



# Stratford College

*Co-educational Secondary School*

## Admissions Policy

December 2012

### INTRODUCTION

Stratford College is a fee-paying, co-educational day secondary-level school recognised by the Irish Department of Education and Science (DES). As such, it operates within the regulations laid down by the DES and depends largely on the grants and teacher resources provided by the DES. The school follows the curricular programmes prescribed by the Department, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. Implementation of school policy must have due regard to the resources and funding available.

### History

In the early 1950's members of the Jewish Community decided it would be advantageous and desirable to have a second level school and so Stratford College was founded. It was first located in a house called 'Stratford' on Terenure Road East.

In the 1950's the Jewish Community was much larger than it is now and the student population at Stratford was entirely Jewish. As with everywhere else in Ireland emigration took its toll and in order to maintain its wide curriculum the Board of Management decided that the school should become welcome those of all and no denominations. Now, while retaining its Jewish ethos Stratford is a thriving place of learning where respect for the individual is of paramount importance, high academic standards are maintained and sport is actively encouraged and fostered for children of all denominations.

Some years later the opportunity to move the College to the present complex in Rathgar occurred. In 1981 a new building was erected. Today only the elegant mid - Victorian facade remains of the original house.

## Ethos

Stratford College was founded by the Dublin Jewish Community and provides a secondary education within a Jewish ethos, as defined by The Chief Rabbi of Ireland. It also welcomes pupils from other denominations and those of none. This richness of heritage combined with our experience of valuing other minority groups and of individuals makes our school truly unique. We welcome students from primary schools who share our commitment to such cultural and religious diversity.

Our Mission Statement aims to provide a teaching and learning community committed to quality and excellence in education. We are dedicated to:

- Providing a nurturing environment where each individual can develop self-esteem and a sense of their place in, and responsibility to, society.
- Instructing Jewish students in their religion while fostering mutual respect for all traditions.
- Promoting personal achievement and academic success.
- Respecting the unique potential of every student and encouraging each to maximise it.

The founding values continue to inspire the school today; those of educating our students in an inclusive academic environment which seeks to foster in young people a sense of personal and academic achievement, of respect for diversity and of service to the community.

## Patronage/Trusteeship and Management

The responsibility for the provision of Jewish education in Dublin is Dublin Talmud Torah, an elected group of people from the Jewish Community and one of several Jewish institutions in Dublin. Dublin Talmud Torah dates back to 1920s. The Patron, Trustees and management of the school belong to this body.

The ownership of Stratford College is vested in the Trustees of Stratford Schools. There are three current Trustees who are responsible for determining the nature and purpose of the school in all management activities. The Board of Management is governed by the Articles of Management and is responsible for the running of the school. The day- to- day management of the school is delegated to the Principal.

## The Role of the Board of Management

The Board of Management (BOM) manages the school on behalf of the Trustees of Dublin Talmud Torah (incorporating Stratford Schools). The BOM is aware, in exercising its responsibilities, that it does so for the benefit of the students and their parents (Education Act, IV Section 15(1)). The BOM is authorised by the Trustees to undertake responsibility for the conduct, management and financial administration of the school. The BOM is made aware of its responsibilities initially by the Principal and through ongoing support provided by the Joint Managerial Body (JMB).

For those students that are not Jewish, the BOM is conscious of his remit to practically demonstrate its respect for 'diversity of values, beliefs, and traditions' [Education Act, 1998]. In exercising his policy-making and decision making responsibilities the School Manager upholds the characteristic spirit of the school.

#### Consultation with Trustees

The BOM consults with the Trustees of Dublin Talmud Torah (incorporating Stratford Schools). An Annual Report from the BOM is sent to the Trustees and an opportunity is provided for dialogue in relation to significant development plans and/or current issues of concern for the BOM>

#### Admissions Policy

The Admissions Policy for the school has been published in accordance with the requirements of the Education Act, 1998.

#### Efficient Use of Resources

The efficient use of resources for the benefit of the students is an important aspect of the School Manager's role. Accountability procedures are in place which includes an annual financial report to the Trustees and to the Financial Management section of the JMB. Recruitment and appointment of teachers and staff are done in accordance with relevant procedures.

