sponsor other Reformed Traditions - Presbyterian, Methodist, Society of Friends.
- e) To children, one of whose parents/guardians is (or was at the time of death) a Member of the following Religious Communities who sponsor other Reformed Traditions - Presbyterian, Methodist, Society of Friends.
- f) To children who are Members of other Mainstream Christian Traditions, which are Members of the Irish Council of Churches.
- g) To children, one of whose parents/guardians is (or was at the time of death) a Member of other Mainstream Christian Traditions who are Members of the Irish Council of Churches.
- h) To children who are members of other Reformed Traditions.
- i) To children, one of whose parents/guardians is (or was at the time of death) a Member of other Reformed Traditions.

## APPENDIX 2

- a) To children of other Christian Denominations.
- b) To children, one of whose parents /guardians is (or was at the time of death) a Member of other Christian Denominations.

## APPENDIX 3

### STUDENT SIBLINGS

The following order of admission will apply under the third criteria:

- a) To siblings of existing students
- b) To siblings of Past Students

Approved by the School Management Board on 25<sup>th</sup> February 2019