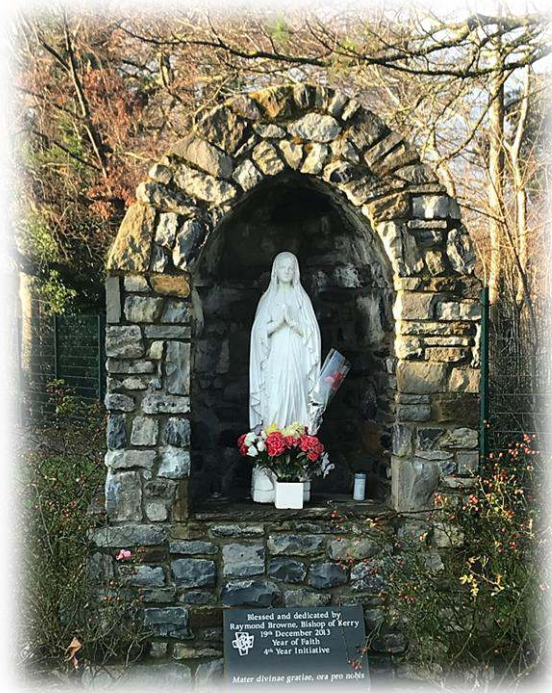


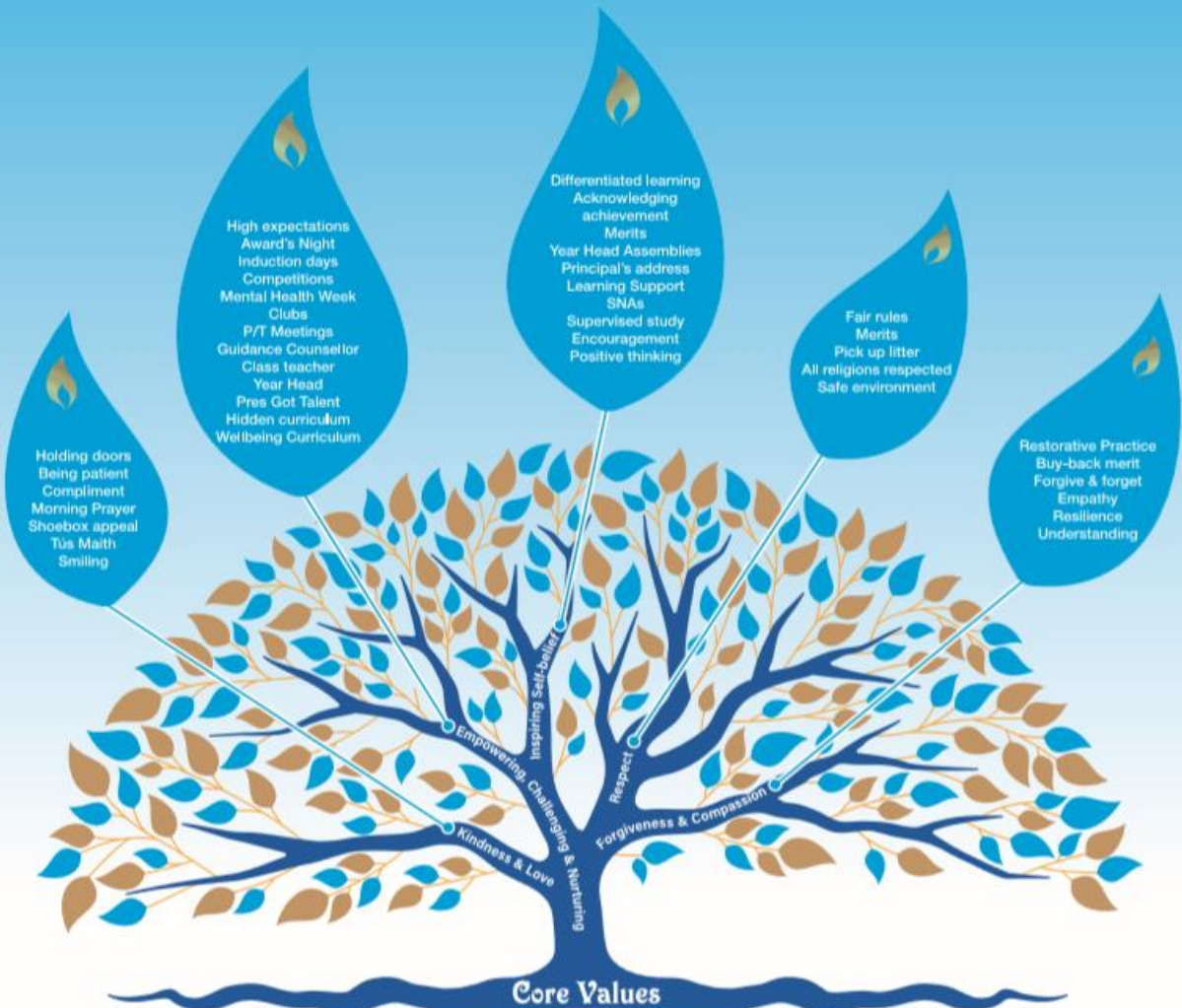


COURTESY FRIENDLINESS CO-OPERATION

# General Admissions Policy 2020



Reviewed	Ratified by the Board of Management	Review date
January 2020	6 <sup>th</sup> February 2020	October 2020
October 2019	24 <sup>th</sup> October 2019	October 2020



### Mission Statement

Inspired by the vision of Nano Nagle, Presentation Secondary School, Tralee is a caring, student-centered learning community comprised of students, their families and staff. As members of our community, each of us is called to work together to create a supportive, fair, honest and compassionate environment so that our students are equipped and empowered to take their place as valuable members of society.

We work to reach for excellence in our areas of talent and skill while respecting the uniqueness of each person.

### Root Beliefs



## **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, the Admissions to Schools Act 2018 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.

## **AIMS OF THE ADMISSIONS POLICY**

This policy aims to ensure that appropriate procedures are in place to enable the school:

- To process all applications in an open and transparent manner consistent with the decisions of the Board of Management and legislative requirements

And

- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in light of the resources available to it.

## **TEACHING AND FINANCIAL RESOURCES**

The school is funded by the Department of Education & Science as part of the free education scheme and is compliant with the procedural and financial guidelines as set down by the DES. The school is also compliant with National agreements as to maximum class sizes. Please note that it is not always possible to offer students a choice in regard to subject choice and it is never possible to offer students a choice in relation to the allocation of teachers.

## **DATA PROTECTION**

The school is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data supplied on the application form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Science, the Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive or the National Education Welfare Board.

