



# ADMISSION POLICY

*Presentation Secondary School,  
Milltown, Co. Kerry*



*Roll. No. 61410N  
School Patron – CEIST*



## Mission Statement

*Our school is a Catholic school which aspires to the full development of all its members according to Christian Principles. Every effort is made to ensure that each student develops according to his/her talents and potential: physically, spiritually, emotionally, intellectually.*

*We aim to develop fully integrated people who are aware of their own dignity as persons, who have Christian values, who are reliable, trustworthy, honest, truthful, caring, prayerful, devoted to duty, lovers of God and of neighbour; people who are prepared to reach out to those less fortunate than themselves.*

In order to ensure our practice remains true to our Mission Statement, students, staff and parents have worked together to identify Shared Root Beliefs and Shared Core Values for our school.

### Shared Root Beliefs

- God Is In All We Do
- Each Of Us Is Unique & Valuable
- We Are Here For Each Other
- Every Day Is An Opportunity To Be Our Best
- Love & Learning Transforms Us

### Shared Core Values

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|-----------|--------------|
| • Love    | • Appreciate |
| • Respect | • Inspire    |
| • Pray    | • Nurture    |

## Section 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 27<sup>th</sup> September 2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Presentation Secondary School, Milltown'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 hardcopy on request to any person who requests it as part of our Enrolment Application Pack. Parents/applicants are advised that the full Enrolment Application Pack contains a number of very important documents. Enrolment application forms should only be submitted after reading all of these documents.

Enrolment Application Packs (including Enrolment Application Forms) are available on request from the School Office at *Presentation Secondary School, Milltown, Co. Kerry, - Telephone: 066-97-95455*

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## Section 2 - Characteristic Spirit and General Objectives of the School

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Presentation Secondary School, Milltown 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 S.15 (2) (b) of the Education Act, 1998, the Board of Management of Presentation Secondary School, Milltown 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,
- (b) physical, cultural, moral and spiritual aspects; and
- (c) a living relationship with God and with other people; and
- (d) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (e) the formation of the pupils in the Catholic faith

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

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

Presentation Secondary School 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 founders Venerable Nano Nagle and Blessed Edmund Rice of the Religious Orders of the Presentation Sisters and the Presentation Brothers who began this school is of very significant importance in the life of the school.

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

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

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

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

In Presentation Secondary School, Milltown Presentation Secondary School, Milltown 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 pastoral area and Diocese and other organisations which enrich the life of the school. Our school draws on the rich resources of the Mid-Kerry community and, in turn, contributes to the life of that 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.

Our characteristic spirit as detailed and our school's Mission Statement (p.1) are core to all that we do at Presentation Secondary School, Milltown. As a school community students, staff and parents have collaborated to identify, promote, enhance and sustain our school's shared root beliefs and core values to help members of our school community to live our mission and characteristic spirit on a daily basis.

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### **Section 3 - Admission Statement**

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

Presentation Secondary School, Milltown 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Presentation Secondary School, Milltown 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.

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

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

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Presentation Secondary School, Milltown is an inclusive school which strives to provide each individual with an inclusive and equitable educational experience. We welcome students with special/additional education needs and strive to create a secure, respectful, collaborative and stimulating community in which everyone is valued and in which every student is encouraged to achieve to the highest degree possible within his/her potential.

In order to ensure any necessary applications to the Department of Education & Skills can be made in a timely fashion, students' records/IEPs/assessments will be sought from primary schools and/or previous post-primary schools after initial enrolment but in advance of the student commencing at Presentation Secondary School, Milltown. Supports offered to students with special/additional needs may include access to resource/learning support, team teaching, SNA access (where applicable) and other in-class supports and differentiated learning.

Presentation Secondary School, Milltown will use the resources provided to us to identify, plan and provide for the specific special/additional needs of applicants seeking admission to our school, working within the school's Admissions Policy and Special Educational Needs Policy.

Presentation Secondary School, Milltown with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD/Autism. [See Section 20 for admission process and criteria for our ASD class]

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### **Section 5 - Admission of Students**

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Presentation Secondary School, Milltown 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 Secondary School, Milltown is a Catholic School and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.
- d) ASD/Autism Special Class - The special class attached to Presentation Secondary School, Milltown provides an education exclusively for students with ASD/Autism 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.

