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Co. Kilkenny.



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ADMISSIONS POLICY

Effective Date: 01.09.2024

Presentation Secondary School Kilkenny, is an all-girls voluntary secondary school under the trusteeship of CEIST and grant aided by the DES. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time. The school recognises that the family, as the primary educator, shares responsibility for commitment to the student's education through its support of the values and ethos of the school.



APP09/2022

APPROVED BY
CEIST CLG

Ratified
September 2024

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We only work with schools

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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 September 2024. 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 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.

Mission Statement & Ethos

Presentation Secondary School Kilkenny is a girls' Catholic secondary school reflecting the CEIST values of respect, compassion and justice in the development of young people.



Mission Statement

The Presentation Secondary School, Kilkenny is a Catholic Voluntary School. It is a community of students, staff, parents/guardians, and management who share a Christian vision of life.

Our school seeks to ensure that students are enabled to reach their full potential– academic, spiritual, physical, social, cultural and creative – encouraging them to face life with optimism, self-confidence and an appreciation of excellence at all levels.

Inspired by the vision of Nano Nagle, the foundress of the Presentation Order, this school shows special concern for the disadvantaged and is committed to promoting a just society.

Recognising the uniqueness of each individual, we strive to develop an awareness of personal dignity and to foster mutual respect and sensitivity to the environment.

In keeping with the evolving nature of society, our response is creative and relevant to the needs of our time.

We acknowledge that this vision can only become a reality through the positive co-operation of all partners in the school and wider community.

Ethos

Nano Nagle opened her first school in Cork in 1754. In settling up schools, she challenged the institutional injustice that perpetuated marginalisation and poverty. In keeping with that ideal, Presentation Secondary School Kilkenny promotes a faith community inspired by gospel values and a holistic response to the spiritual, moral, social, intellectual and physical needs of each student.

CEIST (Catholic Education, an Irish Schools Trust), our governing body, aims to maintain this ethos by providing a moral and legal trustee framework to enable their schools to continue to offer post-primary Catholic education into the future as a viable option and as an integral part of the Irish school system.

Shane Hallahan

Principal

Characteristic Spirit & General Objectives

Presentation Secondary School Kilkenny 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 Secondary School Kilkenny 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:

- the full and harmonious development of all aspects of the person, 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

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.

As a CEIST school, Presentation Secondary School Kilkenny 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 Kilkenny 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 Kilkenny 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 Kilkenny 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 Kilkenny 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.



Admissions Statement

We are an all-girls school and do not discriminate where we refuse to admit a boy applying for admission to this school.

Provision for Inclusivity

Presentation Secondary School Kilkenny will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned;
- the civil status ground of the student or the applicant in respect of the student concerned;
- the family status ground of the student or the applicant in respect of the student concerned;
- the sexual orientation ground of the student or the applicant in respect of the student concerned;
- the religion ground of the student or the applicant in respect of the student concerned;
- the disability ground of the student or the applicant in respect of the student concerned;
- the ground of race of the student or the applicant in respect of the student concerned;
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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 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 denomination in preference to others.

Presentation Secondary School 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.

Categories of Special Educational Needs

Presentation Secondary School Kilkenny with the approval of the Minister for Education and Skills, has established a number of classes to provide an education exclusively for students with Mild, Moderate and Severe General Learning needs.

The Board of Management is conscious of its obligations under the Equal Status Act 2000. Applications for admission from students with special educational needs are welcome.

Applications for enrolment from students with special educational needs must be accompanied by an appropriate psychological assessment.

This assessment is carefully reviewed by the school's Special Education Needs Teacher(s), in consultation with the SENO and will be dealt with in accordance with our SEN Policy.

Presentation Secondary School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Admissions of Students

This school shall admit each student seeking admission except where:

Exceptions

1. the school is oversubscribed (please see “Oversubscription Section” below for further details).
2. 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 Secondary School Kilkenny 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 Secondary School 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 denomination in preference to others.

Presentation Secondary School 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.

Admissions Procedure

Admissions Procedure for Students who meet the criteria for enrolment

Applications will be open on the date stated on our Admissions Notice. Application Forms will be available to download from the school website (www.presentationkilkenny.com), by emailing secretary@preskilkenny.com or by contacting or collecting the Application Form from the school office. Any applications after the designated date will be deemed as late.