Contact details will also be used to notify you of school events or activities. We rely on Parents/Guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the School Principal.

## **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 Mid-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 schools or girls who have completed an equivalent level of education.
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 2019-2020 school year is 96.
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 these students are free to participate in the school in so far as is reasonably practicable. (See Appendix I).
5. Parents are informed that completion and submission of an Application Form within the appointed times does not guarantee a place in the school

6. Applications received after the appointed times are put on the waiting list in accordance with time and date of receipt of application. Application Forms must be returned in person 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. Parents/Guardians are requested not to post the Application Forms to the school. Such Application Forms will be returned. Incomplete Application Forms or ones which are missing relevant required documents will be returned to sender and will not be processed.

7. 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:

Category 1	Pupils from Presentation Primary School, Tralee where application forms received within the appointed dates.
Category 2	Sisters, step-sisters, half-sisters, foster sisters of students who are enrolled in the school where application forms received within the appointed dates.
Category 3	Daughters of eligible staff of the school where 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.)
Category 4	Other Applicants where application forms are received within the appointed dates.
Category 5	Late Applicants – all late applicants regardless of qualifying in other category will be treated as category 5 applicants

8. Applicants from Categories 1-4 who are not allocated a place will be entered into a placement lottery. This lottery will take place in the school in the presence of Senior Management, the Chairperson and 2 other members of the Board of Management members and an independent adjudicator appointed by the Board of Management.