### **Annual 1<sup>st</sup> Year Enrolment Procedures**

The maximum number of students to be enrolled in 1<sup>st</sup> Year each year will be as stated in the school's Annual Admission Notice for that year.

#### **DES Eligibility \***

In order to be eligible for enrolment applicants must have completed 6<sup>th</sup> Class (or its equivalent) and have reached the age of 12 years on the 1<sup>st</sup> January in the calendar year **following** entry to second level.

#### **Enrolment Application Packs/Forms**

Enrolment Application Packs, including Enrolment Application Forms will be delivered to Primary schools in the catchment area on the commencement of the enrolment process (stated in the school's Annual Admission Notice).

Enrolment Packs for other applicants will be available from the school office during the same period. A receipt will be issued for each completed Enrolment Application Form.

It is advised that **Enrolment Application Forms** be **submitted in person by the parent/guardian**, so that receipts may be issued at the time of submission (*See Appendix 2 for School Office hours*). While Enrolment Application Forms will be accepted by post Presentation Secondary School, Milltown does not accept responsibility for forms lost or not received by the closing date/time.

*Please note that additional documentation is require for applicants applying for a place in our ASD class. Please see Section 20.*

In submitting an application, the applicant and their parents/guardians are confirming that they have read, and agree to adhere to, the school's ethos and mission, Admissions Policy, Code of Behaviour and Data Protection Policy.

Parents/Guardians are advised that completion and submission of an application form within the appointed time **does not guarantee a place in the school.**

### **Section 6 – Oversubscription**

If the school is oversubscribed for 1<sup>st</sup> Year the following selection criteria will be applied, in the order listed below, to applications received by the closing date set out in the school's annual admission notice:

- 1) Places will initially be offered to applicants **attending primary schools within the catchment area** (*Appendix 1 – page 15*) **who have siblings currently attending Presentation Secondary School, Milltown.**
- 2) If there are places still available these will be offered to **applicants attending schools outside the catchment area, who have siblings currently attending Presentation Secondary School, Milltown.**
- 3) If there are places still available these will be offered to applicants who are the **children of staff currently employed by Presentation Secondary School, Milltown.** *Staff members will be deemed eligible under this criterion if they are in the employment of the Board of Management on a non-casual basis for at least six months prior to application, and they are reasonably expected to still be employed by the board at the time of their son/daughter commencing Presentation Milltown.*
- 4) If there are places still available these will be offered to applicants whose **siblings attended the school in the past.**
- 5) If there are places still available these will be offered to applicants whose **parent/legal guardian attended the school in the past.** *Please note under the Education Act 2018 a maximum of 25% of the total places available, as indicated in the school's Annual Admission Notice, can be allocated to this criterion. Where the number of applicants in this criterion exceeds 25% a random selection draw will take place as detailed below.*
- 6) If there are places still available these will be offered to all other applicants **attending primary schools within the catchment area** (*Appendix 1 – page 15*).
- 7) If there are places still available these will be offered to **all other eligible\* applicants.**

### **Random Selection Draw**

Where the number of places available is less than the number of applicants in each of the categories above (1-7), places will be offered through an independently observed random selection draw within the relevant grouping. A waiting list will be compiled in the order determined by each random selection draw.

Where an applicant who qualifies for **Criteria 5** does not obtain a place through a random selection draw due to the 25% cap, their name will be transferred into Criteria 6 or Criteria 7 based on whether they attend a primary school within or outside the catchment area.

### **Siblings**

The following procedure will apply to siblings who apply for enrolment to 1<sup>st</sup> Year in the same academic year: The allocation of a place to one sibling by means of random selection draw, in any of the above criteria, will mean that the remaining sibling(s) will automatically be offered the next available place(s) or will be given the next place(s) on the waiting list.

### **Short Term/Visiting Students**

The Department of Education & Skills categorise Short Term students those who attend a school for just part of the school year. Such students are normally resident outside of Ireland. Applicants attending primary schools (catchment or non-catchment) on a short term and/or visiting basis from outside of Ireland are required to tick the relevant box on the application form. Such applicants will only be considered for enrolment once the initial enrolment process is complete. If places are available after the initial enrolment process is complete, they will be offered on a first-come first-serve basis. Criteria 1 – 7 do not apply in such cases.

