

# Presentation Girls' School, Maynooth

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## **Admission Policy of Presentation Girls' School**

**Maynooth**

**Roll number: 00779U**

**School Patron: Catholic Archbishop of Dublin**

### **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> July 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 Girls' School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### **2. Characteristic spirit and general objectives of the school**

Presentation Girls' School is a Catholic all girls' primary school with a Catholic ethos under the patronage of the Archbishop of Dublin. 'Catholic Ethos' in the context of Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, 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 and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

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In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Presentation Girls' School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Presentation Girls' School operates under the Rules of National Schools and Department of Education ("DE") guidelines. The school is staffed in accordance with the schedule laid out each year by the DE and is funded by annual grant from the DE.

The school follows the curricular programmes prescribed by the DE, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. The school programme is an eight year programme. Pupils enrolled follow this programme.

Presentation Girls' School seeks to provide a broad and balanced education in atmosphere of mutual respect with an appreciation of the individual needs of pupils.

The mission of Presentation Girls' School, in partnership with their teachers and parents/guardians, is to educate our pupils to their fullest potential, in an environment where Christian Values are fostered and where they are happy, safe, respect themselves and others and where each child feels equal.

We achieve this for our pupils by:

- Encouraging them to develop their talents and self-confidence while retaining their individuality by means of the curriculum and extra-curricular activities.
- Providing support for them at all times.
- Making them conscious and proud of our Christian values and Irish heritage.
- Making them aware that we are living in a changing world and helping them to respect other cultures and religious beliefs.
- Developing their social and communication skills.
- Developing their civic spirit through honesty and openness and by being made aware of the needs of others.
- Maintaining a healthy respect for the environment.

While recognising the right of parents/guardians ('Parents') to enrol their child in a school of their choice, the BoM reserves the right to determine maximum school and class size, in order to ensure the safety of all pupils and to provide for the educational needs of existing pupils.

This policy sets out the criteria used to determine admission into Junior Infants; admission into other classes and admission into the special class for girls with autism. It sets out the priority order, which will apply, where the number of applications for admission exceeds the number of available places. In doing so, the BoM has regard to available resources, directions from the Patron; circulars from the Department of Education ('DE'); Pupil Teacher Ratio ('PTR'), school and class sizes etc. The arrangement of pupils into classes on an annual basis and the numbers in each class setting for teaching and learning, remains the prerogative of the Principal, subject to BoM approval.

The following is a list of factors taken into consideration by the BoM in devising its admission policy:

- ☐ Overall school capacity: The DE sanctioned mainstream class teachers, (currently 26) and one special class for girls with autism.
- ☐ Availability of space in class rooms, play areas and overall site size
- ☐ Health and Safety requirements, including school site, space

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| ☐ | Availability of grants and resources: The school depends on grants and resources from the DE and operates in accordance with regulations and circular letters issued from time to time by the DE. |
| ☐ | Educational needs of existing pupils  |

### 3. Admission Statement

Presentation Girls' School will not discriminate in its admission of a pupil to the school, or the applicant in respect of the pupil concerned, on any of the following grounds:

- (a) gender
- (b) civil status
- (c) family status
- (d) sexual orientation
- (e) religion
- (f) disability
- (g) ground of race
- (h) member of the Traveller community
- (i) 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 Girls' School is an all-girls' school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Presentation Girls' 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 pupil a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Presentation Girls' 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 pupils with a category of special educational needs specified by the Minister (autism) and may refuse to admit to the class a pupil who does not have the category of needs specified.

### 4. Categories of Special Educational Needs catered for in the special class

Presentation Girls' School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for girls with autism.

