

Presentation Primary School Mission Statement

We endeavour to provide a holistic Catholic education for each child, where respect and care for all, are central values.

SCHOOL ADMISSION POLICY

DIOCESE OF KILDARE & LEIGHLIN



NAME OF SCHOOL: PRESENTATION PRIMARY SCHOOL

ADDRESS: STATION ROAD, PORTARLINGTON, CO. LAOIS

ROLL NUMBER: 155561

PATRON: Most Reverend Denis Nulty, Bishop of Kildare & Leighlin

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 [5th December 2022](#). 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 Primary 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 Primary School is a Catholic all girls primary school with a Catholic ethos. The Bishop of Kildare & Leighlin is the Patron of this school.

'Catholic schools are communities which are open, welcoming and inclusive. Therefore, Catholic schools may include children who adhere to other religions or other stances for living. While mindful of their duty to educate in the distinctive beliefs, values, and practices of the Catholic community, teachers will bear witness to an attitude of respect for and appreciation of all'.

'The Catholic Preschool & Primary Religious Education Curriculum p15'

Catholic Ethos' in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith,
- and which school provides religious education for the pupils 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Presentation Primary 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.

Presentation Primary's Mission Statement

'We endeavour to provide a holistic Catholic education for each child, where respect and care for all, are central values.'

3. ADMISSION STATEMENT

Presentation Primary School 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 Primary School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Presentation Primary School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act."

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

The Nano Nagle Centre has two special classes attached to Presentation Primary School and provides an education exclusively for girls/boys with Autism Spectrum Disorder, aged 3-5.

Presentation Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SPECIAL CLASSES

The School welcomes girls with special educational needs. The same criteria for admission as set out below apply to girls with special educational needs. We ask Parents/Guardians to disclose on their application form any medical or other condition (including any special educational needs) which might be relevant in her life in the school and to provide all relevant documentation to the school, e.g. any previous school and professional reports such as from a psychologist, speech therapist, family doctor or medical specialist. These will assist the school in ascertaining the support services required.

Presentation Primary School with the approval of the Minister for Education and Skills, has established a two pre-school classes to provide an education exclusively for students with Autism Spectrum Disorder, aged 3-5. These classes are known as the *Nano Nagle Centre* & the Admission policy for the Nano Nagle Centre is detailed in *Appendix A*.

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 Primary School 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.
- d) Presentation Primary School is a Catholic school and may refuse to admit as a student a person who where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to Presentation Primary School provides an education exclusively for students with Autism Spectrum Disorder, aged 3-5 and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

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:

Criteria to be used:

1. Children who are four years of age before the first day of May of the year of enrolment who live in the parish boundaries of Portarlinton, giving priority to the oldest. (If the applications within categories exceed the number of places available, older children will have precedence.)
2. Children who are four years of age before the first day of May of the year of enrolment who have siblings currently enrolled in the school. (If the applications

within categories exceed the number of places available, older children will have precedence.)

3. Children not in the above named categories and who are four years of age before the first day of May of the year of enrolment. (If the applications within categories exceed the number of places available, older children will have precedence.)

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 arrangement will apply:

- If the applications within categories exceed the number of places available, older children will have precedence.
- If, in the event that one place is available and the next two children are twins; both will be taken.
- If, in the event that one place is available and the next two or more children share the same birthday, all will remain on the waiting list until such a time that sufficient places become available.

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;
- (e) a requirement that a student, 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 attending 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 Primary School 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 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 Presentation Primary 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.

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 Primary 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 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 certain information 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 Primary 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 Presentation Primary 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15 PROCEDURES FOR ADMISSION OF STUDENTS TO OTHER YEARS 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 classes or years other than the school's intake group are as follows:

Admission forms may be obtained from the School Secretary's office or downloaded from School's website.

A copy of the School's Booklet is available to download from the School website and may also be obtained from the School Secretary's office. All parents submitting an application are acknowledging they have read or had the opportunity to read the School Booklet and understand the same.

Requirements for Application

When the enrolment form has been received by the school, the application will be discussed at the next scheduled meeting of the Board of Management. If the application for enrolment is successful the parent(s)/ guardian(s) will be notified the day following the Board of Management meeting.

Parents will be informed of the decision regarding their application. The completion of an enrolment form does not confer any right to a place in the School.

Applications which contain false or misleading information may be rejected by the Board at its discretion. If the Board exercises this discretion, a girl shall not be entitled to a place in the School, and the Board may cancel an offer already accepted, even if he would qualify on the basis of the criteria for enrolment.