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## **Section 7 - What will not be considered or taken into account if places are over-subscribed**

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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 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, where permitted under Section 62 (10) of the Education Act 2018*)
- (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*

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## **Section 8 - Decisions on applications**

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All decisions on applications for admission to Presentation Secondary School, Milltown 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 Enrolment Application Form received during the period specified in our Annual Admission notice for receiving applications

*(Please see below in relation to applications received outside of the admissions period and the section below on p.8-10 "Process For Transfers From Other Post Primary Schools" 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.

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## **Section 9 - Notifying applicants of decisions**

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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 below for further details).

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## **Section 10 - Acceptance of an offer of a place by an applicant**

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In accepting an offer of admission from Presentation Secondary School, Milltown 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.

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

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An offer of admission may not be made or may be withdrawn by Presentation Secondary School, Milltown 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 or the date indicated in the letter of offer if the offer is made to an applicant from the waiting list after the initial enrolment process and offers have been made.
- (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 above.

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## **Section 12 - Sharing of data with other schools**

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Applicants should be aware that section 66 (6) of the Education (Admission to Schools) Act 2018 allows the board of management to permit the sharing of data with other 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).

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## **Section 13 - Waiting List in the Event of Oversubscription**

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

Placement on the waiting list of Presentation Secondary School, Milltown 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. The waiting list for each annual 1<sup>st</sup> Year enrolment process will expire on the last day of August in the following year (ie. August of entry to 2<sup>nd</sup> Year), after which time no further places will be offered as a result of the above enrolment process.

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## Section 14 – Late applications

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All applications for admission received after the closing date stated 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.

- Applications received after **4pm** on the closing date specified in the school's Annual Admission Notice will be deemed **late** applications.
- Late applications will be processed after the selection criteria (1 – 7) have been applied to applications received by the closing date specified in the school's Annual Admission Notice.
- If places remain available after criteria 1 - 7 above have been applied, late applicants will be enrolled on a first come - first serve basis, provided the application is made in accordance with all other procedures and criteria detailed in this policy.
- Where all available places have been allocated through criteria 1 – 7 late applicants will be added to the end of the waiting list on a first come first serve basis, provided the application is made in accordance with all other procedures and criteria detailed in this policy.
- Criteria 1 – 7 do not apply to late applications.
- 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.

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**For Reviews & Appeals of Enrolment Decisions**

**See Section 18**

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## Section 15 - Process for admission of students to other years and during the school year

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The following section relates to students wishing to transfer from other schools to a year group other than 1<sup>st</sup> Year, students who are currently not enrolled in any school, and students who wish to transfer into 1<sup>st</sup> Year after the start of the school year, provided no waiting list in place from the initial 1<sup>st</sup> Year enrolment process for that school year. Where a waiting list is in place, applicants for 1<sup>st</sup> Year will be added to the end of the waiting list, provided the application is made in accordance with all other procedures and criteria detailed in this policy.

All applications for transfers from other schools will be processed in line with this policy & in line with the Education Act 1998 & 2018. In submitting an application, the applicant & their parents/guardians are confirming that they have read, & agree to adhere to, the school's ethos & mission, Admissions Policy, Code of Behaviour & Data Protection Policy.

The Education (Admission to Schools) Act 2018 assigns responsibility for implementation of the school's Admission Policy to the Principal. Applicants have the right to request a review of their enrolment decision in writing to the Board of Management, and subsequently they can appeal to the Department of Education & Skills, if necessary (See Section 18).

The following criteria will be used;

- The school's Admission Policy and relevant legislation.
- The school regarding the move to be in the best interest of the applicant and the students currently enrolled in the school from a health, safety, and wellbeing perspective. The Principal, acting on behalf of the Board of Management, reserves the right to admit or not to admit any applicant who in the opinion of the Principal/Board of Management would pose a threat to the safety and/or wellbeing of students or staff in the school
- Consideration of issues relating to mid-year/mid-programme transfer such as class sizes, subject options and availability of resources. The school must be satisfied that; it can meet, in full, the curriculum needs of the applicant wishing to transfer with regard to subject options/levels; it can provide a full timetabled curriculum (see p.11-12); the applicant has sufficient background in subjects to be able to progress.
- Students seeking to transfer will not be considered for enrolment into year groups due for State Examination the following June (3<sup>rd</sup> & 6<sup>th</sup> Year). This is in order to ensure we can adequately meet students' needs, ensure all elements of the required curriculum are covered, and to know the student individually should difficulties arise, particularly around examination time. However, in such cases transfer students may, if deemed appropriate, be afforded the opportunity to apply for admission into 2<sup>nd</sup>/TY/5<sup>th</sup> Year, subject to the criteria outlined in this policy.