Applicants in categories 1-4 who fail to secure a place in the lottery process will be allocated a place on the waiting list in the order that their application was received and dated by the school.

All late applications received after the published closing date will be offered the next places on the waiting list in order of date and time received.

Students should be 12 years old in the September they start first year. Students not meeting this criteria will be looked at on an individual basis.

## **OFFER AND ACCEPTANCE OF PLACES**

Parents/Guardians are notified of their daughter's place in the school within 21 days of the closing date for applications or in the case of late applicants within 21 days' receipt of application. (P. III S.19 (3) Education (Welfare) Act 2000).

When students are offered a place their Parent/Guardian is required to:

1. Confirm acceptance of the place by completing and returning the Registration Form
2. 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)
3. Return all signed forms to the school office within ten working days of the date of the letter of offer
4. 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.
5. As required by the Admissions to Schools Act 2018, a meeting will take place between the Principal of this school and the Principals of other second level education providers in the town. Where students have been offered more than one place, they will receive a letter requiring them to specify which place they wish to accept.

Any places not accepted or surrendered will be offered to students in numerical order as per the waiting list.

The parents/guardians of students who do not receive a place will be informed in writing that their daughter has been placed on a waiting list and they will also be given their daughter's number on the waiting list. They will be asked to inform the school in writing if they wish their daughter to be kept on the waiting list or should they wish her to be removed from the waiting list for any reason

The waiting list will remain in existence until June 1<sup>st</sup> preceding the academic year. From June 1<sup>st</sup> to the commencement of the school term, any available places will be offered on a first come, first served basis.

## **ENROLMENT OF PUPILS WITH SPECIAL NEEDS**

In keeping with our ethos, Presentation Secondary School, Tralee welcomes students with disabilities and Special Educational Needs but is dependent on receiving the resources required to meet their needs from the Department of Education & Science. On occasions the Principal on behalf of the Board of Management may require an assessment to establish the educational and special needs of the student and to identify the support services necessary.

Parents / Guardians of pupils with Special Needs must provide the school, in advance, with the following information:

- Details of the disability or special educational need.
- Copies of Psychological Reports & Educational Reports.
- Details of the Medical Condition (if applicable).
- Details of Resources provided in Primary School.
- Any other relevant professional reports that is available.
- Details of any additional resources, assistive technologies or other supports required.
- Details of any special facilities required.

The school reserves the right to refuse enrolment to any student in exceptional cases. Such an exceptional case could include the following:

- The necessary resources needed are not provided by the Department of Education and Science.
- The student's needs, even with the resources available from the Department of Education and Science, cannot be met by the school.
- In the opinion of the Principal on behalf of the Board of Management, the student poses an unacceptable risk to other students, school staff or school property.

*(This list is not exhaustive)*

While the school strives to be inclusive with all enrolled students it is possible that in some circumstances students, including those with Special Needs, may not be able to participate in all aspects of school life due to Health and Safety risks e.g. overseas trips. Should this occur school management will discuss this with parents/ guardians in advance. However, the school reserves the right to act in the best interests of its students at all times.

## **CRITERIA FOR TRANSFER FROM ANOTHER SECOND LEVEL SCHOOL**

A transfer application form is required where 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
- 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 and supporting documentation. The reason for the requested transfer must be fully disclosed and clearly stated.

The application form must be accompanied by

1. The most recent academic report from her previous/most recent school.
2. A behaviour report from her previous/most recent school.
3. A reference from the Principal of the previous/most recent) school.
4. Any professional educational assessment relevant to her educational or behavioural or emotional needs.

