



Admission Policy of Presentation College

School Address: Askea, Carlow, Co. Carlow R93 F298

Roll number: 61141M

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 29th September 2022. It is published on the school's website and will be made available in hard copy, on request, to any person who requests it.

The relevant dates and timelines for Presentation College's 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 hard copy on request to any person who requests it. In this policy, the term 'parent' is taken to include 'guardian' and/or 'carer'.

2. Characteristic Spirit and General Objectives of Presentation College

Presentation College is a Catholic, co-educational, voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with Section 15(2)(b) of the Education Act, 1998, the Board of Management of Presentation College 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;
- (d) the formation of the students 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 College 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 Religious Order (Presentation Sisters) who began this school is of very significant importance in the life of the school.

As a CEIST school, Presentation College 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 College 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” (John 10:10). Because of this, Presentation College 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 College 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 College the dignity and uniqueness of every human being as a child of God are 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

Presentation College is, by choice, a truly co-educational school. We aim to prepare all of our students, girls and boys alike for the challenges, responsibilities and experience of adult life. All members of the school community - students, parents, teachers and other staff - are held in very high regard and their dignity, worth and individuality are respected. We strive to build a sense of community based on Christian values. The school's Code of Conduct acknowledges this and aims to promote a culture of respect throughout the school. It recognises that good discipline enables good teaching and allows good learning to take place.

General Objectives of the School

The Board of Management supports the underlying principles of the Education Act 1998 within the context of the resources available to the school from various sources, and subject to the safety, wellbeing and the common good (as determined by the Board of Management) of students and staff. In particular the school supports the principles of:

- Inclusiveness,
- Equality of access and participation in the school,
- Parental choice in relation to enrolments having regard to the characteristic spirit of the school,
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society,
- Any directions which may issues from the Minister for Education and Skills,
- The constitutional rights of persons, while having regard to the characteristic spirit of the school.

The Board of Management supports these principles within:

- the context and parameters of Department of Education and Skills regulations and programmes,
- the rights of the Patron as set out in the Education Act 1998,
- the Religious and Educational Philosophy of the Presentation Sisters and CEIST,
- the funding, resources and services available to the school,
- the strongly asserted right of all staff and students to work in a harmonious and non-threatening environment.

3. Admission Statement

Presentation College 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 race ground 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,
- (i) the special educational needs ground that the student or the applicant has in respect of the student concerned.

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 College 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 the Roman Catholic denomination in preference to others.

Presentation College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Roman Catholic denomination 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

The Board of Management welcomes students with special educational needs and will do all that is reasonably possible to secure the necessary resources. The Board of Management reserves the right, in situations of very high needs, to postpone the taking up of his/her place in the school by a student until such resources are ready to be accessed in the school.

To this end the school will access the student's records from his/her primary school in advance of entry to the school. Following any necessary assessment that may have to take place the school will apply to the Department of Education and Skills for the resources to support the student. It should be noted that co-operation from parents must be forthcoming in this regard to allow the school to provide and plan for the educational needs of the student concerned. Since it may take some time for the Department of Education and Skills to process applications for resources for a student with special needs, parents are strongly advised to inform the Principal as early as possible and discuss their particular situation well in advance of making formal application.

The school's Special Educational Needs Inclusion Policy outlines more information on this area.

5. Admission of Students

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,
- c) Presentation College is a Roman Catholic school and may refuse to admit as a student a person who is not of the Roman Catholic denomination 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:

1. siblings of present or past students (where 'past student' is defined as one who has completed at least one academic year in the school)
2. children and siblings of present and past school staff, as will be determined by the Board of Management (where 'past school staff' is defined as one who has worked for at least one academic year in the school)
3. the first child of a family (See notes below). This criterion will not be used for the First Year intakes of 2023 and subsequent years.
4. the allocation of remaining places at random by lot, overseen by representatives of the Board of Management and Parents' Council

Notes: a) Twins, triplets, etc. are each treated as the first child of a family; b) Two or more siblings in Sixth Class are each treated as the first child of a family. c) Where the first child of a family can only attend a Special School, the second child of the family will be treated as the 'first child' in relation to this Admission Policy.

