

# **Admission Policy of North Presentation Secondary School**

**Address: Knockpogue Avenue, Farranree**

**Roll number: 62621I 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 relevant dates and timelines for North 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 North Presentation Secondary School:**

North Presentation Secondary School is a Catholic voluntary secondary school with a Catholic ethos 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 North 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.

The school will be co-educational from 1<sup>st</sup> September 2023.

"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; and
- (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.

North Presentation Secondary School 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 Sisters who began this school is of very significant importance in the life of the school.

As a **CEIST** school, North Presentation Secondary School 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

North Presentation Secondary School 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, North Presentation Secondary School 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.

North Presentation Secondary School 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 North Presentation Secondary School, 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.

### **Mission Statement of North Presentation Secondary School:**

The Management, Staff, Parents and Pupils of North Presentation Secondary School work in partnership to provide a caring environment in which:

- Catholic-Christian values are fostered and maintained.
- Each pupil can develop all her abilities and creative gifts.
- Each student can achieve her full academic potential.
- Self-esteem and respect for the dignity of the individual are promoted.
- Efforts to maintain and develop links with the wider community are actively encouraged.

### **3. Admission Statement:**

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

(a) the civil status ground of the student or the applicant in respect of the student concerned,

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

North Presentation Secondary School's Admission Policy is informed by the Education Act 2000. North Presentation Secondary School is a co-educational school from 1<sup>st</sup> September 2023.

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

North Presentation Secondary School is a school whose objective is to provide education in an environment which promotes Roman Catholic religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

North Presentation Secondary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

North Presentation Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

#### **4. Categories of Special Educational Needs catered for in School/Special Class:**

North Presentation Secondary School, subject to the approval of the Minister for Education plans to establish in September 2022, a special class to provide an education exclusively for students with an ASD diagnosis (see Admission Of Students To Special Class in 5 below)

#### **5. Admission of Students:**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see Section 5 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
- c) North Presentation Secondary School is a Roman Catholic school and may refuse to admit as a student a person who is not of the Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

#### **Admission Of Students To Special Class:**

The special class attached to North Presentation Secondary School (proposed opening date 1<sup>st</sup> September 2023) provides an education exclusively for students with an ASD diagnosis and the school may refuse admission to this class, where the student concerned does not have the specific category of special education needs provided for in this class.

Applicants to the special class **must** have the following documentation:

- 1) A recommendation from an approved specialist/multi-disciplinary team that a Special Class place in a mainstream post primary school setting is essential

- 2) An **original** Clinical Diagnostic Report which proves conclusively that the applicant has been diagnosed with Autistic Spectrum Disorder meeting DSM IV/V or ICD 10 diagnostic criteria.
- 3) The diagnosis of Autistic Spectrum Disorder must have been conducted by an approved multi-disciplinary team or specialist in the fields of educational psychology/clinical psychology or child psychiatry and the documentation must be in date i.e. not older than three years.
- 4) An Educational assessment which includes an estimation of cognitive function. (within the last 2 years)
- 5) All reports and information from any support services involved with the student.
- 6) Where relevant, the following documents are also required:
  - A speech and language assessment (within the last 2 years).
  - An occupational therapy assessment (within the last 2 years).

## **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: 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:

- (i) Sibling already enrolled in the school
- (ii) Parish Primary Schools.
- (iii) Traditional Feeder Schools.
- (iv) Random selection will be employed for all applicants not in the three categories above

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

In accordance with section 62(7)(e) of the Education Act, the school 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 playschool.
- (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, in the case of the school selection criterion above based on (1) siblings of a student attending or having attended the school.
- (g) the date and time on which an application for admission was received by the school. This is 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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

## **8. Decisions on applications:**

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

- The school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period set out in the Annual Admissions Notice

(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 the school, 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 North Presentation Secondary School 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 North Presentation Secondary School 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 9 above
  - (v) all the required documentation has not been provided in respect of an application for the special class

## **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.

## **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 North Presentation Secondary School 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 North 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 years other than 1<sup>st</sup> Year and in respect of applications received during the school year:**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group (1<sup>st</sup> Year) are as follows:

1. (i) The date on which an application for admission was received by the school;
2. (ii) The date on which an offer of admission was made by the school;
3. (iii) The date on which an offer of admission was accepted by an applicant;
4. (iv) Application includes 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).
5. (v) That applicants meet **all** the provisions of the school's Admissions Policy.
6. (vi) That space is available in Year/Class & appropriate and suitable subject choice/s available.
7. (vii) That the transfer is in the best interest of the pupil and will not adversely affect the school.
8. (viii) The school is satisfied with the reasons for the transfer. In this regard the school will request information from the student's

former/present school concerning attendance, educational progress, disabilities and special needs and behaviour.

9. (ix) The school regards the move in the best interests of the student. In this regard mid- year transfers will be discouraged, in particular to 6<sup>th</sup> Year and 3<sup>rd</sup> Year.
10. (x) Consultation will take place with the Educational Welfare Officer, if the school considers this appropriate.
11. (xi) Confidential reference is sought from previous school Principal.
12. (xii) All relevant information from former school(s) is expected to be made available to the Board.

When an application is being considered for a place in North Presentation Secondary School the decision of the Board of Management will be taken in consultation with the applicant's parents/guardians, former school, relevant professionals and having regard to North Presentation's available resources, DES regulations and any relevant Health and Safety concerns.

#### **16. Declaration In Relation To The Non-Charging Of Fees:**

The Board of Management of North Presentation Secondary School, or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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 following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school.

"A parent of a student, or a student who has reached the age of 18, who wishes to attend North 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 the request may be accommodated by the school."

These arrangements will not result in a reduction in the school day of such students:

## 18. Reviews/Appeals:

### Review of decisions by the Board of Management

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.

**This policy was reviewed by the Board of Management on \_\_\_\_\_**

**Signed:**

\_\_\_\_\_  
**Principal/Secretary Board of Management**

**Signed:**

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## **Chairperson Board of Management**

*This policy is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.*