When a pupil is transferring the Board will seek information concerning attendance in their previous school and the child's educational progress and any information required under the Education Welfare Act 2000 in respect of a child transferring to our school. Where no place is available, the child/children applying to enrol will be placed on a waiting list and will remain valid for the school year in which admission is being sought.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Subject to the school's admission policy, available space, DES maximum class average directives and in some cases, the approval of the Department of Education and Science, the Board of Management will only consider enrolment applications from children transferring from other schools, when the family has moved into the Parish and the child has no school place-

- A pupil who leaves the school and who has been removed from the Rolla/POD, and who subsequently wishes to return to the school must reapply to the Board of Management in writing.
- Parents/guardians who request a school place will be given/sent a copy of the School Booklet and an enrolment form. When the enrolment form has been received by the school, the application will be discussed at the next scheduled meeting of the Board of Management. If the application for enrolment is successful the parent(s)/guardian(s) will be notified the day following the Board of Management meeting.
- Parents/Guardians must accept, sign and agree to abide by the rules in the School Booklet of Presentation Primary School prior to the child starting school. Admission forms may be obtained from the School Secretary's office or downloaded from School's website.

A copy of the School's Booklet is available to download from the School website and may also be obtained from the School Secretary's office. All parents submitting an application are acknowledging they have read or had the opportunity to read the School Booklet and understand the same.

When a pupil is transferring the Board will seek information concerning attendance in their previous school and the child's educational progress and any information required under the Education Welfare Act 2000 in respect of a child transferring to our school. Where no place is available, the child/children applying to enrol will be placed on a waiting list and will remain valid for the school year in which admission is being sought.

16 DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The Board of Presentation Primary School or any persons acting on its behalf will not 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

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

18 REVIEWS/APEALS

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 A

ADMISSION POLICY FOR NANO NAGLE

The Board Of Management of Presentation Primary, Portarlinton has set out this Policy in accordance with the provisions of the Education Act of 1998, the Education Welfare Act 2000, the Equal Status Act 2000, Disabilities Act 2002 and the Epson Act 2004.

AIMS AND OBJECTIVES

The aim of the Nano Nagle Centre is to provide a supportive, caring, learning environment which facilitates the nurturing of each pupil's educational potential. The pursuit of this aim informs all of the planning processes and activities which occur in our school. With a team of dedicated teachers and special needs assistants, the school provides individual programmes in small classes of 6 children catering for the uniqueness of each pupil's personality and needs. The Principal, Teachers, Support Staff and Parents are partners in their children's education with co-operation and communication between home and school being of vital importance in the educational process.

ADMISSION PROCEDURE

The process of admission begins with:

1. A referral from the Autism team or a telephone call from the parents/guardians.
2. A Pre-Enrolment form will be sent to the parents or can be downloaded from the school website at www.presprimary.ie.
3. All pre-enrolment forms must be accompanied by an up-to-date Educational Psychologist Assessment, a Diagnostic Report which confirms diagnosis of ASD or PDD/NOS in line with current Department of Education criteria and the relevant NCSE forms.

1. Should the number of applicants exceed the number of places available, places will be allocated to all other applicants giving priority to the oldest.
4. Under the guidelines for the D.E.S. the maximum class size is 6 pupils.
5. The N.C.S.E. Special School Application Form together with the diagnosis and relevant documentation is then forwarded to the S.E.N.O for approval. On approval the child is then offered a place in N.N.C.

Please Note:

The relevant dates and timelines for Presentation Primary 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. Any applications made after that date will only be considered, if places are available.

ADMISSIONS POLICY

- The Nano Nagle Centre caters for children from 3 -5 years. A child who turns six during the academic school year should not be in a Preschool setting and therefore will not be considered for enrolment/ admission.
- The B.O.M. reserves the right to enrol a child provisionally for a period of 8 weeks prior to full enrolment. The Board then reserves the right to defer or refuse enrolment if it believes that the child's needs cannot be met in the Nano Nagle Centre
- On completion of two years in the N.N.C. the next stage of the pupils education will be determined based on a recommendation from the Psychologist in consultation with the child's parents/teachers and all other.
- Our General Code Of Behaviour for Presentation Primary also applies to the N.N.C. unless otherwise specified.
- Progress of pupils will be monitored on a regular basis. All placements are subject to review at the request of parents/carers and/or the school.
- The review will include input from all parties involved in the child' Education.

EXCEPTIONAL CIRCUMSTANCES

The school reserves the right to refuse enrolment to any pupil in exceptional cases. For example such an exceptional case could arise where either:

- the pupil has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the pupil with an appropriate education, or
- in the opinion of the Board Of Management, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

If unhappy with this decision, parents may appeal to the Department of Education and Skills on the official form provided by the Department of Education and Skills. This appeal must be logged within 42 days of receipt of the final refusal from the school.

REVIEW

The Board Of Management has the right to review and propose amendments to the Admissions Policy. Amendments proposed require the Patrons Approval before they become operative.

DIOCESAN EDUCATION OFFICE

KILDARE & LEIGHLIN DIOCESE



5 December 2022

The Patron, Bishop Denis Nulty, approves the changes made to Section 3 of the Admission Policy following the commencement of Education (*Provision in Respect of Children with Special Educational Needs*) Act 2022.

pp Maeve Mahon

Maeve Mahon
Coordinator for Primary Education