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 the number of applicants exceeds the number of places available within a category, priority will be given in the first instance to applicants who had submitted an application prior to 14th January 2020, in order of the date on which the application was received by the school. Unsuccessful applicants within each category will be placed on a Waiting List in order of the date of receipt of the application form, received prior to 14th January 2020.



Any remaining places will be filled on the basis of random selection. Unsuccessful applicants within each category will be placed on the Waiting List with the applicants' rankings on the Waiting List determined on the basis of random selection.

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 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 – except as referenced in Section 6, Criterion 2;
- (e) a requirement that a student, or his or her parents, attend an interview, Open Night 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 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.

8. Decisions on Applications

All decisions on applications for admission to Presentation College will be based on the following:

- Our 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 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 the school within the timeline outlined in the annual Admission 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 Presentation College 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.

The offer of a place in Presentation College does not automatically guarantee the student a place in the optional programmes or subjects that the school provides.

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 College 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,
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [Section 10](#) above.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under Section



15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that Board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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,
- (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 College 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 College 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 Admission 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 bottom of the Waiting List in order of the date of receipt of their application.

15. Procedures for Admission of Students to Other Year Groups and 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 Year Groups other than the school's intake group are as follows:

Applicants should complete the standard application form in full, available from the school website or Reception Office, giving all the details required. Applicants must meet any criteria laid down by the Department of Education and Skills from time to time. All students entering the school must supply a Birth Certificate or other appropriate identification as determined by the school. Incomplete forms shall be returned to parents.

Where a place is available it will be offered to the applicant. Where there is no place available the applicant will be placed on the Waiting List. Placement on the Waiting List 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.

Confirmation of a place is conditional on the receipt by the school of the signed acceptance by a parent of the school's Code of Behaviour. It is at this stage that parents are requested to provide full information regarding any medical condition and/or special educational needs of a student to whom a place has been offered. Additional information e.g. copies of school reports, may also be requested from parents by the Principal.

Decisions regarding admissions are a matter for the Board of Management. However, this task is normally delegated to the Principal who decides on such matters in accordance with the school's Admission Policy. The Principal may refer any application to the Board of Management for decision.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under Section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that Board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.



16. Declaration in Relation to the Non-Charging of Fees

The Board of Management of Presentation College 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,
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements Regarding Students Opting Out of 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 eighteen years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A parent of a student, or a student who has reached the age of eighteen, who wishes to attend Presentation College without attending religious instruction should make a written request to the Principal. A meeting will be 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 eighteen years, the student, may request the Board of Management 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 of Management 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 eighteen 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.

This Policy was ratified by the Board of Management on: 29th September 2022

Signature of Chairperson: _____

For and on behalf the Board of Management

Review Date: September 2023



Appendix I

Presentation College

ANNUAL ADMISSION NOTICE FOR 2023/24

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2023/24 school year are available as follows: –

To download at: www.presentationcollegecarlow.com under the Parent Tab.

On request: By emailing info@presentationcollegecarlow.com

or writing to: The Secretary, Presentation College, Askea, Carlow, Co. Carlow R93 F298.

1. Application and Decision Dates for Admission to First Year for 2023/2024

1.	The school will commence accepting applications for admission on	3rd October 2022
2.	The school will cease accepting applications for admission on	24th October 2022
3.	Applicants will be notified in writing of the decision on their application by	11th November 2022
4.	Applicants must confirm acceptance of an offer of admission by	18th November 2022

Failure by an applicant to accept an offer by 18th November 2022 may result in the offer being withdrawn.

2. Number of places being made available in the 2023/24 school year

The number of places being made available in First Year is	142
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3. Number of places in First Year for the 2023/2024 school year which were offered and accepted before 1st February 2020

The number of places for First Year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 st February 2020 is	0
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4. Breakdown of applications in the previous year

The total number of applications for admission received by the school for admission in First Year in the 2020/21 school year was 290.

Breakdown of places allocated for First Year for the 2020/2021 school year:	
Number of places available	143
Number of applications received	305
Offers made and accepted under each criteria	Criteria 1: 63 (Siblings - Students) Criteria 2: 2 (Children/Siblings –Staff) Criteria 3: 78 (First Child) Criteria 4: 0 (Random by Lot)
Number of names placed on waiting list for the school year concerned	162