The following procedure will be followed:

Stage 1

- The initial Application Form must be completed and returned in hard copy on or before the last day of applications as identified in our Admissions Notice.
- Applications will be accepted in hard copy only from the first school day as indicated in our Admissions Notice.
- Places will be allocated after the specified open window has passed, based on the Enrolment Criteria / Admissions Criteria as laid out below.
- At any stage when the enrolment reaches its maximum specified number a waiting list will ensue.
- Late Applications: Any application made after the stated period on the admissions notice shall be deemed as late.
- Any late application regardless of school attended, area of residence or sibling attending/ attended the school will be considered after all applicants fulfilling the above criteria have been allocated places in the school and on the waiting list. After all applications received by the admissions deadline have been allocated places in the school or on the waiting list each late application will be dealt with by applying the Enrolment Criteria /Admission Criteria on the date the application is received.

Stage 2

Parent(s)/Guardian(s) will be advised of the outcome of their application in writing within three weeks of the enrolment deadline on the Annual Admissions Notice.

The students offered places must complete the Acceptance Form and Enrolment Form and return it to the school within fourteen days from the date of the letter of offer. Any successful applicant who does not return the enclosed Acceptance Form and Enrolment Form will put their admission at risk.

The following must also be included with the completed Acceptance Form and Enrolment Form:

- Provision of Personal Public Service Number (PPS No.)
- Birth Certificate (not Baptismal Certificate)
- Accurate and full completion of the Enrolment Form including signature of parent/guardian and student
- Passport Photograph

Regarding all applications Parents/Guardians may be required to complete a further information form regarding their child's educational progress at a later date and/or co-operate with the schools' attempts to identify the educational or other relevant needs of the child. Copies of all psychological/psychiatric reports pertaining to the child will be required. The school may wish to meet with the applicant and his/her parent(s)/guardian(s) to discuss the needs of the applicant or the parent(s)/guardian(s) may request a meeting. In either case the school will make all reasonable effort to accommodate such a meeting.

The school organise an "Open Night/Information Night" so that parents may inform themselves about the school. The Information Evening/ Open Night is open to all eligible students for enrolment and their parents/guardians who will then have to choose a school for their child. If attending the Open Night, the parent(s)/guardian(s) are required to accompany the student to this evening.

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:

Selection Criteria



- Category A: Female student from Presentation Primary School, Parnell Street, Kilkenny.
- Category B: Sisters of past student.
- Category C: Daughters of eligible staff in PSS, where eligible staff is defined as non-casual employees of PSS, for a minimum of one academic year and who are reasonably expected to be employed by the school at the time their daughter commences secondary school.
- Category D: Daughters of eligible past staff of PSS, where eligible past staff are staff who have completed a minimum of 5 years employment in the school.
- Category E: All other applicants.



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), places will be determined by a lottery. The lottery will take place in Presentation Secondary School Kilkenny as soon as is practicable after enrolment day. The lottery will be overseen by the school Principal and will be witnessed by the Deputy Principal, School Secretary, two representatives of the Board of Management and two representatives of the Parents' Association.

Each student entitled to participate in the lottery for admission will be typed by the Secretary on identical pieces of paper and placed in a drum. The Principal will draw names from the drum, one by one, until the drum is empty. The Secretary will record the outcome of the draw. Places will be offered in the order in which names were drawn until available places are filled. The remaining names will be placed on a Waiting List in the order in which the names were drawn from the drum. In the case of one or more siblings applying for admission to 1st Year at the same time, the name of each sibling will be typed on a separate piece of paper. If the name of any of the siblings is drawn, places will be offered to all the siblings.

What will not be considered

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 Presentation Secondary School Kilkenny:

Not for Consideration

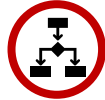


- a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at an early intervention class, or an early start pre-school, specified in a list published by the Minister from time to time.
- the payment of fees or contributions to the school.
- a student's academic ability, skills or aptitude other than in relation to:
- admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- the occupation, financial status, academic ability, skills or aptitude of a student's parents.
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- 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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school. In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice).
- 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. This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

Decisions on Applications

All decisions on applications for admission to Presentation Secondary School Kilkenny will be based on the following:

Decision Criteria



- 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;
- 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.



Later sections detail procedures for applications received outside of the admissions period and in relation to applications for places in years other than the intake group.

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.

Notifying Applicants



- 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.
-

Acceptance of an Offer

In accepting an offer from Presentation Secondary School, you must indicate:

Acceptance of an Offer



1. whether or not the parent / guardian have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and
2. whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they 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.