Applications will only be considered where:

- The applicant's presence is unlikely to adversely affect the education of the students already enrolled in the school.
- The applicant has no previous history of substance abuse or of the distribution of such substances.
- The applicant has never seriously harassed / assaulted / bullied other students or staff members in his/her previous school(s).
- The applicant has not previously in a serious manner hindered the educational progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to proper educational provision.



- The full set of subjects and appropriate levels available are suitable to the applicant and the applicant is willing to attend classes in all subjects provided for the class group he/she is joining.
- There is sufficient space in the class/year group (i.e. using the maximum class size guidelines as issued by the Department of Education and Science).
- Our school has sufficient and appropriate resources to meet the needs of the applicant.

The Principal on behalf of the Board of Management reserves the right to consult with the Principal of her previous school in order to assess the application.

The Principal on behalf of the Board of Management requires full disclosure of the circumstances surrounding the expulsion or pending expulsion of an applicant from another school.

The Principal on behalf of 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 Principal on behalf of 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:

1. Confirm acceptance of the place by completing and returning the Registration Form
2. 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)
3. Return all signed forms within seven days to the school office.

Pupils who do not receive a place will be notified by the School Principal following the application. They have the right to appeal this decision to the Board of Management of the school.

#### **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 using the official school application form and all requested supporting documentation, to the Principal/Deputy Principal of the School before May 31st in the current academic year.

The Principal 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. The principal has the right to refuse such an application 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. In making this decision consideration will be given to the student's attendance, behaviour and academic records.

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.

## **APPLICATIONS TO REPEAT THE LEAVING CERTIFICATE**

The school will make every effort to accommodate students who wish to repeat the Leaving Certificate. However, this will be subject to:

- The repeat year being in the best interest of the student
- The required subject options being available.
- The curricular restrictions of each subject area.
- Being in accordance with Department of Education and Science Circular M02/95
- The student completing a full "set" of subjects

Students will not be considered to repeat the Leaving Certificate after September 30<sup>th</sup> of the academic year. Students wishing to repeat the Leaving Certificate should submit a letter of application outlining the reasons for wishing to do so. An interview will take place with the applicant to discuss the matter and to determine if it is in the best interests of the student and the school to facilitate the application. The commitment outlined at the interview must be maintained, if admitted, during the course of the year.

Prospective students who have completed the Leaving Certificate in another school will be required to submit a copy of their results if published, before admission is granted. If the results are pending, these results must be submitted the day after they are published by the Department of Education and Skills. Parents / Guardians are required to submit the name, address and phone number of the previous second level school attended by the relevant prospective student.

In deciding whether a student will be allowed to repeat, the following will also be considered:

- The student's application to his/her academic studies during his time in the school / previous school.
- Any previous breaches of health & safety regulations or Code of Positive Behaviour.
- Any previous interference with the learning of other students

## **STUDENTS SUSPENDED OR EXPELLED FROM OTHER SCHOOLS**

In exceptional circumstances, the Senior Management may at its discretion give consideration to an application in respect of a pupil suspended/expelled from or requested to leave another post primary school provided it considers that the applicant is likely to benefit educationally from such a transfer and where the current students are unlikely to be adversely affected by the admission of the applicant. Any admission approved in such a case will be conditional on the Board being satisfied with the undertaking given to abide by the Code of Positive Behaviour and the likelihood of the applicant behaving in a proper manner in future. School Senior Management must be satisfied with the reasons for transfer. Admission of students who have been expelled will be subject to the approval of the Board of Management.

## **INTERNATIONAL STUDENTS INCLUDING REFUGEES AND ASYLUM SEEKERS**

International students may be accepted for enrolment, upon application, provided the Board of Management has verified the identity of the student and that the application is made by a parent/guardian.

