

## **Presentation Secondary School Admissions Policy**

Presentation Secondary School is a Voluntary Secondary School for girls under the trusteeship of CEIST in the tradition of Presentation Sisters whose foundress was Nano Nagle.

The School is committed to the principles which underpin the school's Mission Statement, The Education Act 1998, The Education (Welfare) Act 2000 and the Equal Status Act 2000, Education for Special Needs Act 2004 and other relevant legislation.

### **Mission Statement**

*Our school is a Christian community which welcomes students in the tradition of Nano Nagle, foundress of the Presentation Order, under the trusteeship of CEIST. A primary aim of our school is the pursuit of academic excellence. We seek to develop the full potential of each person, intellectual, spiritual, emotional, social, physical and creative. To achieve this the school strives to provide an educational environment suited to the needs of each individual, within the demands of a changing world.*

### **School Profile**

Voluntary Catholic Secondary School consisting of:-

- Second level school for girls(Presentation Secondary School)
- Post Leaving Cert College- Co-Educational (Central College Limerick)
- Further Education for adults- Co- Educational (Night Classes)

Trusteeship of CEIST

### **Management Structure**

#### **(1) Board of Management**

Chairperson	Lelia Fitzgerald (Trustee Representative)
2 Teacher Representatives	Gabrielle Casey T. Murray
2 Parent Representatives	Tracey Constable Jason King
4 Trustee Representatives	Sr Colette Hourigan Eileen Egan Greg Ashe



while not a member, is Secretary to the Board

**Principal**  
**Principals**  
**ities**

Marion Cummins  
Mary Ryan  
6 Senior Staff members  
15 Staff members

## **Organisation**

Parents' Council (representing parents of second level students).  
Meet on a monthly basis.

Students Representative Council- drawn from senior cycle students and junior cycle students. The students are elected by the outgoing members of the SRC.

Care team consists of:-

- Principal, Deputy Principal, Home/school Liaison, Resource Co-ordinator, Guidance Counsellors.

## **Teaching Resources**

Staff - Permanent no - 42  
Temporary no - 2

Assistant Principals no - 6  
Special Duties Posts no - 15

Home – School Liaison teacher.  
Guidance Counsellors (2).  
Resource Team- Special needs/learning support teachers.  
Area- Partnership integrated teachers (2).  
Learning Support Teacher.  
Resource Teacher (4).

## **Curriculum**

### (1) Junior Cycle

#### (a) **Junior Certificate Examination Subjects**

Irish, English, French, German, Maths, Science, Home Economics, History, Geography, Business Studies, Art, Music, CSPE, Typing.

#### **Non Examination Subjects**

Physical Education, SPHE, Computers, Religious Education

#### (b) **Junior Certificate Schools Programme**

### (2) Senior Cycle

#### (a) **Transition Year**



**aving Certificate**

**aving Certificate Vocational Programme**

**aving Certificate Applied Programme**

### Leaving Certificate Subjects

Irish, English, French, German, Spanish, Maths, Biology, Physics, Chemistry, Business, Economics, Accounting, Art, Music, Home Economics, History, Geography.

### Non Examination Subjects

Physical Education, Health Education, Religious Education.

### Extra- curricular activities

Choir  
Basketball  
Debating/ Public speaking  
Gaisce Awards  
Gaelic Football  
Horse Riding  
Camogie

### Information

School Year- September- June

School Hours- 9.00- 3.30

Parent-Teacher Meetings-December and January for Year Groups, otherwise by Appointment.

School Mass- September

Prize Giving Day- May

Sports Day - May.

Registration Contribution- Students are required to pay a contribution of €50 for the school year.

Supervised Study – Monday- Thursday 3.45- 5.45 p.m.

Homework Club – Monday – Thursday 3.45- 5.00 p.m.

### UL Access Target School:



Access Target Schools  
Students are involved in CSPE/ Careers competition  
Students have the opportunity to avail of the UL Summer Camp  
Students attend Access Days on UL campus, enjoy shadowing days and  
Students participate in UL's Introduction to University Programme.