### **Enrolment Capacity**

Enrolment capacity for each year group will be determined by the board of management with regard to the Board's duty of care to the students and staff of the school, and also with regard to the level of facilities and resources provided by the Department of Education & Skills.

Repeat students will be enrolled in line with the Repeat Year Policy and numbers based on space in class/subject groups in any given year and/or in the context of overall school numbers.

Within the overall enrolment capacity, the maximum number in any standard class group will be 30 students and in practical subjects, 24 students. Maximum capacity for our ASD Class will be 6 in total, including qualifying students from all year groups.

### **Enrolment Applications**

Enrolment Applications will not be processed between 1<sup>st</sup> June and 8<sup>th</sup> August.

Applicants seeking enrolment, along with their parent/guardian, are invited to meet with the Principal and/or Deputy Principal. This is to help determine whether the school can meet the individual curriculum needs of the applicant as well as their personal, social and emotional needs, in line with our mission & ethos.

Applicants may then submit an Enrolment Application Form. Applications will only be deemed complete once the following documentation has been received by the school.

- 1) **Completed Enrolment Application Form**
- 2) **School reports from previous two years** (*previous year if applicant has only completed 1<sup>st</sup> Year*)
- 3) **Completed Transfer Information Form** *from former school(s)*
- 4) **Copies of Junior/Leaving Certificate result/equivalent state exams from abroad.** (*where applicable*)
- 5) **Copy of applicant's birth certificate**

Once an application is deemed complete (receipt of 1 – 4/5 above) the school will process the application in line with this policy and the relevant legislation.

***Please note that further documentation is require for applicants applying for a place in our ASD class. Please see Section 20.***



### **Waiting List**

In the event of the relevant year group/class being at capacity, applicants for year groups other than 1<sup>st</sup> Year (or mid-year transfer for 1<sup>st</sup> Year) will be placed on a waiting list on a first come first serve basis, subject to the procedures and criteria outlined in Section 15 being satisfied.

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

An offer of admission may not be made or may be withdrawn by Presentation Secondary School, Milltown 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 indicated in the letter of offer if the offer is made to another applicant from the waiting list.
- (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.

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**For Reviews & Appeals of Enrolment Decisions**

**See Section 18**

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

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The board of Presentation Secondary School, Milltown 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.

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## **Section 17 - Arrangements regarding students not attending religious instruction**

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A parent of a student, or a student who has reached the age of 18, who wishes to attend Presentation Secondary School, Milltown 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.

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## **Section 18 – Reviews/ Appeals**

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### **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.

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## Section 19 - Curriculum

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Presentation Secondary School, Milltown seeks to offer as wide a range of subjects, programmes and educational opportunities as is possible, with consideration to the resources and facilities available.

The following programmes and subjects are currently offered by the school,

### **DES/NCCA Junior Certificate and Leaving Certificate examinations (LC & JC)**

- ❖ See p.12

### **The Transition Year Programme (TY) - See Transition Year Policy ([www.presmilltown.ie](http://www.presmilltown.ie))**

