



PRESENTATION SECONDARY SCHOOL TRALEE

Admissions Policy

Ratified by Board of Management 29th May 2017

INTRODUCTION

Presentation Secondary School, Tralee, is an All Girls' Catholic Voluntary Secondary School. Founded by the Presentation Order of Sisters, it is under the trusteeship of CEIST (Catholic Education -an Irish Schools' Trust).

It operates its Admissions Policy within the terms of the Education Act 1998, the Education (Welfare) Act, 2000, the Equal Status Act 2000 and the Catholic Ethos of the school, as enshrined in the School Mission Statement and the CEIST charter.

Acceptance of a place in the school presupposes parental acceptance and respect for its characteristic spirit.

The Board refers to the following:

"The Minister shall have regard to the practices and traditions relating to the organization of schools..... and the right of schools to manage their own affairs" (P.1, S.7 (4) iv Education Act 1998)

This policy is subject to review annually by the BOM and parents are advised to check the school website for the latest amended policy.

The Board of Management reserves the right to refuse admission in exceptional circumstances.

CRITERIA FOR ADMISSION TO FIRST YEAR

1. The Board of Management of Presentation Secondary School, Tralee, directs that parents/guardians of prospective students are invited to the school's Open Day/Evening. The invitation is extended by a notice in the local paper, in parish newsletters and/or contact with primary schools.
2. Application Forms will be available from the school office from the first Monday in September and the closing date for completed application forms will be published on the Application Form, on the school website and in all notifications regarding the Admissions Process. Presentation Secondary School, Tralee accepts application forms from girls in 6th class in Primary school.
3. The number of places available in First Year is determined by the Board of Management, depending on the capacity of the school. **The maximum number of places available for the 2017-2018 school year is 120.**
4. Presentation Secondary School, Tralee, welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodation for students with disabilities or special educational needs so that that these students are free to participate in the school in so far as is reasonably practicable.
(See Appendix I).
5. Parents are informed that:
 - a. Completion and submission of an Application Form within the appointed times does not guarantee a place in the school

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- b. Applications received after the appointed times are put on the waiting list in accordance with time and date of receipt of application.
 - c. Application Forms must be returned to the school office only by the Parents/Guardians of the applicant. Forms will be dated, timed and countersigned by the office staff and Parents/Guardians. The Parents/Guardians will receive a copy of the form which must be retained as proof of application. In the event of any query, applicants will be required to produce the copy.
 - d. Parents/Guardians are requested not to post the Application Forms to the school. Such Application Forms will be returned.
 - e. Incomplete Application Forms or ones which are missing relevant required documents will be returned to sender and will not be processed.
6. Where Application Forms received within the appointed dates exceed the number of places available, the Board of Management has directed that places be allocated in the following order:
- a) pupils from Presentation Primary School, Tralee (Application Forms received within the appointed dates)
 - b) sisters, step-sisters, half-sisters, foster sisters of students who are/have been enrolled in the school (Application Forms received within the appointed dates)
 - c) daughters of eligible staff of the school (Application Forms received within the appointed dates)
(Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their daughter commences at Presentation Secondary School, Tralee.)
 - d) all other remaining places will be allocated by means of a lottery in the presence of a nominee of the Board of Management, a nominee of the Parents Advisory Council and an independent Solicitor/Peace Commissioner/Garda Superintendent. Parents/Guardians of all applicants are invited to the lottery the date and time of which will be published on the school web site.
 - e) Applicants who fail to secure a place in the lottery process will be allocated a place on the waiting list via a subsequent lottery procedure to take place immediately afterwards (Lottery Waiting List).
 - f) Late applications, received after the published closing date will be offered the next places on the lottery waiting list in order of date and time received.
7. Parents/Guardians are notified of their daughter's place in the school within 21 days of the closing date or in the case of late applicants within 21 days receipt of application. (P. III S.19 (3) Education (Welfare) Act 2000).
8. When Parents/Guardians are so notified they are required to:
- a. confirm acceptance of the place by completing and returning the Registration Form
 - b. complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (P. III S,23(4) Education (Welfare) Act 2000)
 - c. return all signed forms to the school office within ten working days of the date of the letter
 - d. **Non return of the completed forms within the stated time will be interpreted as non acceptance of the place offered. This place will then be allocated to another pupil.**

9. Pupils who do not receive a place in First Round offers will be notified within 21 days of the closing date.
10. When Parents are so notified they will
 - a. be given the specific reason why their daughter was unsuccessful in securing a place
 - b. be informed that a waiting list will pertain up to 8.30 a.m. on the first Monday of September of year of application. Application forms for the next academic year will become available at that time also.
 - c. be informed of their daughter's place on the waiting list.
 - d. be given a form to return to the school stating that they wish to keep their daughter on the waiting list
 - e. be informed of their right to appeal the decision of the Board of Management, under Section 29, Education Act 1998.

CRITERIA FOR TRANSFER FROM ANOTHER SECOND LEVEL SCHOOL

An application to transfer is defined as one from a student who is currently or has been previously enrolled in another second level school or who makes an application for enrolment after the commencement of the school year.

