

# Admissions Policy of Presentation College

**School Address:** Currylea, Tuam, Co. Galway  
**Roll Number:** 63170G  
**School Patron:** CEIST

## 1 Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 17<sup>th</sup> August 2020. 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 College Tuam 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 admissions 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, by any person who requests it.

## 2 Characteristic Spirit and General Objectives of Presentation College, Tuam.

Presentation College Tuam is a Catholic all-girls 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 College Tuam shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church which aims to promote:

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith

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

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

Presentation College Tuam 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 Nano Nagle, founder of Presentation Sisters is of very significant importance in the life of the school as is the charism of the Presentation Sisters, who founded this school for girls in Tuam.

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

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

Presentation College Tuam 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 College Tuam provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

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

In Presentation College Tuam the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

Mission Statement: It is our intention that all of our programmes, activities and actions are informed by our Mission Statement. All who work in the school – students, parents and teachers – are expected to work in accordance with these principles. Faith development in the Christian faith is a central feature of school life for our Christian students and participation in related activities is a requirement for them.

### Mission Statement

The vision of the staff of Presentation College, Currylea, is to give an all-embracing, well-balanced Christian education to each individual student and to ensure that a caring ethos permeates all activities in the school. Our school exists and we hope will continue to exist to fulfil this vision. We endeavour to create a stable environment which will allow students to develop morally, emotionally, intellectually, physically and spiritually, giving them a love for learning, developing self-esteem and confidence and preparing them for life.

### **3 Admission Statement**

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

**Presentation College Tuam 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.**

#### **4 Categories of Special Educational Needs catered for in the school/special class**

The school welcomes students with special educational needs. The school will request access to student's records from Primary school in advance of entry to the school. The school will request copies of any child's medical/physiological/educational reports if available. The school may ask for an assessment when convenient so that the needs of the individual may be assessed. The DES will be requested to provide resources: special needs assistant, specialised equipment etc. The school will meet with the parents to discuss the child's needs and the school's capability to meet those needs. The school will endeavour to do all it can to identify, plan and provide for children with special educational needs and for children with disabilities. Presentation College, Tuam does not have a class to provide an education exclusively for students with special needs i.e. a special class/unit.

#### **5 Admission of Students**

**Applications will not be accepted before October 1<sup>st</sup> 2020**

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.

Presentation College Tuam 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.

Presentation College Tuam 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.

#### **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 applicants that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

##### Selection Criteria

- Single Sex – All Girls
- Department of Education & Science criteria

In the event the school is oversubscribed the following arrangements will apply:

The Board of Management shall have regard for the Department of Education and Science directives concerning class size, staffing provision and other relevant requirements concerning accommodation such as physical space or health and welfare of students in deciding the maximum number of places to be offered each academic year.

If the number of applicants in any particular year exceeds the maximum number of places offered in that year, the Board of Management will apply the criteria listed below in order to determine the allocation of places. In making such a decision, the Board of Management will have regard to

Regulations relating to class sizes	Staffing Allocations	Physical space and safety and welfare of students
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### Selection Process

- First priority will be given to siblings of current students.
- Second priority will be given to sisters of past pupils.
- Third priority to daughters of staff employed in the school at time of enrolment.
- Finally – random selection as follows: The name of each applicant will be placed in a container. The principal will be accompanied by two members of the board of management. A member of the board of management will select names from the container and another member of the board of management will record the names as they are taken from the container. This process will continue until all places are allocated. Those remaining names in the container will remain in the container and a second random selection process will take place to establish a waiting list.

Please note that where there are two or more sisters in the one random selection process then upon selection of one or more of their number all of the sisters are deemed selected subject to sufficient remaining places being available at the selection of the first sibling, otherwise the remaining sibling/s go to the top of the waiting list.

## **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 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 her family attending or having previously attended the school other than, in the case of (1) siblings of current students (2) sisters of past pupils as mentioned in Section 6 above in relation to over subscription.
- g) the date and time on which an application for admission was received by the school unless it is after the closing date as indicated in the Annual Admissions Notice.

## **8 Decisions on applications**

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

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **9 Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual 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 review/right of appeal of the school's decision (see section 18 below for further details)

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

In accepting an offer of admission from Presentation College, Tuam, 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.

School Management, in consultation with subject departments, fairly make class divisions. We do not permit moving between subject classes or base classes.

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

An offer of admission may not be made or may be withdrawn by Presentation College Tuam 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 data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom –

- i. an application for admission to the school has been received,
- ii. an offer of admission to the school has been made, or
- iii. an offer of admission to the school has been accepted.

The list may include any or all of the following:

- i. the date on which an application for admission was received by the school;
- ii. the date on which an offer of admission was made by the school;
- iii. the date on which an offer of admission was accepted by an applicant;
- iv. a student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **13 Waiting list in the event of oversubscription**

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

Placement on the waiting list of Presentation College Tuam is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **14 Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admission policy, the Education Admissions to School Act 2018 and with any regulations made under the Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

## **15 Procedures for admission of students to 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:

- Application Forms are available from Presentation College, Currylea and are on school website. They are accompanied by the school Code of Behaviour.
- Applicants will be required to furnish details about their prior second-level education. The school reserves the right to contact the previous second level school. Information in relation to a student's academic abilities and special needs provision will be required from the applicant's previous school/s to ensure that the needs of the student can be met.
- Failure to complete any of the necessary documentation listed below or to supply any other relevant documentation requested by the school will be deemed incomplete and will not be considered until such time as all documentation is furnished to the Principal.

### Decision Making Process

- Decision of Board, may be delegated to the Principal.
- Presentation/CEIST Ethos requires that even if there is a firm conviction that the best interests of the student would be better served elsewhere, these are not grounds for unilaterally refusing a student. A process of consultation with parents, relevant school personnel and all relevant agencies will follow to achieve a resolution that allows the wishes of the students and parents to be met.

Applications from students wishing to transfer to the school should be accompanied by:

1. Fully completed Registration Form.
2. Recent Passport photograph.
3. Reference from previous school.
4. Full behaviour records relating to breaches of Code of Behaviour.
5. Psychological Reports.
6. Attendance Records.
7. Details of student's engagement with external agencies.

Please see Transition Year Policy for details on Admission to Transition Year. This policy is available from the school on request.

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

The Board of Presentation College Tuam or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 1998, 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 parent of a student, or a student who has reached the age of 18, who wishes to attend Presentation College Tuam without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss how that request might be accommodated by the school.

## **18 Reviews / Appeals**

### **Review of decision 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 the 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 to 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.