

# ADMISSIONS & ENROLMENT POLICY



## Introduction

The Institute of Education (or "The Institute") 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 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> 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

As part of the enrolment process detailed in the section "Enrolment Process", decisions made in relation to admissions of students (made by the Admissions Officer in accordance with the overall school policy, or the Academic Council, where relevant – see below), will include the application of 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; and;
- Students must achieve a minimum of six grade C's or Merit in Higher/Common Papers in the Junior Cycle exam or equivalent for overseas students
- Successful completion of the Enrolment Process (outlined below, points 1-5)

## Enrolment Process

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

1. Application form completed, and relevant documentation submitted (with Key Information contained therein – see "Key Information" section below).
2. Interview with the Admissions Officer.
3. Letter of Offer issued by the Institute of Education, and confirmation of acceptance.
4. Payment of fees.
5. Provision of Key Information by parents.

## 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.instituteofeducation.ie](http://www.instituteofeducation.ie) Completed application forms should be forwarded to the Admissions Officer, The Institute of Education, 79-85 Lower Leeson Street, Dublin 2. Key information sought by the Institute of Education must be submitted in the application form (see 5 below).

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

## 2. Interview with the Admissions Officer

The interview will be held in The Institute of Education, 79-85 Lower Leeson Street, Dublin 2 or on an online platform. The Admissions Officer will review the completed application form and discuss in detail the prospective student/applicant's intention to be admitted to The Institute of Education, to ensure the suitability of the prospective student/applicant. Suitability of the prospective student/applicant will be determined by such factors as; academic commitment, and high motivation to pursue academic goals.

## 3. Letter of Offer and Confirmation of Acceptance

Following the interview with the Admissions Officer, applicants will be notified in writing as to whether they have secured a place or not ie a Letter of Offer\*. Should the applicant be unsuccessful in securing a place within the Institute, there is a right of appeal to The Academic Council, see below.

To accept the offer of a place in the school, parents/guardians (on behalf of the applicant) must complete the following three steps;

1. Notify the Institute of Education in writing (letter or email) of their acceptance of the place (Acceptance Letter/Email) within the time specified in the Letter of Offer from the Institute of Education.\*
2. Parents/guardians must also pay a deposit within the specified time-frame.
3. Confirmation in writing must be received from parents/guardians, that they have read, understood and agree that their child will adhere to the Code of Behaviour and Discipline.
4. Note: Student enrolments may, in particular circumstances, be subject to the final approval of The Academic Council. All offers are strictly subject to the full disclosure of Key Information (as described below) by parents. Should incorrect or incomplete information be provided as part of the Key Information, the offer of a place may be rescinded.

\* There may be circumstances where, due to time constraints in advance of the new academic year verbal offers are made (usually by telephone call) and accepted verbally.

## 4. Payment of Fees

An initial deposit must be paid within the specified time-frame to secure a place in the Institute of Education (as above).

Please note that a student will not be issued with a timetable until full payment is received or 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.

## 5. Provision of Key Information by parents

The following is **the minimum** information required from parents/guardians registering the prospective student/applicant in the Institute of Education. This information is provided by way of the application form:

- Prospective student/applicant contact details
- Parents/Guardian contact details (Incl. emergency contact numbers)
- Educational background to date
- Medical/Special requirements
- Any information relevant to the provision of education

**Please note:** Medical/Special requirements:

As part of the application process, Parents/Guardians must make the Institute aware of the needs of their child. The Institute of Education may also seek parental/guardian permission for access to any relevant medical or psychological reports, if deemed necessary by the Institute.

All offers are strictly subject to the full disclosure of Key Information (as described above) by parents/guardians and/or the applicant. Should incorrect or incomplete information be provided as part of the Key Information, the offer of a place in The Institute of Education may be rescinded at any time.

Similarly, if it is subsequently discovered ie post enrolment, that Key Information was not fully provided to the Institute of Education and/or if incorrect Key Information was provided for or on behalf of the applicant student, The Institute reserves the right to exclude the student from The Institute of Education.

In accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (GDPR) the foregoing information will be held by the school and processed for the purposes of considering and processing applications, and for the administration of the Institute of Education records only.

## Rights of The Admissions Officer

The Admissions Officer reserves the right to refuse admission to any prospective student/applicant in the following circumstances:

1. 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 Admissions Officer reserves the right to refuse a prospective student/applicant if the Admissions Officer forms the view that the prospective student/applicant may pose an unacceptable risk to other students, staff or school property.
2. If the prospective student/applicant 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 - see Key Information above - in this regard may impact on admission to, or retention in or progression at The Institute of Education.).

## Right of Appeal

Parents of prospective students/applicants, or applicants themselves, who have been refused admission to the Institute of Education, have the right to appeal such a refusal to the Academic Council. Appeals must be made within 10 days of having been informed by the Institute of such refusal. The Appeals Application Form can be downloaded from the website [www.instituteofeducation.ie](http://www.instituteofeducation.ie)

## Review of the 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.

*Date of Policy: January 2022*



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