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The following criteria will apply when making an application for this class:

1. Each child must have a full current Psychological or Multi-Disciplinary Assessment Report i.e. within 2 years of the application deadline date, which must specify a diagnosis of 'Autism Spectrum Disorder meeting DSMV or ICD10 criteria and a recommendation for a special class placement attached to mainstream primary school.
2. The parents/guardians must fill in and return a School Enrolment form indicating that the application is for the special class. To confirm a diagnosis and recommendation as outlined in no.1 above, all relevant reports and assessments should be furnished to the school as part of the application.
3. The school accommodates one special class for children with Autism covering the age range of the primary school.
4. This class has a maximum ratio six pupils to one teacher and two SNAs. There must be more than three pupils to access the second SNA.
5. As per school's enrolment policy the class will accommodate girls of primary school age only i.e. girls aged four years to thirteen years.

Presentation Girls' School promotes the inclusion of children attending the special class into the relevant mainstream class. This will be determined based on an individual needs basis.

## 5. Admission of Students

This school shall admit each pupil seeking admission except where –

- a) the school is oversubscribed
- b) a parent of a pupil, 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 pupil.

Presentation Girls' School provides education exclusively for girls and may refuse to admit as a pupil a person who is not of the gender provided for by this school.

The special class attached to Presentation Girls' School provides an education exclusively for pupils with autism and the school may refuse admission to this class, where the pupil concerned does not have the specified category of special educational needs provided for in this class.

Presentation Girls' School is a Catholic school and may refuse to admit as a pupil a person who is not a Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

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## Admission of Pupils to Junior Infants / Special Class

The following conditions must be met for admission into Junior Infants:

- A child must have reached his/her fourth birthday on or before the 31<sup>st</sup> May preceding the September in respect of which the application for enrolment into Junior Infants is made.
- A fully completed application form, signed and dated, must be returned during the enrolment period and in any case not later than the closing date as specified in the Annual Admission Notice.
- The official application form must be used. This is available for download at [www.presgirlsmaynooth.ie](http://www.presgirlsmaynooth.ie) and/or in hard copy on request, from the school.
- A separate form must be used in respect of each child's application.

The following documentation **must accompany** a fully completed, signed and dated application form, in order for the application to be considered a "**complete application**":

- Copy of the applicant's birth certificate
- Proof of address, in the form of a utility bill in the name of one of the Parents, which must be dated no later than three months prior to the closing date.
- The BoM is not obliged to consider late and/or incomplete applications.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab initio*. Where a place has been offered this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.

If the application for admission is successful and the place has been accepted as outlined in this policy and the Annual Admission Notice, the pupil shall be enrolled as per her name on her official birth certificate.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria identified in this policy, in the order listed 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 for Admission to Mainstream Classes for Junior Infants

The criteria in priority order 1 – 5 / below, are used to determine admission, where the number of applications received outnumbers the number of places available.

1. **Siblings and stepsiblings of pupils currently**
2. **Siblings and stepsiblings of pupils currently enrolled in St. Mary's Boys National School**
3. **Girls resident in the parish of Maynooth**
4. **Children of staff members**
5. **Girls residing outside the parish of Maynooth.**

### Selection Criteria for Admission to the Special Class

1. **Girls already enrolled in Presentation Girls' School meeting the criteria for enrolment set out in Section 4 2.**

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2. Siblings and stepsiblings of pupils currently enrolled in Presentation Girls' School
3. Siblings and stepsiblings of pupils currently enrolled in St. Mary's Boys National School
4. Girls resident in the parish of Maynooth
5. Children of staff members
6. Girls residing outside the parish of Maynooth

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## 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 pupil on a waiting list for admission to the school:

- a) A pupil's prior attendance at a pre-school
- b) Payment of fees or contributions to the school
- c) A pupil's academic ability, skills or aptitude, other than in relation to admission to the Early Intervention class, insofar as it is necessary in order to ascertain whether or not the pupil has the specified category of special educational needs
- d) The occupation, financial status, academic ability, skills or aptitude of a pupil's parents
- e) A requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- f) A pupil's connection to the school by virtue of a member of her family having previously attended the school
- g) The date and time on which an application for admission was received by the school, subject to the application being received at any time during the period specified for receiving applications as set out in the Annual Admission Notice.

