

The Institute of Education Admissions and Enrolment Policy

October 2019



Introduction

The Institute of Education is the largest private school in Ireland. From its simple origins in Maths tuition, the Institute now provides a complete social and education experience for 4th, 5th and 6th year students.

Mission Statement

At The Institute of Education, we provide a focused, flexible and complete education experience. Our full-time day school provides an environment where students can maximize their academic capabilities while also developing the confidence and maturity to thrive as they move through the education system to third level and onto their chosen careers.

Vision

At The Institute of Education, we provide a transformative learning experience for all our students. We focus on excellence, ambition and achievement to enable students to achieve their full potential, while providing a holistic approach to their education and personal development.

Criteria

In addition to the enrolment process above, decisions made in relation to admissions of students (made by the Academic Council in accordance with the overall school policy) will include the following criteria:

- The student is required to have attended a full time education programme in a secondary school for six months immediately prior to applying to The Institute of Education.
- Students must achieve a minimum of six grade C's or Merit in Higher/Common Papers in the Junior Cycle exam.

Enrolment Process

There are four stages to the enrolment process within the full time 4th, 5th & 6th year programmes at The Institute see below:

1. Application form & relevant documentation submitted
2. Interview with the Admissions Officer
3. Letter of Acceptance issued
4. Payment of Fees

1. Application forms

Application Forms for enrolment are available at any time from the school office or may be downloaded from the school website at www.theinstituteofeducation.ie. Completed application forms should be forwarded to the Admissions Officer, The Institute of Education, 79- 85 Lower Leeson Street, Dublin 2.

Information Evenings for prospective students and their parents will be held throughout the year. The Principal, and/or other teacher(s), as appropriate, will be available to meet parents who may wish to discuss the enrolment process, or to answer questions regarding the enrolment of a student.

2. Interview with the Admissions Officer

The interview will be held in The Institute of Education, 79- 85 Lower Leeson Street, Dublin 2. The Admissions officer will review the completed application form and discuss in detail the student's intention to be admitted to The Institute and to ensure the suitability of the student.

3. Letter of Acceptance

Following on from the interview with the Admissions Officer, applicants will be notified in writing as to whether they have secured a place or not. Should the student not secure a place within the Institute, there is a right of appeal process to The Academic Council, see below.

To ensure a place in the school, parents/guardians must notify the school of their acceptance of the place within the time specified in the letter offering a place and paying a deposit.

Confirmation in writing must be received also by both parents/guardians and the student that they have read, understood and agreed the Code of Behaviour and Discipline.

Note: All student enrolments are subject to the approval of The Academic Council

4. Payment of Fees

An initial deposit must be paid to secure a place in the Institute.

Please note that a student will not be issued with a timetable until full payment/a payment plan is in place. A minimum of five working days is required to process payments. Timetables will be issued after this process has been completed.

Provision of key information by parents

The following is the minimum information required from parents registering the student in the Institute. This information is provided by way of the application form:

- Student contact details
- Parents/Guardian contact details (Incl. emergency contact numbers)
- Educational background to date
- Medical/Special requirements

Please note: Medical/Special requirements:

As part of the application process, Parents/Guardians of students intending to apply to The Institute, must make the school aware of the needs of their child. The school may also seek parental permission for access to any relevant medical or psychological reports if applicable.

In accordance with the Data Protection Act 2018, the foregoing information will be held by the school and processed for the purposes of considering and processing applications and for the administration of school records only.

Rights of The Academic Council

The Academic Council reserves the right to refuse admission to any student in the following circumstances:

- The school has a duty of care to all staff and students and as such, must provide a safe environment for both staff and students. The Academic Council reserve the right to refuse a student that they deem may pose an unacceptable risk to other students, staff or school property.
- If the student has specific educational/psychological or physical or care needs such that the school cannot meet such needs and/or provide the student with an appropriate support (Note: Failure to disclose accurate information in this regard may impact on admission to, or retention in or progression at The Institute of Education.

Right of Appeal

Parents of students, or students who have been refused admission to the school, have the right to appeal such a refusal by the The Academic Council Appeals must be made within 10 days of having been informed of such refusal. The Appeals Application Form can be downloaded from the website www.theinstituteofeducation.i.e.

Review of the Education Admissions and Enrolment Policy

The Academic Council (in consultation with the relevant partners) reserves the right at any time to review, alter or amend any section of this Education Admissions and Enrolment Policy as it deems appropriate.