- ❖ Transition Year (TY) is an optional programme between Junior Cycle and Senior Cycle. Transition Year takes many different forms and each school offers a unique Transition Year programme.
- ❖ Presentation Secondary School, Milltown is generally only in a position to offer 30 students per year the opportunity to complete Transition Year. However, the Board of Management has delegated discretion to the Principal to increase the number of places, in exceptional circumstances, if teaching resources allow. Places are allocated through an application process which is outlined in our Transition Year Policy.
- ❖ The Board of Management will decide on an annual basis if the resources are available to have a Transition Year group(s) for the following school year.
- ❖ The Board of Management and/or the Principal acting on behalf of the Board of Management, has the right to refuse entry to the Transition Year in circumstances where it is felt that the TY programme at Presentation Secondary School, Milltown is not suited to the needs of individual students. Students who have a prior record of poor behaviour, including, but not confined to, aggressive, violent, disrespectful or dangerous behaviour (or the threat of such), truancy, bullying, poor attendance and/or continuously poor attitude towards staff members, peers or schoolwork will not be considered for Transition Year.
- ❖ External applications for Transition Year will not be considered until the internal application process and waiting list have been exhausted. Suitability for Transition Year is an important part of the application process. In cases of external applicants, it may not always be possible to determine such suitability due to the fact that the applicant's needs, personality, motivation and ability are not known to us. In such cases the Board of Management and/or the Principal acting on behalf of the Board of Management, reserve the right to refuse entry to Transition Year. In such instances the applicant may be offered the opportunity to apply for 5<sup>th</sup> Year, should places be available and subject to the full terms of this Admissions Policy. A maximum of 5 external students will be accepted for Transition Year, subject to places being available. With due regard for the number of 3<sup>rd</sup> Years in the current school year, the Board allows the Principal discretion to reduce/increase this number (5) should there be risk of an adverse impact on the potential numbers who will progress through to 5<sup>th</sup> Year with that particular Transition Year group.

### **The Leaving Certificate Vocational Programme (LCVP) - See LCVP Policy ([www.presmilltown.ie](http://www.presmilltown.ie))**

- ❖ All 5<sup>th</sup> & 6<sup>th</sup> Year students attending Presentation Milltown must study LCVP based on requirements outlined in the school's LCVP Policy.

### **Repeat Leaving Certificate - See Repeat Leaving Certificate Policy ([www.presmilltown.ie](http://www.presmilltown.ie))**

- ❖ Repeat students will be enrolled in line with the Repeat Year Policy and numbers based on space in class/subject groups in any given year and/or in the context of overall school numbers.

### **Programme & Subject Choices**

Presentation Secondary School seeks to promote equality of opportunity throughout school life. As far as is realistically possible we will seek to facilitate students' choice of subjects/programmes, with consideration & regard for the following,

- ❖ Resources available,
- ❖ Class sizes,
- ❖ Appropriateness of the course/programme/subjects for individual student(s) needs,
- ❖ The school being in a position to provide a full timetabled curriculum for incoming students.
  - NB. Reduced curriculum is only considered under the grounds of Special Educational Needs and consultant certified medical conditions/illnesses. Subjects to be reduced will be at the discretion of the school based on resources available, supervision/health & safety considerations and the student's academic progress to date.
- ❖ Application process and criteria for programmes, activities and/or events where applicable.

All **Junior Cycle** students at Presentation Secondary School, Milltown are required to study the following...

**1st Year**

**English**

**Irish\*\***

**Maths**

**Business**

**History**

**Geography**

**Science**

**Religious Education**

**Sampling of Practical Subjects**

*Home Economics, Music, Art, Wood Technology, Graphics*

**Sampling of Language Option\*\***

*Spanish, French, German*

**Wellbeing**

*including ....*

SPHE/Life Skills

Physical Education

CSPE

**2nd & 3rd Year**

*10 exam subjects + 2 Short Courses*

**English**

**Irish\*\***

**Maths**

**History**

**Religious Education**

**Science**

**Option 1\***

**Option 2\***

**Option 3\***

**Option 4\***

**Wellbeing**

*including ....*

SPHE/Life Skills/Wellbeing (*Short Course*)

Physical Education

CSPE (*Short Course*)

**Subjects Offered in Options 1 - 4**

Business, Geography, Spanish, French, German,  
Wood Technology, Music, Graphics, Art, Home Economics.

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All **Leaving Certificate/Senior Cycle** students at Presentation Secondary School, Milltown are required to study the following ....