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 Kilkenny where:

Circumstances outlined



- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

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

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

Sharing 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—

Sharing Data



- (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).

Waiting List (Oversubscription)

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice. There is no historical waiting list.

Waiting List



- 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 Kilkenny 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 Kilkenny 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.

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.

Admission of students to other years during the school year

All decisions on applications for admission to Presentation Secondary School Kilkenny in other years will be based on the following:

Years other than the school's intake group



- The Board of Management will consider applications from parents / guardians of students wishing to transfer to Presentation Secondary School Kilkenny from another post-primary school. Such applications must be made on the appropriate forms available on our website at www.presentationkilkenny.com. The application for admission to Presentation Secondary School Kilkenny will be processed and subject to the availability of a vacancy in an appropriate group/class/year.
- Students may transfer from another post-primary school subject to the following;
 - That space is available in the school, in particular with specialist subjects where the capacity is limited.
 - The possible problems and disruptions of studies when moving into an established class and Year group will be considered. The situation may arise where a student may have to take up or discontinue a subject.
 - The transferring student fulfils all conditions set out by the Department of Education and Skills.
 - Parents / Guardians and the transferring student must accept the Code of Behaviour and Rules of the School, thereby agreeing to accept and uphold them.
- The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

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

Declaration Regarding The Non Charging Of Fees

The board of Presentation Secondary School Kilkenny 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.

Shane Hallahan

Principal & Secretary to the Board of Management

Students Not Attending Religious Instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school.

Arrangements



- A parent of a student, or a student who has reached the age of 18, who wishes to attend Presentation Secondary School Kilkenny 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.
- These arrangements will not result in a reduction in the school day of such students.

Reviews & Appeals

Presentation Secondary School Kilkenny will facilitate reviews and appeals on decisions taken by the Principal on the following

Reviews 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.

Repeat of Leaving Certificate

The Board of Management will consider applications from students wishing to repeat Leaving Certificate, Year Two. Preference will be given to students who are past pupils of Presentation Secondary School Kilkenny.

Decision Criteria



- The Department of Education and Skill's requirements (Circular M 02 / 95) must be fulfilled and a suitable vacancy must exist in the school.
- Applicants must accept that not all current subject combinations may suit repeat students i.e. that they may not be able to take all subjects of their choice if the timetable or class numbers do not permit.
- Repeat students will be timetabled for 28 hours / week and must attend all classes and activities scheduled for them.

Data Protection

The school has prepared a Data Protection Policy which governs how the schools collects, processes, stores and retains data in the school. Please refer to this policy which is available from the principal.

Processing Data



- We use personal data for purposes including:
 - the students application for enrolment;
 - to provide the student with appropriate education and support;
 - to monitor their academic progress;
 - to care for their health and well-being;
 - to care for their staff and students;
 - to process grant applications, fees and scholarships;
 - to coordinate, evaluate, fund and organise educational programmes;
 - to comply with our legal obligations as an education body;
 - to comply with our monitoring and reporting obligations to Government bodies;
 - to process appeals, resolve disputes, and defend litigation etc.

Addendum – Special Class

Admission Provisions for Special Classroom in Presentation Secondary School Ratifies September 2024

Pre-enrolment Criteria

All applicants must have an assessed primary diagnosis of Autism/Autistic Spectrum Disorder. The assessment must be in line with the established DES criteria of DSM-V and FCD 10 (DSM and FCD are the criteria used by health professionals to diagnose Autism). All applications must be accompanied by an assessment, carried out by an educational/clinical psychologist, psychiatrist or from a multi-disciplinary team (clinical psychologist, occupational therapist, speech and language therapist, social worker, and/or physiotherapist). The report must recommend placement in an Autism specific class in an ASD Class for the child.

All information and assessments on a child should be provided to the school for assessment by the Admissions Team, made up of the SEN Coordinator, the Special Class Coordinator, the deputy principal and the principal. The withholding of such reports from the school may invalidate an enrolment application at any time.

Parents/guardians should note that under the official DES guidelines, the number of student places available in the special class at Presentation Secondary School, Kilkenny is six students for (Class 1), six students (Class 2) and six students (Class 3). This policy refers to any places that may become available in the three classes already established in the school. It should be noted that fulfilling the enrolment criteria does not necessarily guarantee the student a place in the ASD Class.