#### Report to Parents

A report is prepared by the Principal and is delivered to the AGM of the Parents' Association.

#### Statutory Obligations

Regular attendance at monthly meetings of the JMB by the Principal and JMB Bulletins ensure that the School Manager is kept up-to-date with his legal responsibilities. Various pieces of legislation have implications for the School Manager in relations to its statutory responsibilities and his duties as employer e.g.

- Education Act
- Education Welfare Act
- Employment Legislation
- Dignity in the Workplace
- Equal Status Act
- Educations for Persons with Special Educations Needs
- Data Protection Act
- Health and Safety Legislation
- Disability Legislation

## PROGRAMMES

Stratford College offers a three year junior cycle programme leading to the Junior Certificate Examination of the Department of Education and Science, a Transition Year Programme in Fourth Year and a two year programme leading to the DES Leaving Certificate Examination.

The Junior Cycle curriculum includes Irish, English, Mathematics, French, History, Geography, Science, Business Studies, Classical Studies or Hebrew, Art, Civics, Social and Political Education (CSPE), Information Communication Technology (ICT) and Social, Personal and Health (SPHE) incorporating Relationships and Sexuality Education (RSE).

Transition Year (TY) aims to give students the opportunity to discover and develop their own strengths and abilities. The curriculum allows students to examine, understand and develop their changing role within the life of the school, local community and society in general in a less formal academic setting.

The Senior Cycle curriculum offers a wide range of academic subjects. In addition to the core subject choices may be made from Biology, Chemistry, Physics, History, Geography, Classical Studies, Hebrew, French, Music, Accounting, Business or Economics, Arts and Crafts and Leaving Certificate Vocational Programme (LCVP). Co-curricular classes in ICT, Career Guidance and SPHE are also part of the timetable.

A copy of our school policy on Social, Personal and Health Education is available on the school website or from the Principal following a written request.

External Certification is also available in ICT; First Aid, Speech and Drama, Personal and Social Development. Certifying bodies include Oxford, Cambridge and RSA Examinations (OCR), European Computer Driver's Licence (ECDL; Beginners and Advanced), The Order of Malta, the Leinster School of Music and An Gaisce / The President's Award.

## GUIDANCE AND COUNSELLING

The Guidance and Counselling service provided by the College enables students and parents to make informed decisions at key transitional stages. The Guidance Counsellor will collaborate with staff on issues requiring specialist skills and advocate students' concerns.

Information and advice is given to parents and students about curricular and career options in individual meetings, classes and seminars throughout the year.

## CO-CURRICULAR

Drama, debating, An Gaisce, music, multi-media and community involvement are actively encouraged and weekly classes are held in sport. Professional coaching is provided in Basketball, Tennis and senior level physical fitness.

SCHOOL OPENING DETAILS:

<b>School Day:</b>	Monday – Thursday	9.00am – 3.45pm
	Friday	9.00am – 1.10pm

**School building opening hours:**

	Monday – Thursday	8.30am – 4.30pm (excluding co-curricular activities)
	Friday	8.30am – 3.30pm (ditto)

**School office opening hours:**

	Monday – Thursday	8.45am – 4.30pm
	Friday	8.45am – 2.30pm (winter) /3.30pm summer)

**Class structures:** One group of 25 students approx. in each of 6 years.

**Management and Administrative Details**

**Chairman of the Trustees:** Mr. Alan Green

**Chairman of the Board of Management:** Mr. Cormac Murphy

**Principal:** Ms Patricia Gordon

**Deputy Principal:** Ms Siobhan Reynolds

**Office Administrator:** Mrs Janice O’Byrne

**School Secretary:** Ms Dorothy Cunningham

**School Caretaker:** Mr Brendan Meehan

(i) The school admissions policy of Stratford College will reflect at all times the educational philosophy and aims of the Trustees of the school, and on behalf of the Trustees, the BOM of the school. The admissions policy will also, at all times, reflect the school’s mission and the ethos upon which the school has been founded. This includes respect for the individual, justice, fairness and co-operation with the wider community among other principles. The admissions policy is an all inclusive

one where no one student will be unfairly discriminated against in regard to their entry to the school on the grounds of religion, race, colour, socio-economic background or primary school origin.

