



City of Dublin ETB Music Centre

Kylemore College

ADMISSION POLICY

AND

PROCEDURES

Adopted by Kylemore College Board of Management
For review

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1. Introduction

Kylemore College, Ballyfermot, is a co-educational college under the management of City of Dublin Education & Training Board. The partners in the college community are the students, the parents, the staff, City of Dublin ETB and the wider community. City of Dublin ETB Music Centre is a constituent part of Kylemore College and has provided a music service to Ballyfermot and the general west Dublin area since 1979.

The College is governed by the General Rules & Regulations of City of Dublin ETB, its own Code of Behaviour and by the policies of both City of Dublin ETB and the college. All students and staff are expected to adhere to these rules and policies.

Underpinning this Draft Policy are the General Rules & Regulations of City of Dublin ETB, the Kylemore College Code of Behaviour, the Education Act, 1998, the Education & Welfare Act 2002 and the spirit of the Children First Guide-lines.

2. Mission Statements

2.1 Kylemore College Mission Statement

1. Our primary purpose is to enhance our students' quality of learning through the effective and efficient delivery of the curriculum.
2. We believe that our first responsibility is to our students, to meet their needs and to provide outstanding service.
3. We will endeavour to provide a full range of educational and social experiences appropriate to the age, ability and needs of our students.
4. We will have consistently high expectations and match these with high quality resources and learning strategies.
5. We are committed to honesty and responsibility in all relationships, respecting the legitimate rights of individuals and stressing the importance of social awareness and sensitivity.
6. We will create opportunities for every individual in the college community to develop his or her maximum potential.
7. We will manage resources to ensure maximum educational benefit.
8. We will create and sustain a professional learning environment.
9. We will adopt a philosophy of continuous improvement of every aspect of the college's work and life.
10. We will support the right of every member of the college community to be safe, secure and happy in all their dealings with Kylemore College.

2.2 City of Dublin ETB Music Centre Mission Statement

We are a vibrant Music Centre passionate about providing a wide range of inclusive and high quality music programmes for all ages. Through our professional staff we instil a love of music in all our students, delivering excellence in performance musicianship.

3 Admissions Policy and Procedures

3.1 General – Kylemore College and City of Dublin ETB

Kylemore College supports the principles of:

- Inclusiveness
- Equality of access and participation in the college
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society

Admission to the College is governed by the *“City of Dublin ETB Admissions Policy set out in its General Rules and Regulations for Schools, Colleges, other Centres and the Classes and Activities operating under the authority of the City of Dublin ETB”*. This policy states that:

Admission to a particular course/activity is subject to places being available and is governed by three principles:

- That in the professional judgement of the College Authority (the term ‘College Authority’ as in these regulations, indicates the Chief Executive, or an officer delegated to act on his behalf), the student/participant is suitable for the course/activity.
- That in the professional judgement of the College Authority, the student/participant, because of previous education, training or experience, is considered likely to benefit from attendance.
- That participation will contribute positively to the course/activity and in no way infringe upon the opportunities or rights of other students or staff.

3.2 General – Music Centre

All places in the Music Centre are offered at the discretion of the Director of the Music Centre, in consultation with the Principal of Kylemore College. All time-tables are subject to adjustment depending on the needs and the available facilities of the school.

3.3 Classes

- City of Dublin ETB Music Centre offers one-to-one and group classes in the following instruments and voice:
Piano, Electronic Keyboard, Violin, Viola, Cello, Double Bass, Harp, Recorder, Flute, Oboe, Clarinet, Saxophone, Trumpet, Trombone, Tuba, Drums and Percussion, Guitar (Classical/Jazz/Folk/Popular), Ukulele & Voice.
- City of Dublin ETB Music Centre offers Theory classes In Associated Board Theory Grades 1 to 8. In addition, we run preparatory classes for 6, 7, 8 & 9 year olds.

- **CDETB Music Centre offers classes to the following ensemble groups**

Classical Strings

Kylemore College Orchestra

Kylemore College String Ensemble

Harp Ensemble

Jazz Ensemble

Saxophone Ensemble

Brass Ensemble

Junior Choir

Junior Recorder Ensemble

Senior Recorder Ensemble

Guitar Orchestra

Cello Ensemble

Early Music Ensemble

Junior Songwriters

Glee Club

Chamber Music

Trad Group

Musical Theatre Group

Music Technology Club

3.4 Fee

Students are not permitted to attend any classes without prior payment of fees and completion of enrolment process. Receipts will be checked on the register at the first practical and/ or theory class to confirm the place.

Places in the Music Centre are subject to a fee, which is set by City of Dublin ETB each year. For 2024/25 the fee will be €400 for all students per 30 minute class.

The fee allows each student to attend instrumental and vocal lessons (either on a one to one or group basis), music theory classes, and ensemble classes.

Students may attend theory and/or ensemble classes on their own for a reduced fee.

