



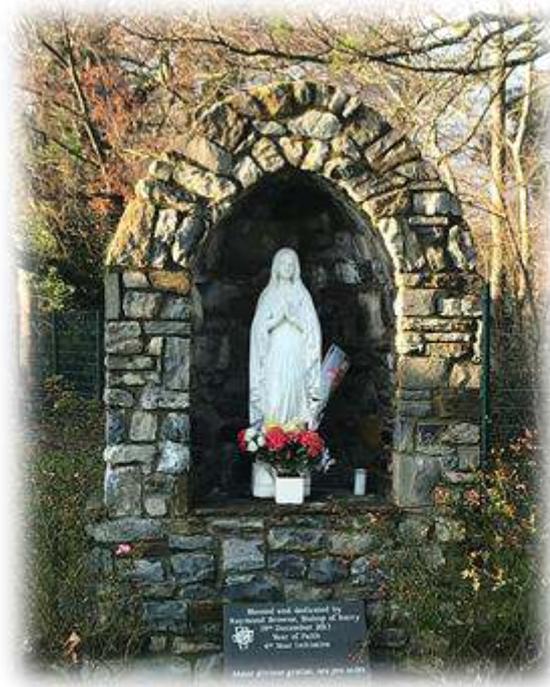
# PRESENTATION SECONDARY SCHOOL TRALEE

COURTESY FRIENDLINESS CO-OPERATION

## Admission Policy of Presentation Secondary School Tralee

**School Address: Presentation Secondary School, Cloonbeg, Tralee, Co Kerry V92 AY91**

**Roll number: 61450C**



**School Patron: CEIST**



## **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 30<sup>th</sup> September 2021. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Presentation Secondary School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

## **2. Characteristic spirit and general objectives of the school**

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).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Presentation Secondary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic, and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects.
- (b) a living relationship with God and with other people.
- (c) a philosophy of life inspired by belief in God and in the life, death, and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith

in accordance with the doctrines, practices, and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

Catholic education is therefore a lifelong process of human growth and development which has been at the heart of the Church's mission since Jesus Christ urged his disciples to 'go teach all nations'. The person of Christ is the core of Catholic education.

Presentation Secondary School Tralee draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of founder Nano Nagle of the Presentation Order who began this school is of very significant importance in the life of the school.

As a CEIST school, Presentation Secondary School Tralee values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