(ii) Stratford College is committed to maintaining its Jewish/multi-denominational, co-educational student body and reserves the right to offer places accordingly.

(iii) The school reserves the right to refuse an applicant pupil who, in the opinion of the school, may pose an unacceptable threat to the safety and welfare of pupils or staff or to the reputation and/or the ethos of the school.

(iv) Application for entry to Stratford College will only be considered on a school application form which is available from the office on request or on-line at the school website. There are 28 places in each class.

(v) The six year cycle is compulsory for all students save for exceptional circumstances.

(vi) Consideration will be given to applicants in the following order:-

- Jewish Students
- Siblings of current students of Stratford College.
- Pupils of Stratford National School which shares the common educational philosophy and ethos of Stratford College.
- Children of past pupils and staff of Stratford College.
- Children of staff of Stratford National School
- Pupils of multi-denominational schools
- Geographical proximity
- Others

(vii) All other applications for places in Stratford College will be dealt with in date order of application.

(viii) All prospective students and parents are expected to be aware of the “School Code of Behaviour and Discipline” and it is assumed that they will abide by the school’s rules, aims and objectives.

(ix) Jewish students are obliged to attend Hebrew/Jewish Studies and Jewish prayers. All students are required to observe the ethos of the school.

(x) Stratford College students wear a uniform from 1st to 5th Year (incl.). The boys wear trousers and the girls wear skirts.

(xi) Any student of the school who persistently disobeys the school rules or whose behaviour is deemed by the staff and by the School Manager to be unacceptable for a student of the school or whose behaviour is deemed to have brought the school into disrepute, will forfeit his/ her place in Stratford College. Procedures regarding suspension and expulsion are explained in the Code of Behaviour and Discipline.

(xii) Parents/guardians and /or students over 18 years of age may appeal a decision to refuse to enrol, to suspend for a period of 20 days or more or to exclude to the School Manager and failing this to The Secretary General of the Department of Education under Section 29 of the Education Act,

1998. Such appeals should be in writing and made within 42 days of the notification of such a decision cf. Circular M48/01.

(xiii) **Fees Schedule and Arrears Policy**

**Academic Year:** €4,150.00.

**Extras (as relevant)**

- Art Materials (as relevant) €100
- ECDL €125.00
- Personal Accident Insurance 24/7 365 - €15 approx
- Transition Year Expenses €400
- Junior Cert & Leaving Cert Mock Exams will be charged at cost. Please note that the State Examinations Commission (SEC) charge an examination fee (excluding waivers for medical card holder). Details are available from the office in February of exam year
- Subject text books / periodicals / , school journal/ exams / entry fees
- Study Skills Seminars
- Leinster School of Music Drama Exams

**Family Discounts**

20% Discount on fees for 2nd child in family.

40% Discount on fees for 3rd child or more.

**Teacher/Staff Discounts**

50% discount for full –time teachers of Stratford Schools and selected local feeder primary schools.

Pro-rata staff discount for employees of Stratford Schools

**Stratford Primary School**

In recognition of our shared ethos, facilities and services families transferring their children from Stratford Primary School will, in future, be offered an annual average discount on their fees over each of their six years. This will be comprised of the sum of voluntary contributions made to SNS while the child was in the school, divided by six and then deducted from each year's fees while at Stratford College.

**Scholarship Exams**

Students have the opportunity of sitting an Entrance Scholarship Exam before entering 1st Year. Assuming a certain standard of excellence there are two scholarships available one for 50% discount and one for 25%. Please contact the Office for applications forms.

### **Bursary**

A limited number of means tested bursaries are available in strictest confidence for current students where families have experienced unexpected financial difficulties. Applications forms should be sent for the attention of the Principal who will share the information with one nominated member of the Board of Management. The amount of the bursary is at the discretion of the Board.

Please contact the Office for application forms.

### **The Dublin Jewish Board of Guardians**

Applications for assistance in the payment of fees and/or expenses may be made directly to the Dublin Jewish Board of Guardians by Jewish families. Contact details are available from the office.