### Limerick Community Education Initiative:

All students in the School are supported and encouraged by LCEI incentives

- Gaeltacht Scholarships
- Foreign Language Schools
- Grinds
- Additional grant aid for third level education
- Attendance/ Diligence Awards

### **Policy Principles:**

This policy operates in a manner consistent with the CEIST Charter and the Mission Statement of Presentation Secondary School. The Board of Management supports the principles of inclusivity, equality of access, respect for diversity of traditions, values and beliefs. Also participation and provision, and parental choice in relation to enrolment.

### **Scope of Policy:**

This Policy serves to provide admission to students who apply to Presentation Secondary School under the following circumstances:

1. Incoming First Year students.
2. Students who apply for admission to a year other than to First Year.
3. Students who apply to repeat a year including Leaving Certificate.
4. Students who apply for Transition Year and the Leaving Cert Applied programme.

### **Rationale:**

The aim of this Policy is to ensure proper and reasonable procedures are adhered to so that Presentation Secondary School:-

- Makes clear and transparent decisions in respect to each applicant;
- Assesses Presentation Secondary School's ability to serve the needs of the applicants in accordance with the resources available to the School from the Department of Education and Skills.

### **Legal Framework:**

This Policy adheres to the relevant sections of the following Acts:

The Education Act 1998.

The Education Welfare Act 2000.



Act 2000.

Persons with Special Education Needs Act 2004.

Charter forms a guiding document for Presentation Secondary School.

## Application Procedures:

Presentation Secondary School operates within the common application scheme which is co-ordinated by L.E.C.

The procedure is as follows:

- Dates for Open Night published in local newspapers by L.E.C.
- The Principal visits Primary Schools.
- An Open Night is held in mid-October. All students of Primary Schools are invited to attend.
- At the Open Night applicants are informed of the following:  
The application procedure;  
Closing date for receipt of application forms;  
Application forms and copies of the Prospectus are distributed to those who require them.

## Schedule

	<b>Time Scale</b>
1. Closing date for Receipt of Application forms	Mid January approximately
2. Written offer of places- Posted	End first week February
3. Written acceptance by parents	End second week February
4. Common Registration in all city schools	First week March

The above procedure ensures registration in only one Post Primary School. An Assessment Test is held normally on a suitable date in May, date confirmed in consultation with the feeder primary schools concerned. Psychological assessments are sought from primary schools.

**See Appendix re. Application Form.**

## Key Information requested on the application form:-

1. Pupil's name as on birth certificate, Date of Birth, Address, PPS Number.
2. Name of parent(s)/ guardian, address(es), email.
3. Telephone Number(s).
4. Religion.
5. Parish.
5. Nationality.
5. Primary School attended.
6. Name(s) of other children in family attending named second level schools.
7. Names of sisters who previously attended any of the schools listed on the



form.  
arents/guardians who previously attended any of the schools on the  
application Form.  
ry to school.

## Admissions Criteria

Criteria will be applied in the following order:-

1. Pupils who have a sister currently or previously enrolled in the school
2. Pupils who attend the following Primary Schools:-  
Presentation Primary School, Sexton Street.  
Presentation Primary, Janesboro Road.  
Galvone Primary, Roxboro Road.
3. Daughters of staff members.
4. Any remaining places will be allocated to the students living near the school or attending schools closest to the school, other than those mentioned in no. 2 above.

### Conditions of Admissions:

See Appendix 1 – School Code of Behaviour.

The Board of Management shall admit all applicants except applicants that are not in accordance with the published Admissions Policy of Presentation Secondary School. The student is deemed suitable for admission to Presentation provided adequate resources are available and subject to Health and Safety limits.

All pupils are expected to participate positively in the classroom and in the co-curricular or other activities proposed by the school.

Students must not infringe, in any way, upon the opportunities or rights of students or staff of Presentation.

Applicants have the following responsibilities:

- All appeals in relation to admission will be referred to the Board of Management.