**5<sup>th</sup> Year**

*7 exam subjects + LCVP*

*+ 2 non-exam subjects*

**English**

**Irish\*\***

**Maths**

**Option 1\***

**Option 2\***

**Option 3\***

**Option 4 \***

**LCVP** (*all 5th Year students*)

Religious Education

Physical Education

**6<sup>th</sup> Year**

*7 exam subjects + LCVP*

*+ 2 non-exam subjects*

**English**

**Irish\*\***

**Maths**

**Option 1\***

**Option 2\***

**Option 3\***

**Option 4 \***

**LCVP**

Religious Education

Physical Education

**Subject Offered in Options 1 – 4**

Business, Economics, Accounting, History, Geography, French, Spanish, German,  
Construction Studies, Music, Design & Communication Graphics, Art, Home Economics,  
Biology, Agricultural Science, Chemistry, Physics, Physical Education.

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*\*Combination of subjects in option blocks changes annually based on student preferences, class size & curricular constraints.*

*\*\* Irish /Reduced Curriculum - students who qualify for Irish/Language Exemptions under DES criteria are not required to study these subjects. All reasonable efforts will be made to provide resource/learning support during these particular class periods, however this cannot be guaranteed.*

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**The above curriculum requirements for students at Presentation Secondary School, Milltown are subject to change based on resources available to the school and DES/NCCA requirements**

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## **Section 20 – Admission to the ASD Class**

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Admission to our ASD class is governed by procedures additional to the Admission's Policy as outlined below:

- 1) Presentation Secondary School will give initial priority to applications from students already enrolled in our school who have received their ASD diagnosis after enrolment and have been recommended for a place in an ASD class.
- 2) Subsequent priority will be given to applications from students already enrolled in Presentation Secondary School with a diagnosis of ASD who have been recommended for a place in an ASD class.
- 3) Presentation Secondary School will then give subsequent priority to applications for enrolment into First Year.

### **Eligibility for Enrolment in our ASD class**

A student may be accepted for admission into the ASD class when all the following criteria have been met:

- 1) The student has a diagnosis of an Autism Spectrum Disorder (ASD) and is recommended for placement in an ASD special class in a mainstream post-primary school by a psychologist, psychiatrist or multi-disciplinary team approved by the HSE. Any student who wishes to repeat a year in the school and previously had a place in the ASD support class will also have to reapply for a place.
- 2) Integration of students in mainstream is the priority of the ASD class. Although students attached to the ASD support class have their own base in the ASD class, they will, as far as possible and when appropriate to the students' learning, attend mainstream classes both with and without SNA support (where applicable). The student must be capable of some level of integration into the whole school environment.
- 3) To ensure our facility best suits the needs of the student, evidence must be provided that the student is capable of integration and a multi-disciplinary team must support this. Each application requires a report from the primary school (*or former secondary school(s) if applying to a year group other than 1<sup>st</sup> Year or mid-year for 1<sup>st</sup> Year*) outlining the student's academic, social, emotional, behavioural, and physical needs. The needs of the students already enrolled in our ASD class will also be taken into consideration when enrolling a new student.

### **Enrolment Policy for the ASD Class**

The total capacity for the ASD support class is restricted to six students per class, as determined by the National Council for Special Education (NCSE) and the Department of Education and Skills (DES). Maximum capacity for our ASD Class will be 6 in total, including qualifying students from all year groups.

All applications for the ASD support class will be considered within the context of the school's Admission Policy.

### **Application Process**

The general application form for enrolment is available in our annual enrolment application pack. Applicants for the ASD/Autism class, must complete the general enrolment form in addition to the enrolment form for our ASD class.

An additional application form for the ASD class must be submitted with a completed general enrolment application form and should be made in line with the School's Admission Policy. The application form for a place in the ASD class is available at [www.presmilltown.ie](http://www.presmilltown.ie) or by emailing [office@presmilltown.ie](mailto:office@presmilltown.ie). All necessary and supporting documentation must be submitted to the school as part of the application process for the ASD class.

The completion of a written application form does not confer an automatic right to a place in the ASD class.

Applications for enrolment will be considered for eligibility by the Principal on behalf of the Board of Management.

Prior to acceptance, parent(s)/guardian(s) will be asked to attend a meeting with a member of the school's SEN team to ensure that the needs of their son/daughter can be met within the resources available to the school

In relation to the 1<sup>st</sup> Year application process, should more applications be received than places available for our ASD class, then the criteria applied to general enrolment detailed on p.4 & p.5 will apply to all 1<sup>st</sup> Year applicants for the ASD class.