### **Payment of Fees**

- 1st Moiety due first week in September
- 2nd Moiety due first week in January

Payments will also be accepted in eight standing orders or eight payments over the internet.

Parents should understand that admission to the school and on-going enrolment is conditional on parents discharging fees as they fall due, and that, if parents are not in a position to discharge fees when due, their son/daughter will not be permitted to remain as a student of the school.

### **Bank Details:**

**Bank Details: Allied Irish Bank**  
**Account Name: Board of Management Stratford College**  
**IBAN: IE46 AIBK 9310 7115 7040 59**  
**BIC: AIBKIE2D**

**(Please insert your Name or School A/C No on any online transactions so that your payments can be identified as yours)**



### **Arrears Management Policy**

*Objective:* Every student should share equally in the burden of financing the additional teaching and other facilities associated with Stratford College as a private school. In exceptional cases, the Board of Management at its discretion, may decide to waive or reduce the fees charged to a student due to genuine economic hardship typically associated with a dramatic change in personal circumstances following enrolment in the school. Where fees are not paid on a prompt basis every possible step will be taken, including legal action, to ensure that the financial costs of running the school are shared equally amongst students.

#### *Procedures:*

1. This Policy should be clearly defined and communicated to all students and potential students.
2. Where the Principal or Board identify a hardship case, the case involved will be thoroughly researched and presented to the Board for decision.
3. Where fees fall more than 60 days into arrears this will result in a phone call to the parents involved to ensure that non-payment was due to an oversight by the parents.
4. For fees which are 90 days in arrears, a letter will be sent signed by the Principal and Chair of the Board asking for prompt payment.
5. Where payment is overdue for 120 days a letter will be sent signed by the Principal and Chair of the Board requesting a meeting. This will be followed up by phone to ensure that a meeting is arranged within 30 days.
6. If a meeting is not arranged or if such meeting does not result in a satisfactory commitment to remedy overdue fees on a timely basis, the matter is to be passed to suitable legal advisors.
7. If an arrangement for overdue fee resolution is accepted but then not complied with, the matter will be passed to legal.
8. Where a matter goes to legal, it will be made clear that the student in question will not be accepted into the school in the following year and that the onus is on the parents to make alternative arrangements for their child's education.

### **Special Needs**

The school welcomes applications from students of all abilities. However, the school reserves the right to refuse admission to those presenting with a disability or a range of disabilities (physical and/or intellectual) in circumstances where the school believes it would not be able to provide an appropriate education to that student either by virtue of the physical limitations of the school itself, the limitations of staff, the shortage of staff, the lack of available resources and/or the degree of disruption that the enrolment of the student concerned would cause to the other students enrolled in the school.

In order to assess the needs of students the school will access the student's records from primary school well in advance of entry into the school. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The school may deem it

necessary to request immediate assessment in order to assist it in establishing educational and training needs of the student relevant to his/her special needs and to profile the support services required. This will require parental permission. Having gathered all the relevant information, the management will assess how these needs can be met in consultation with the parents/guardians and in recognition of the school's capabilities to provide the appropriate resources. The Department of Education and Science may be requested to provide additional resources. In some cases the school may not be able to provide adequate resources for a student and will therefore be unable to enrol the student.

A copy of our school policy on Special Needs is available on the school website or from the Principal following a written request.

## International Students:

### *Language Proficiency*

Please note that in order to access the curriculum all non-English speakers are expected to have A2/B1 (The Common European Framework of Reference (CEFR) for European Languages standard of English. See this link for more details: <http://www.englishprofile.org/images/pdf/GuideToCEFR.pdf>

A commitment to English as an Additional Language (EAL) classes and exams (available in Stratford College as an additional extra and/or outside of school) is also required.

#### 1. *European Economic Area (EEA) and Swiss Nationals*

The EU countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

#### 2. *Unaccompanied Minors*

Unaccompanied minors (under 18 years of age on 1st September of year of application)

Only applications received through an internationally recognised Student Placement Agency and in limited circumstances will be considered. The Agency will be required to certify that it is in compliance with statutory requirements including Garda Vetting and confirm that it will be acting in loco parentis for the duration of the placement.

Full fees will be charged at the beginning of the year.