Applications will only be considered where:

- The applicant's presence is unlikely to adversely affect the education of the students already enrolled in the school.
- The applicant has no previous history of substance abuse or of the distribution of such substances.
- The applicant has never seriously harassed / assaulted / bullied other students or staff members in his/her previous school(s).
- The applicant has not previously in a serious manner hindered the educational progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to proper educational provision.
- The full set of subjects and appropriate levels available are suitable to the applicant and the applicant is willing to attend classes in all subjects provided for the class group he/she is joining.
- There is sufficient space in the class/year group (i.e. using the maximum class size guidelines as issued by the Department of Education and Science).
- Our school has sufficient and appropriate resources to meet the needs of the applicant.

## **INTERNATIONAL STUDENTS WHO DO NOT SPEAK ENGLISH**

Applicants will be accepted on the basis of the information provided by parents/guardians or by relevant agencies, on the same basis as for other international students. Additional English language teaching will be provided only where the Department of Education and Science provide relevant additional teaching resources.

## **MID YEAR APPLICANTS**

The following procedures will apply to Mid-Year applicants:

- Where the applicant fulfils the conditions outlined in the Admissions Policy.
- The school is satisfied with the reason for the transfer.
- The school is satisfied that the transfer is in the best interest of the student.
- A place being available in a suitable class with appropriate subject choices.
- Consultation with the Education Welfare Officer (if appropriate).

## **APPLICATIONS FOR TRANSITION YEAR**

The school will enrol students into Transition Year following a review of the application form and a review process designed to ascertain the suitability of the applicant for T.Y. In certain cases, an interview may be required. Any combination of the following will interview the applicants: The Programme Coordinator, Principal, Deputy Principal, 3<sup>rd</sup> yr Year Head. The school will also take into account the student's experience in school-life to date. Please see the application to Transition Year Policy for the current year. A student can be transferred from Transition Year to Fifth Year only up until October 1st of the academic Year. The entire cost of Transition Year will be outlined as soon as is possible to parents and a deposit and instalment schedule will be set up at that point.

## **ENTRY TO LEAVING CERT VOCATIONAL PROGRAMME**

LCVP requires students to have a particular combination of subjects, as laid down by the Department of Education & Science. It is practice in this school to encourage all students who qualify for LCVP to consider taking LCVP if they are not already taking another additional subject. While students are accommodated in taking an eight subject at senior cycle either within or outside of school, they are prohibited from dropping

any of their core subjects in 5<sup>th</sup> yr and strongly discouraged from dropping any of their core subjects in 6<sup>th</sup> yr.

### **ENTRY TO SPECIFIC SUBJECTS AT JUNIOR CYCLE**

Entry to specific subjects at Junior Level will be determined by the subject choice process, where students indicate their preferred options and the school allocates classes. Subjects will only be offered if there are a minimum number of applicants for it.

While every effort will be made to accommodate student choices, as a publicly funded school this cannot be guaranteed.

Students are asked to mark their preferences in an initial subject choice form - making subjects from 1-9 with 1 being the subject they want most.

The school will make every effort to ensure that students receive a place in 4 of their top 6 subjects.

As subject choice forms are submitted to the school they will be dated but preference will be given to providing the most favourable option spread for the majority of students as per the forms received within the agreed dated.

First year students will then sample all/most subjects on offer in 1<sup>st</sup> yr during an 11-week taster cycle. Students will be asked to fill out a 2<sup>nd</sup> subject choice form in week 10 of the taster cycle, indicating any subject changes requested.

Students will be moved where timetabling and resource allocation allows and preference will be given to students who had selected the subject in the initial subject choice form.

Students who submit their subject choice after the agreed closing date in either selection process cannot only be offered subjects according to available places after the date that their application is received. Students are required to take a full suite of subjects.

It is the policy of the school that students in junior cycle **do not** drop any subjects. Exceptions to this will only be considered on a case by case basis, based on the student's medical or educational needs, where the application is supported by requested documentation.