The Board of Management require that parents/guardians must accept that the enrolment process only proceeds where the educational and physical needs of the applicants as identified can be met within the ASD Class.

The parents/guardians of the applicant must accept and agree to Presentation Secondary School Learning Code (Behaviour Code) and the terms of this policy. The Special Class at Presentation will only cater for children who are 12 years or more, and less than 18 years of age, on 1st of September of the school year in question.

Enrolment

All applications for enrolment in the Special Class will be considered within the context of the school's Admission Policy. Where the Special Class in Presentation Kilkenny is not oversubscribed, all students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to the Admissions Policy.

Oversubscription

Priority will be given to students as per the criteria mentioned in the school's general admission policy. Applications to enrol a student in the Special Class will only be considered in the year of entry of the applicant to Presentation Secondary School, ie, for September 2025 enrolment, we will process applications from the October 2024 enrolment period.

Application Process

The process begins with a referral from a feeder school, an external agency or a telephone call or a visit in person to Presentation by a parent/guardian. An Application Form, a copy of which is available from the school or on the website, should be fully completed and submitted by the parent/guardian on behalf of the applicant. The closing date for receipt of such completed applications by the school will be publically announced in the year prior to enrolment. Parent/Guardians seeking a place in the special class should clearly state this on the enrolment application form. Parents/Guardians should note that the application process for placements in the Special Class differs to that for student applications for enrolment in mainstream classes. All parents will receive a letter two weeks after the closing date of the enrolment period acknowledging receipt of the initial application form and requesting additional documentation. Parents/guardians seeking a place in the special class will be requested to complete a longer Enrolment Application Form which should be accompanied by a birth certificate of the applicant and accompanied by all the up to date and pertinent educational psychological assessments(s) and diagnostic report (s). The Enrolment Application form must also be accompanied by school reports and relevant documented information from all previous schools that the applicant attended.

There must be signed consent from the parents/guardians granting the Board of Management of Presentation permission to access and share any other reports relevant to the application.

Fully completed Enrolment Application Forms are then recorded in the school applications file. Entry on to Presentation applications file secures a place on the list of applicants only. Only applications that then meet the criteria for enrolment, subject to available space and maximum student numbers, will be considered.

It is important that parents/guardians note that Presentation Secondary School may in certain clarified circumstances, and following an assessment and investigation, be unable to meet the special educational or physical needs of the applicant on the grounds that;

- i. the applicant is deemed a risk, on health, safety, welfare or security grounds to themselves and/or other, or
- ii. admission of the applicant will make impossible, or have a serious detrimental effect on, the education provision by Presentation Secondary School as an educational establishment of its services to others.

All recommendations will then be considered by the Enrolment Team. The principal will make the final school decisions on all applications to enrol.

Criteria for Enrolment in the Case of Oversubscription

Where the number of applicants on the applications file exceeds the number of places available, the following ranked criteria will then apply in this order to all applications received:

1. Students already enrolled within mainstream classes or who have been accepted to a main place in Presentation and who meet the criteria for placement in the Special Class as outlined above.
2. Applicants with siblings already enrolled in Presentation School, and in attendance at the school during the enrolment period (May to September of the year of application).
3. Daughters of teachers in the school.
4. Sisters of past pupils in the school.

Parents/Guardians should note that where the number of applicants at any stage of the criteria numbered above exceeds the number of spaces available within that criterion, Presentation will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

Dual Enrolment

All students in the Special Class are automatically eligible to a place in the mainstream year groups appropriate to their age/level of education reached. This will allow students the flexibility of joining a mainstream class where it is determined by staff and parents/guardians that they should do so.

The Transition from Primary to Post Primary

Parents/Guardians should note;

- a) The parents/guardians of a child being offered a place in the Special Class will be invited to visit the school to meet with a member of the Special Education Team and the Principal/Deputy Principal of the school, to discuss the placement/enrolment of their child. Any information requested by the parent/guardian will be provided at this meeting.
- b) The parents/guardians may be requested to consent to a visit by a member of the Special Educational Needs professional staff at Presentation, to visit the existing school placement of the student concerned in order to observe the student in a classroom situation.
- c) The parents/guardians will be invited to accompany their child to visit Presentation Secondary School Special Class and meet staff.
- d) The Parents/ Guardians are also invited, after the acceptance and placement of their child in the Special Class, to be consulted about the Education Plan for their child.
- e) The NEPS psychologist and SENO will be appraised of the Student Support Plan
- f) A child may be phased gradually into the special class through a mutually agreed process between parents/guardians and the management of the school.
- g) Where it is deemed appropriate, a student in the Special Class will be assigned to an age appropriate mainstream class for integration purpose by school management.