#### 3. *Non EEA Nationals*

Irish visa and residency documentation for parents AND applicants will be requested with date of renewal clearly stated. Requests for certified attendance at school for the purposes of renewing visas will be given following consideration of school attendance record.

Full fees will be payable on / before 15th August on year of application in order to confirm a place. Subject to availability, a limited number of places may be available in 1st Year (13 years of age), 2nd Year (14 years of age), Transition Year (16 years of age) and 5th Year (17 years of age).

#### *International Student Information Required*

International applicants should provide the following with their application forms:

- Copies of passports of students and parents
- A copy of Birth Certificate (translated by sworn translator or else certified by the relevant embassy in Ireland)
- School reports (translated by above)
- Visa and work details of parents including Personal Public Service Number (if available or when received on arrival in Ireland)

The following may also be requested:

- Irish Tax details for the previous year may be required
- Name and address of accommodation with contact referee

Please see the links below for more details and application procedures:

<http://www.stratfordcollege.ie/admissions/international-families>

and/or, <http://www.stratfordcollege.ie/admissions>

#### Health Information

Any relevant health information should be notified to the school in writing on registration. Subsequent relevant diagnoses should be notified in writing as soon as possible. The administration of medication by staff can only be undertaken following medical advice, the signing of an indemnity form and the provision of relevant training, if appropriate, and/or the provision of trained medical personnel by the DES.

#### Transfers

Any applicants for vacancies in classes other than 1st Year, will be interviewed by the Principal, on behalf of the Board. The prospective student will be required to show that his/her behaviour and general progress up that point would be deemed to be compatible with the school ethos, aims and objectives and that they would have made sufficient academic progress to allow them to cope with the demands of a particular year. To this end information will be requested from the student's former schools concerning attendance, educational progress, disabilities and special needs. Transition Year is compulsory in Stratford College and applications from students wishing to transfer

into 5th Year from junior cycle will not, save in exceptional circumstances, be considered. Enrolment for such applicants would normally take place at the beginning of the academic year.

With the best interest of the student in mind and his/her educational welfare and considering the issues relating to mid-year transfer which may include subject choices, class sizes and available resources, the management of the school may decide to refuse admission at that time and advise parents/guardians to reapply if they so wish for the following year.

Transfers, if any, from Stratford College should be notified to the Principal in writing well in advance, that is a term's notice. Failure to do so may result in the incurring of a half- year's fees in lieu, exceptional circumstances excluded. References are not provided for schools which are not recognised by the Department of Education and Science.

### Attendance

The Education Welfare Act, 2000 stipulates that the Educational Welfare Officer should be notified of the name of any student who is absent for 20 days or more. All absences should be explained by a note from parent(s)/guardian(s). A copy of the school's policy on Attendance is available on the school website or from the Principal following a written request.

### Enrolment Procedures

Offers are made in the Spring of 4<sup>th</sup> Class. For those students wishing to enrol in Stratford College a school application form must be completed and returned to the School Principal. Non- applicants from Stratford National School are invited to apply. Consideration of offers will begin with reference to the order of priority as previously outlined. Places will be reserved on receipt of a non-refundable deposit, deductible from the year of entry's fees and a declaration of acceptance of the Code of Behaviour and Discipline within 14 days of a written offer being made. Payment of the deposit does not guarantee a place as decisions may be reversed in the light of any further relevant information which comes to light. All relevant information should be submitted to the school in support of your son/daughter's application and feeder schools will be requested for results of standardised testing following enrolment.

It should also be noted that under The Department of Education and Science Rules and Regulations secondary school students must be aged 12 on 1st January in the calendar year following the applicant's entry into 1st Year.

### Information Meeting

An information meeting will be held for all applicants for admission of 1st Year students in the spring prior to admission.

### Orientation

All registered 1st Years will be notified concerning the date of school orientation programme. The school calendar, book and uniform lists will be sent to parent(s)/guardian(s) in the June prior to enrolment. Enrolment which takes place at the beginning of the school year (September) will take place on the school being satisfied that Stratford College is an appropriate choice of school for the student in question.

Mr Cormac Murphy, Chairperson

Approved on behalf of the by the Board of Management 5th December 2012.