## **ENTRY TO SPECIFIC SUBJECTS AT SENIOR CYCLE**

Entry to specific subjects at Senior Level will be determined by the subject choice process, where students indicate their preferred options and the school allocates classes. Subjects will only be offered if there are a minimum number of applicants for it. In normal circumstances this will be a minimum of 10 students but exceptions can be made. Other criteria to be used include

- The student's previous performance at that subject.
- The student's performance in the State Examinations where available will also be considered.

While every effort will be made to accommodate student choices, as a publicly funded school this cannot be guaranteed.

Students are asked to mark their preferences for 1-6 with 1 being the subject they want/need most.

The school will make every effort to ensure that students receive a place in 4 of their top 6 subjects.

As subject choice forms are returned to the school they will be dated but preference will be given to providing the most favourable option spread for the majority of students as per the forms received within the agreed dated.

In allocating subject options preference will be given to students who indicate that they intend to stay for the entire state cycle.

Students who submit their subject choice after the agreed closing date cannot only be offered subjects according to available places after the date that their application is received.

This school operates a school co-operation scheme between ourselves and CBS The Green. Students from Presentation Secondary School wishing to study a subject in CBS The Green must follow the admission procedures of Presentation Secondary School at all times.

## **ENTRY TO SPECIFIC SUBJECT LEVELS**

Entry to specific subject levels will be determined by the student's previous performance at that subject; their results in State examinations where available will also be considered. Subject departments will hold assessments across three learning cycles per year to ascertain appropriate levels for each student. Parents/Guardians will be advised where a change of level is recommended.

In allocating subject levels preference will be given to students who indicate that they intend to stay for the entire state cycle.

## **APPLICATIONS TO TRANSFER FROM ONE CLASS TO ANOTHER WITHIN THE SAME SUBJECT AND LEVEL**

Requests to transfer from one class to another, within the same subject and level **cannot and will not be granted** by school management.

## **APPLICATIONS TO CHANGE SUBJECT OPTIONS**

The school strongly discourages changes of chosen option subjects and it is best if all research of subjects is done before the start of the school year. The school will allow subject choice changes in in 5th year up until the 3<sup>rd</sup> week in September only. Application to change a subject must be made on the official school form and submitted to the school Deputy Principal. It is the responsibility of the students to complete any work missed out on due to a subject change and the teacher that accepts the late entrant can specify the work needed to be completed by a reasonable date. The student must make a commitment to any work missed as part of the acceptance into the new class.

## **REFUSAL TO ADMIT A STUDENT**

The Principal on behalf of the Board of Management of presentation Secondary School Tralee reserves the right to refuse an application for admission where:

- School management believes that admitting the student is not in the best interest of the student.
- School management believes that admitting a student would adversely affect the education of the students in its care.
- The student has displayed a significant disregard for their previous school's code of behaviour.
- The student has engaged in illegal activity.
- The Board believes that admitting the student would pose serious risks to the health and safety of the students in its care or staff members.
- Misleading or inadequate information was provided to the school.

This list is not exhaustive.

Such refusal to admit a student in exceptional circumstances will only be done in accordance with Section 29 of the Education Act 1998 and Circular 48/01 and the Admissions to Schools Act 2018.

## **CONCLUSION**

Please be aware that the school management endeavours to be open and transparent with parents. However, from time to time, situations may arise for students when the Principal on behalf of the Board of Management may consider and make a transfer, where such a move is considered in the best interests of the student and teachers involved for reasons other than academic or personality based reasons. All such instances will be dealt with on a case by case basis and will not serve to undermine the general protocol as stated above. Discussions in relation to any such instances will not be entered into with other parents/guardians or students.

The management of Presentation Secondary School Tralee, would like to emphasise to parents / guardians the necessity for the school and the home to work together and in partnership to develop fully the range of talents, abilities and personalities of its students, so that they can, both individually and collectively, realise their full potential and contribute confidently and productively to the local and global communities.