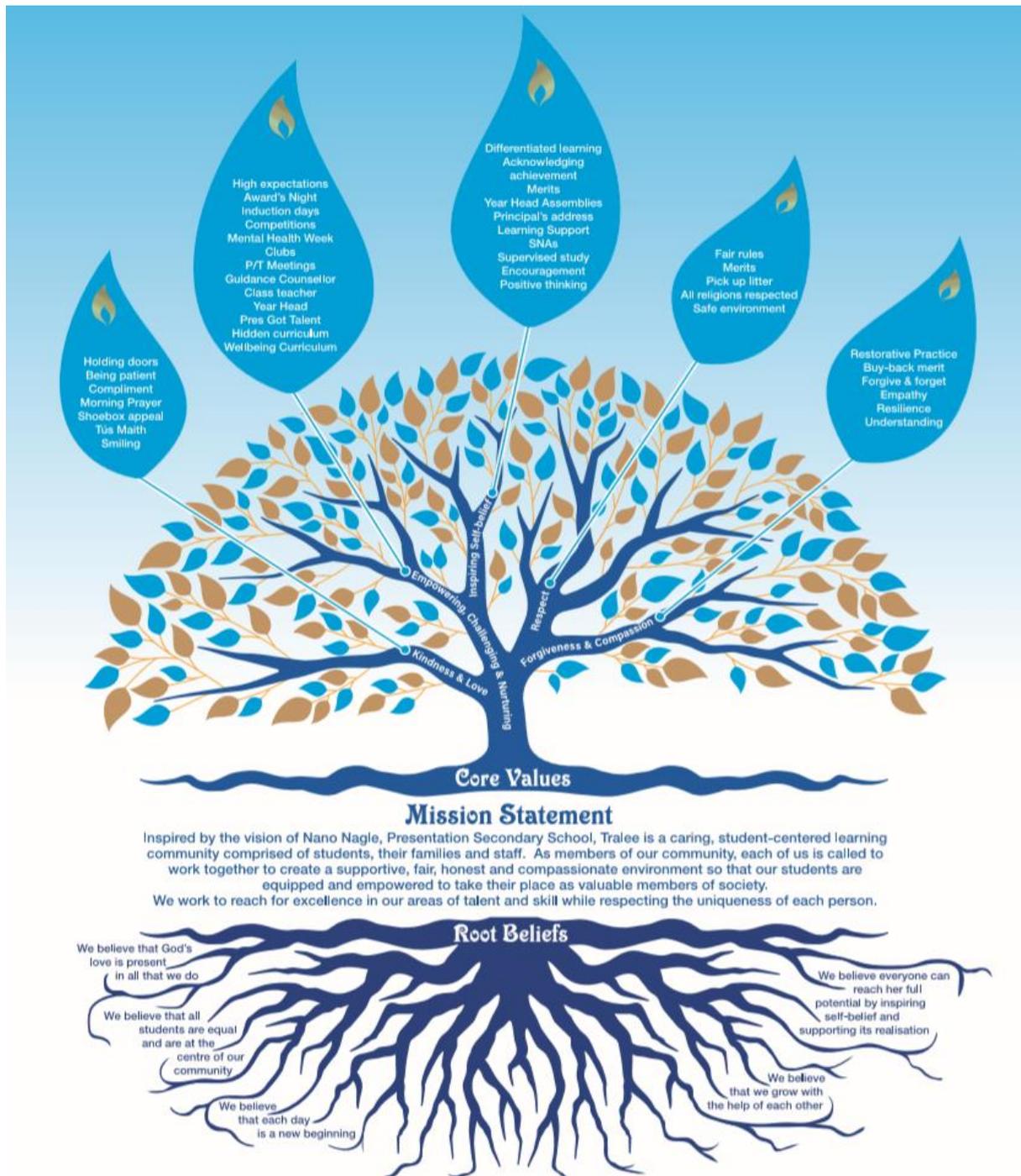
- ***Promoting Spiritual and Human Development***
- ***Achieving Quality in Teaching and Learning***
- ***Showing Respect for Every Person***
- ***Creating Community***
- ***Being Just and Responsible***

Presentation Secondary School Tralee is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, Presentation Secondary School Tralee provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual, and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational, and mature in relationships. Presentation Secondary School Tralee offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Presentation Secondary School Tralee, the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry, and music.



### **3. Admission Statement**

Presentation Secondary School Tralee will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

#### **Presentation Secondary School Tralee is a single gender school**

Presentation Secondary School Tralee is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

#### **Presentation Secondary School Tralee is a denominational school**

Presentation Secondary School Tralee is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholic faith in preference to others.

Presentation Secondary School Tralee is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholic faith in preference to others and it is proved that the refusal is essential to maintain the ethos of the school.

### **4. Categories of Special Educational Needs catered for in the school**

Presentation Secondary School Tralee is a mainstream secondary that caters for all students including students with additional learning needs within its allocated resources and facilities. Presentation Secondary School Tralee does not have a special class.

## 5. Admission of Students

Presentation Secondary School Tralee will admit students who are twelve (12) years of age or older in the year they apply for enrolment in the school and who have completed sixth class or its equivalent.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such Code by the student

Presentation Secondary School Tralee provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

Presentation Secondary School Tralee is a Catholic School and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Category 1	Sisters, step-sisters, half-sisters, foster sisters of students who are currently enrolled in the school where application forms are received within the appointed dates.
Category 2	Daughters of eligible staff of the school where application forms are 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 3	Pupils from the current list of Feeder Schools, where application forms are received within the appointed dates. See Appendix 1.

Category 4	Other Applicants where application forms are received within the appointed dates.
Category 5	Late Applicants – all late applicants regardless of qualifying in another category will be treated as category 5 applicants

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Where there are insufficient places available to meet demand in a category all applicants from that category will be entered into a placement lottery. Candidates from any further categories will be entered into a lottery by category to assign a waiting list place. This lottery will take place in the school in the presence of the Chairperson of the Board of Management, the Principal of the school and an independent adjudicator appointed by the Board of Management.

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.