Transfer from Other Schools

Students enrolled in a Special Class in another post-primary school applying for transfer enrolment to Presentation Secondary School Special Class at the end of a school academic year will be placed on a waiting list, if they meet the criteria listed above.

Students who are currently enrolled in a Special Class in another post-primary school applying for transfer enrolment to Presentation's Special Class during the academic year, will be placed on a waiting list if they meet the criteria outlined above.

Parents/Guardians must note the Presentation Secondary School respects the right of the existing school community and the students already enrolled therein, and this consideration is paramount when assessing entry to the Special Class.

Review of Placements

The placement of every student within a Special Class will be subject to regular review by the school staff and, where appropriate, the professional services external to the school, following which decision will mean that the student will;

- i. Continue within the Special Class at Presentation.
- ii. Integrate fully into the mainstream post-primary.
- iii. Seek an alternative and more appropriate educational placement for the student as Presentation is unable to meet the educational needs of the student. In such an instance the support and assistance of the staff at Presentation will be available to assist the family in securing a more suitable learning environment in another educational institution, for the student concerned.

Behaviour

As already indicated above the Parents/Guardians of the applicant for enrolment must accept and agree to Presentation Secondary Schools Code of Behaviour/Discipline and the terms of this policy. Children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by staff at the school to manage such behaviour using various strategies and through the implementation of the Student Support Plan. All students including those with special educational needs are subject to the school Learning Code (Behaviour Code) and the terms of the Health and Safety Statement adopted by the Board of Management at the school. Where any student's behaviour impacts in a negative way on the other students in the Special Class, or the students in a mainstream class, to an extent that their constitutional right to an education is being interfered with, as judged by the Board of Management of the school, then the school reserves the right to advise parents/guardians that a more suitable educational setting should be found for their child. The Board of Management of Presentation Secondary School reserves the right of admission and to refuse to enrol a student, within the terms of this policy.

Acceptance of a place

If the student in respect of whom the application is made is offered a place, the applicant will be issued with an Acceptance Form by the school. The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form within two weeks of issuing by the school. This includes indicating whether or not she has applied for and is awaiting confirmation of an offer of admission from another school. Failure to fully complete and return the Acceptance Form to the school within two weeks of issuing by the school, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

Refusal to Enroll

Where a student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- i. The reasons that the student was not offered a place in Presentation Secondary School
- ii. Details of the student's ranking against the published selection criteria
- iii. Details of the student's place on the waiting list, if applicable; and
- iv. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out in the General Admissions Policy, an offer of admission may not be made where the information contained in the application is false or misleading in a material respect.

Withdrawal of an Offer

An offer of admission may be withdrawn where:

- i. The information contained in the application is false or misleading in a material respect, or
- ii. The applicant fails to confirm acceptance of an offer of admission within two weeks of the offer of a place or
- iii. An applicant has not indicated whether or not she has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and whether or not she has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that student shall be treated as a late application.

Appeals

Appeal where refusal was due to oversubscription. An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the Board of Management of Presentation Secondary School at admissions@preskilkenny.ie

Such an appeal must be brought within 21 calendar days of receipt by the applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead. If an applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

Appeal where refusal was for a reason other than oversubscription

An applicant who was refused admission to Presentation Secondary School for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the Board of Management of Presentation. Such an appeal must be brought within fourteen calendar days of receipt by the applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead. Alternatively, she may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998. If an Applicant who chooses to appeal to the Board of Management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

Basis for Appeal

As required by section 29C (2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

This policy is subject to periodic review by the Board of Management of the Presentation Secondary School, Kilkenny.

Signed: *Maria Kelly*

Chairperson, Board of Management

Date:



CONTACT US



Loughboy, Kilkenny, Co. Kilkenny.



056 7765684



secretary@preskilkenny.com

Presentation Secondary School Kilkenny

Presentation Secondary School Kilkenny, is an all-girls voluntary secondary school under the trusteeship of CEIST and grant aided by the DES. The school follows the curricular programmes prescribed by the DES, which may be amended from time to time. The school recognises that the family, as the primary educator, shares responsibility for commitment to the student's education through its support of the values and ethos of the school.