**Personal details update post acceptance of place - See Appendix 2 Application Form.**

### Communication Procedures in relation to admissions:

1. All communication with parents/guardians is in writing.
2. The Principal is the contact person.
3. Parents are welcome to meet with the Principal, by a prearranged appointment, if required.

### Special Needs



Board of Management welcomes students with special educational needs. Board will do everything in its power, through the Department of Education & Skills in securing the necessary and relevant resources to cater child's specific needs.

The Board of Management will identify students with special needs. This is in order to establish the educational and training needs of the student relevant to her disability or special needs and therefore to apply to the Department of Education & Skills for the resources to support the student.

The Board of Management will therefore

- Request that the School Principal/Guidance Counsellor meet the parents/guardians to discuss the student's needs and the school's capability to meet those needs.
- Request a copy of the student's medical/psychological report/individual educational report if available
- And/or
- Request immediate assessment.
- Request from the DES the necessary resources, for the needs of the student e.g. special needs assistant, specialised equipment or furniture, learning support, transport or other.

### **Enrolment.**

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

1. The student has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the student with an appropriate education;
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

### **Leaving Cert Applied and Transition Year Programmes.**

1. Students applying for the Leaving Cert Applied and Transition Year Programs will be interviewed by the Program Co-ordinator and another teacher in order to ascertain their suitability for the course.
2. Criteria used will include: attendance, punctuality, wearing of full uniform, behaviour in class and at extra curricular activities, ability to meet deadlines, ability to self motivate, ability to show respect towards classmates, teachers, management, ancillary staff and visitors, ability to take responsibility for oneself and one's own actions, and ability to operate in a work experience environment and follow instructions, accepting correction where necessary.



As a matter of general policy, transfers into the school from another school are discouraged in the overall interests of the continuity of the student's education. An application to transfer is defined as one from a student who is previously enrolled in another post-primary school and who makes application either before or after the commencement of the school year or a student who makes an application and is not enrolled in any school.

It is not the policy of the Board of Management to accept applications from any of the above except in exceptional circumstances. Where the Board is satisfied that such exceptional circumstances do exist the following considerations and procedures will apply:-

- Pupils applying for transfer from another school must complete an application form; the reasons for the transfer must be clearly stated in an accompanying covering letter; two most recent school reports furnished from the school the applicant has been attending and, where relevant, information regarding disabilities or special needs.
- The school reserves the right to request a confidential reference from the authorities of the previous primary/secondary schools.
- The Board of Management reserves the right to refuse an application which includes an established prior record of poor behaviour.

Pupils who apply to transfer to Presentation Secondary School will be offered places notwithstanding any waiting list that may exist or have existed for that school year according to the following:-

- Admissions Policy
- Receipt of satisfactory information from the students current/former school concerning attendance, education progress, disciplinary record and where relevant, disabilities or special needs.
- Consideration of the effect of the transfer on the student and her best interests.
- Consideration of the effect of the transfer on the order, discipline and education welfare of existing students.
- Availability of the applicants chosen subjects.
- DES Guidelines with regards to class size of those subjects.
- The student has special needs such that, even with additional resources available from the Department of Education & Skills, the school cannot meet such needs and/or provide the student with an appropriate education.

### **Repeating a Year:**

Consideration will only be given to pupils wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education and Skills as set out in circular letters M57/87, M33/89, M47/93 2/95. Pupils who wish to repeat their Leaving Certificate will be required to successfully complete an Application Form and undergo an interview with the Principal.





The Board of Management reserves the right to refuse an application for enrolment. In accordance with Sections 28 and 29 of the Education Act 1998 parents/guardians of applicants who are not enrolled in the school may appeal the decision to the Board of Management in the first instance and subsequently if necessary to the Secretary General of the Department of Education and Skills.

**Related Policies:**

Code of Behaviour.  
Special Education Needs.  
Substance Misuse.  
Attendance.

This policy was reviewed by the Board of Management on: 8<sup>th</sup> December, 2011.

Signed: \_\_\_\_\_ Chairperson

\_\_\_\_\_ Principal

Date: \_\_\_\_\_

This policy is to be reviewed again in 2013.