There is no reduction for students not attending theory and/or ensemble classes.

We do not offer reductions to families on the basis of multiple enrolments.

All fees are payable in advance. We do not offer a facility for part-payment or delayed payment of fees.

3.5 Refunds

All applications for refunds must be processed in writing to the Music Centre. Please note that refunds are not allowed once the class has formed.

3.6 Admission – Current students

- **General**

All continuing places are at the discretion of the Director of the Music Centre, in consultation with the Principal of Kylemore College. In addition, before the re enrolment process commences, teachers may advise students if their place in the Music Centre needs to be reviewed, based on the reporting procedures of the Music Centre.

- **One to one students**

All students currently in the Music Centre commence the re enrolment process in April of each year. Students/ Parents discuss a proposed time and day with the teacher for the following term. On agreement, they pay the required fee using the MIT enrol system. All returning students must pay by the deadline date. There is no facility for late re-enrolment and any student missing the deadline is deemed to have relinquished their place. While we make every effort to enrol for students' preferred day/time, we reserve the right to change timetable arrangements due to circumstance.

- **Group Classes**

Students may also receive their instrumental lessons in group class format. In these cases, particular arrangements will be made with regard to class size, duration, class content, fee structure, academic and performance outcomes etc.

- **Arrangements for theory classes**

We encourage all students to attend music theory and ensemble classes to develop fully as musicians.

The Music Centre will advise music students of theory classes for the following academic year. From the timetable, we will recommend which class is most suitable for students to attend, based on their current class. For operational reasons, some re-adjustment of classes may take place in September.

Additional classes in theory may be formed should there be additional enrolments. Equally, classes with insufficient numbers may have to be cancelled or amalgamated.

Students who have passed their Summer theory exam may proceed to the next Grade. Students who have not passed or sat their summer exam need to contact the Music Office to make arrangements for a suitable class.

Please note that it is a requirement that students have passed Grade 5 theory before they can attempt Grade 6 practical.

- **Arrangements for Ensemble classes**

Students wishing to attend Ensemble should present themselves at the appropriate ensemble time.

3.7 New students

- **General**

All new students must complete the online application process using the MIT enrol system. Applicants are put on a waiting list. Following Re-enrolment, available vacancies are identified and places are offered from the waiting list, according to the following prioritisation:

1. Current Pre-instrumental and/ or Theory only students of school going age
2. Siblings of current students aged 6 to 21 years
3. Students aged 6-21 in identified partner organisations, including local national schools, City of Dublin ETB schools, colleges and centres,, community groups and musical organisations
4. Students aged 6-21 on the waiting list, offered on a first come, first served basis
5. Applications from adult learners

Applications from existing students to study a second or subsequent instrument will be considered on a case by case basis as timetabling and resources allow. Students should have reached a satisfactory standard and demonstrated a level of commitment to their first instrument before submitting an application to study additional instruments.

- **Waiting lists**

When an application is received, it is placed on the appropriate waiting list

The music office will endeavour to respond to queries within 21 days

Applications will not be acknowledged individually and the Music Office will only make contact if a suitable vacancy arises relating to an application.

Offers of places will be valid for 7 days from the date of offer. On acceptance of the offer fees due must be paid within the following 14 days.

All applicants who remain on the waiting list will receive an email before the end of Term 1 asking if they wish to remain on the waiting list. Applicants will have 14 days to respond after which their data will be removed from the waiting list and a new application will need to be made.

Completion of an application form does not guarantee an offer of a place.

- **Special Needs / Requirements**

There is space on the online application form for any applicant to indicate any special needs and/or requirements. This will be followed up by the Music Centre on a confidential basis as part of the enrolment process once a place has been offered.

3.8 Timetables and Calendars

All classes are subject to availability and subject to change at the discretion of City of Dublin ETB Music Centre. Classes follow the City of Dublin ETB Music Centre annual calendar, which is available on the Music Centre website.

In the event of teacher absence, we will make every effort to provide a deputy teacher.

3.9 Attendance

Every course/activity requires a commitment to attend all parts of the programme on offer fully and punctually. Any student unable to fulfil this commitment may be required to leave the course/activity. Absence for reasons covered by a medical certificate fall outside minimum attendance requirements. In general a minimum of 75% attendance is required. Re-affirmation of enrolment can occur only with the permission of the Director of the Music Centre, in consultation with the Principal of Kylemore College.

3.10 Review

City of Dublin ETB Music Centre expects all students to progress as music students. We reserve the right to review places in the Music Centre in the event of students not making best use of the resources on offer.

3.11 Complaints

Most complaints can be processed and resolved in consultation with your music teacher and/or the Music Office. Further, City of Dublin ETB Music Centre is subject to nationally agreed complaints procedures. For more information, please refer to the link below

<https://www.cityofdublinetb.ie/media/CDETb-Complaints-pdf.pdf>