### **Attendance**

In cases where the attendance of the student enrolled in the ASD support class is of a nature that causes the ASD staff and school management to be significantly concerned about their commitment and engagement to the ASD class and the possibility that a place is being denied to a more suitable applicant, the case for the student's removal from the class will be addressed with the parent(s)/guardian(s) in the first instance and will be referred to the Board of Management.

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## Section 21 – Extracurricular Activities & Trips

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Also see 'School Trips Policy' in full - ([www.presmilltown.ie](http://www.presmilltown.ie))

In the pursuit of developing and maintaining a holistic approach to education all students are encouraged to participate in all areas of school life, both in the classroom and beyond. A wide range of extracurricular activities & trips are offered to students including;

- Sports,
- Music,
- Community involvement,
- School trips,
- Public speaking,
- Debating,
- Poetry,
- Board Games

In order to ensure the care and safety of our students the Board of Management, or the Principal acting on behalf of the Board of Management, may need to limit numbers allowed on some tours/activities. In such cases students will be informed of the selection procedures used to determine places.

Students who are in-breach of the school's Code of Behaviour may be withdrawn from extra-curricular activities & trips, by the Principal/Deputy Principal, without prior notice and, in some circumstances, for a specified period of time.

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## Section 22 - Behaviour

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The school ethos promotes responsible behaviour and respect for all. As such our Code of Behaviour encourages students to;

- ❖ Act justly and speak truthfully
- ❖ Be courteous and concerned for the good of others
- ❖ Strive diligently for knowledge and understanding
- ❖ Co-operate actively in the work of Presentation Secondary School

The management and teachers of the school will seek to ensure, as far as possible, that the organisation, curriculum, teaching methods and general atmosphere of the school are such that disciplinary problems do not arise and the application of sanctions is called for as rarely as possible.

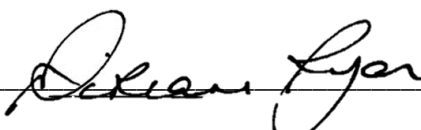
Where, however, a student acts in a manner prejudicial to the learning situation, good order or the interest of others, the school has a right and duty to intervene where necessary and impose sanctions.

The sanctions to be employed will depend on the nature and seriousness of the misdemeanour and care will be taken to avoid group punishments, as far as possible. In all cases a written record will be kept of the misdemeanour.

Parents of all applicants will be required to sign and return a statement confirming that they have read, agree with and will fully support the school's Code of Behaviour.

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**Ratified by Board of Management –**

  
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*For and on behalf of the Board of Management*

5/10/23

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# APPENDIX 1

- - -

## CATCHMENT AREA

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For the purpose of enrolment as outlined in this Admissions Policy, the Board of Management defines the catchment area of Presentation Secondary School, Milltown as including the following primary schools only (*in no particular order of priority with regard to criteria*);

- ❖ Ballyfinnane National School, Castlemaine
- ❖ Boheshill National School, Glencar
- ❖ Castlemaine National School
- ❖ Castledrum National School, Castlemaine
- ❖ Cullina National School, Beaufort
- ❖ Curaheen National School, Glenbeigh
- ❖ Douglas National School, Killorglin
- ❖ Faha National School
- ❖ Firies National School
- ❖ Fybough National School, Castlemaine
- ❖ Glenbeigh National School
- ❖ Glounaguillagh National School, Caragh Lake
- ❖ Kilgobnet National School, Beaufort
- ❖ Killtallagh National School, Castlemaine
- ❖ Nagle Rice Primary School, Milltown
- ❖ Scoil Bhreac Chluain, Annascaul
- ❖ Scoil Realt na Mara, Cromane
- ❖ Scoil Mhuire Primary School, Killorglin

**N.B. Each of the Primary Schools listed above has equal standing under the definition of “Catchment Area” referred to in this policy and subject to the terms and criteria contained in this policy.**

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APPENDIX 2  
- - -  
SCHOOL OFFICE HOURS

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Monday	9am - 12.30pm	1.30pm - 4.15pm
Tuesday	9am - 12.30pm	1.30pm - 4.15pm
Wednesday	9am - 12pm	12.30pm - 2.30pm
Thursday	9am - 12.30pm	1.30pm - 4.15pm
Friday	9am - 12.30pm	1.30pm - 4.15pm