#### **7. What will not be considered or taken into account?**

In accordance with section 62(7)(e) of the Education Act, Presentation Secondary School Tralee will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school
- (c) a student's academic ability, skills, or aptitude
- (d) the occupation, financial status, academic ability, skills, or aptitude of a student's parents
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than siblings of a student currently attending the school.
- (g) the date and time on which an application for admission was received by the school subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## **8. Decisions on applications**

All decisions on applications for admission to Presentation Secondary School Tralee will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15 below](#) in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of Presentation Secondary School Tralee, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from you must indicate —

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Presentation Secondary School Tralee where —

- (i) it is established that information contained in the application is false or misleading.

- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom —

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Presentation Secondary School Tralee were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Presentation Secondary School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

#### **15. Procedures for admission of students to other years and during the school year**

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 with reference 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.

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.

In order to engage with the admissions process in an efficient manner, we ask that the application form be accompanied by;

1. The most recent academic report from her previous/most recent school where possible.
2. A behaviour report from her previous/most recent school where possible.
3. Any available 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 pose a significant risk to the health and safety of the applicant or students and staff of the school.
- The applicant's presence is unlikely to risk significantly interfering with the right of other students to an appropriate education.
- The applicant is willing to attend classes in all subjects provided for the class group 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.

Applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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.

It is the policy of the Board of Management not to accept transfer applications mid-year from students previously enrolled in other local post-primary schools. The Board reserves the right to exercise discretion on a case by case basis.

Applications will only be considered from students whose parent/guardian resides in the catchment area. The Board reserves the right to exercise discretion on a case by case basis.

#### **16. Declaration in relation to the non-charging of fees**

The Board of Presentation Secondary School Tralee or any persons acting on its behalf shall not, except in accordance with section 64 of the Education Act 1998, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

#### **17. Arrangements regarding students not attending religious instruction**

The Department of Education and Skills requires that all students receive a minimum of 28 hours of learning and teaching per week. In Presentation Secondary School Tralee, students at junior cycle study the state Religious Education specification – this is a course of study for students of all religions and none.

In Senior Cycle Religious Education as an examination subject is offered to students as an optional subject. All students also study Religious Education as a non - examination subject following the state curriculum – these are courses of study for students of all religions and none.

A parent of a student, or a student who has reached the age of 18, who wishes to attend Presentation Secondary School without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how that request may be accommodated by the school.

#### **18. Reviews/Appeals**

##### **Review of decisions by the Board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of Appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## Appendix i

### Feeder Schools to Presentation Secondary School 2021-2022

School	Title
Annascaul	Scoil Bhreac Chluain, Annascaul
Aughacasla	Aughacasla National School
Blennerville	St. Brendan's National School, Blennerville
Caherleaheen	Scoil Naomh Padraig Measc, Caherleaheen
Castlegregory	Castlegregory National School
Clogher	Clogher National School
Derryquay	Derryquay National School
Flemby	Flemby National School, Ballymacelligott
Kilflynn	St. Teresa's National School, Kilflynn
Killahan	Killahan National School, Abbeydorney
Knockaderry	Knockaderry National School, Farranfore
Listellick	Listellick National School
Nohoval	Scoil Nuachabháil, Gortatlea
O'Brennan	O'Breannan National School
Presentation Primary	Scoil and Chroí Naofa, Tralee
St. John's Parochial	St. John's Parochial School, Ashe Street

## **Internal School Allocations/Admissions Procedures**

### **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 Skills 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, Senior Management of Presentation Secondary School, Tralee 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 Skills 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> Year 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 & Skills. It is practice in this school to encourage all students who qualify for LCVP to consider taking it 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> year and strongly discouraged from dropping any of their core subjects in 6<sup>th</sup> year.

## **Entry to Specific Subjects at Junior Level**

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 a subject choice form - making subjects from 1-8 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.

Students who submit their subject choice form after the agreed closing date in the selection process can 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 Level**

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 from 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 within the specified time, 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 Senior Cycle.

Students who submit their subject choice after the agreed closing date can only be offered subjects according to available places after the date that their application is received.

The Department of Education and Skills requires that all students receive a minimum of 28 hours of learning and teaching per week in school. The only students with a reduced timetable are those with a specific learning difficulty who are exempt from Irish or those with another certified reason. The Curriculum is laid out when students enter the school and exemptions are only accommodated on medical or learning difficulty grounds.

This school operates a school co-operation scheme between Presentation 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 Senior 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 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.