Applications to transfer will be considered by the Board of Management subject to places being available in the school in the programme currently being followed by the student. Should the overall quota be below the stated quota for that academic year, transfers will be considered subject to the availability of a place in the appropriate programme, year group or class, the availability of places in the optional subjects, the educational interests of the applicant, the interests of the students currently enrolled in the destination classes and the behaviour record(s) and reference(s) from previous school(s).

- Parents/Guardians who wish to have their daughter considered for admission to the school must complete and submit an application form.
- The reason for the requested transfer must be fully disclosed and clearly stated.

The application form must be accompanied by

- a) The most recent academic report from her previous/most recent school.
 - b) A behaviour report from her previous/most recent school.
 - c) A reference from the Principal of the previous/most recent) school.
 - d) Any professional educational assessment relevant to her educational or behavioural or emotional needs.
- The Board of Management reserves the right to consult with the Principal of her previous school in order to assess the application.
 - The Board of Management requires full disclosure of the circumstances surrounding the expulsion or pending expulsion of an applicant from another school.
 - The Board of Management reserves the right to refuse admission to the school if it is not in a position to provide for the continuation of the student's programme or subjects.
 - The Board of Management reserves the right to admit or not to admit any applicant as a student of the school who in the opinion of the Board of Management would pose a threat to the safety and/or wellbeing of students or staff in the school.

- When Parents/Guardians are notified that a place is being offered to their daughter they are required to:
 - a) Confirm acceptance of the place by completing and returning the Registration Form
 - b) Complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (P. III S,23(4) Education (Welfare) Act 2000)
 - c) Return all signed forms within seven days to the school office.
- Pupils who do not receive a place will be notified after the first Board of Management meeting following the application.
- When Parents are so notified they will:
 - Be given the specific reason why their daughter was unsuccessful in securing a place
 - Be given the option of placing their daughter's name on the Waiting List (unless precluded on Safety grounds) which will pertain up to 8.30 a.m. on the first Monday of September of year of application.
 - Be given a form to return to the school stating that they wish to place their daughter's name on the waiting list (if relevant), upon receipt of which they will be informed in writing of their daughter's numerical place on the Waiting List
 - Be informed of their right to appeal the decision of the Board of Management, under Section 29, Education Act 1998.
- be informed that in the event of a place becoming available for a student on the Waiting List, parents will be informed in the first instance

APPLICATION BY A CURRENT STUDENT IN THE SCHOOL TO REPEAT A YEAR

- Parents/Guardians of students who wish their daughters to repeat a year, must apply in writing to the Principal of the School before May 31st in the current academic year.
- The school has the right to grant or refuse such a request taking into account the Department of Education and Skills Guidelines as may apply from time to time.
- Students, who are granted leave to repeat a year, are offered the repeat place on condition that they attend their current year's classes, complete the current year's curriculum and take the relevant school examinations in all subjects.

APPLICATION BY A STUDENT TO REPEAT HER LEAVING CERTIFICATE IN THE SCHOOL

Applications to repeat Leaving Certificate will be accepted from girls only and must be made by completion of the official application form and acceptance of the conditions thereon. Applications will be assessed by the Board of Management subject to places being available in the school. Should the overall quota be below the stated quota for that academic year, applications to repeat Leaving Certificate can and will only be considered on the basis of:

- the capacity of the school to provide the student with her chosen subject options
- her prior contribution to the school
- her prior academic, behaviour and attendance record

The Board reserves the right to refuse students the facility to repeat their Leaving Certificate in the school on the grounds of documented misbehaviour while a student in the school.

Applications to repeat Leaving Certificate received from students not previously enrolled in Presentation will be processed as a transfer from another second level school in addition to submitting a repeat Leaving Certificate application form.

When Parents/Guardians are notified that a place is being offered to their daughter they are required to

- d) Confirm acceptance of the place by completing and returning the Registration Form,
- e) Complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (P. III S,23(4) Education (Welfare) Act 2000)
- f) Return all signed forms within seven days to the school office.

APPENDIX 1

ADMISSION POLICY AND THE ENROLMENT OF STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs is dependent on resources, suitable to the needs of the individual student, being supplied by the Department of Education and Skills.

The school welcomes applications from students with special educational needs.

Parents are required to outline the details of a child's special educational needs on the Application Form and to supply all relevant information and professional documentation to enable the Board of Management to assess how best the needs of the individual student can be met.

Contact will be made with the National Council for Special Education regarding special needs resources to which the student may be entitled.

The Principal may request a meeting with the parents of the student to discuss the application and the student's needs.

The parents of the student may request a meeting with the Principal to discuss the student's educational or other needs.

N.B. It may take some time for the NCSE to process such applications. Parents are strongly advised to inform the school as early as possible and discuss their particular situation well in advance of making application.

As soon as is practicable, but not later than 21 days after a parent/guardian has provided all the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act (Section 19 (3)).

The Board of Management reserves the right, in exceptional circumstances, to delay the student's attendance at the school until appropriate resources have been approved and supplied by the NCSE.