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## 8. Decisions on applications

All decisions on applications for admission to Presentation Girls' School will be based on the following:

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- The school's admission policy
- The school's annual admission notice (applicable to Junior infants and Special Class only)
- 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 **for infant intake year** will be informed in writing of the decision regarding admission, within the timeline outlined in the Annual Admission Notice.

**Applicants for other classes will be informed in writing of the decision regarding admission, within 21 calendar days of receipt of a fully completed application.**

If a pupil is not offered a place in the school, the reasons why she was not offered a place will be communicated in writing to the applicant, including, where applicable, details of the pupil's ranking against the selection criteria and details of the pupil's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see Section 18 for further details).

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

In accepting an offer of admission from Presentation Girls' School you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

An offer of admission may not be made or may be withdrawn by Presentation Girls' School where—

- 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 pupil, 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 pupil ; or

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- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

## 12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of pupils.

Section 66(6) allows a school to provide a patron or another board of management with a list of the pupils 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:

- a. The date on which an application for admission was received by the school;
- b. The date on which an offer of admission was made by the school;
- c. The date on which an offer of admission was accepted by an applicant;
- d. A pupil's personal details including his/her name, address, date of birth and personal public service number (within the meaning of section 2662 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 pupils whose applications for admission to Presentation Girls' School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Presentation Girls' School is in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this admission policy.

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

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



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## 14. Late Applications

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

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application.

Late applicants will be offered a place if there is place available at the relevant class level. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

## 15. Procedures for admission of students to other years and during the school year

The following criteria apply when an application for enrolment into any mainstream class (other than Junior infants) during the academic year is under consideration:

- i. That optimum arrangements of existing pupils for teaching and learning purposes are maintained
- ii. That a place exists in the relevant class/es, taking all relevant circumstances into account e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, space in classrooms, health and safety considerations etc.

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:

1. Pupils wishing to transfer to Presentation Girls' School from another school during the academic year will be enrolled except where:
  - a) the school is oversubscribed. The number of spaces available in classes other than Junior Infants is determined by the Board of Management.
  - 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

An Enrolment Application Form must be fully completed and submitted along with the required supporting documentation.

An Enrolment Application cannot be processed until all required documentation is provided.

Applications will be processed in order of the date upon which they are received. Decisions will be issued within 21 days of receipt of completed applications.

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2. Pupils wishing to transfer to Presentation Girls' School from another school for the upcoming academic year will be enrolled except where:
  - a) the school is oversubscribed. The number of spaces available in classes other than Junior Infants is determined by the Board of Management.
  - b) a parent of a student, when required by the principal in accordance with section 3(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

An Enrolment Application Form must be fully completed and submitted along with the required supporting documentation.

An Enrolment Application cannot be processed until all required documentation is provided.

Applications (as described in no. 2 above) to Mainstream Classes will be accepted during the academic year. Applications will be held and decision communicated within 21 days of the school reopening following the May Bank Holiday each year.

Applications (as described in no. 2 above) to the Special Class will be processed in line with the timelines for the Intake Group as set out in the Annual Admission's Notice.

A place on a waiting list expires at the end of the academic year for which the application was made.

The BoM is not obliged to consider applications which are incomplete and/or not signed and /or not dated and/or do not include the required documentation.

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

This rule applies to all schools.

The Board of Presentation Girls' School, or any persons acting on its behalf, will not charge fees or seek payment or contributions as a condition of

- (a) An application for admission of a pupil to the school, or
- (b) The admission or continued enrolment of a pupil in the school.

### **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents/guardians have requested that the pupil attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such pupils:

Where parents have requested that a pupil attends the school, without attending religious instruction, a written request should be made to the Principal requesting a meeting to discuss the matter.

## 18. Reviews/appeals

### Review of decisions by the board of Management

The parent of the pupil 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 pupil, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) 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.

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.

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.

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 DE.

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This policy was approved by the Patron on 27<sup>th</sup> July 2020 and a review was approved by the Patron on 26<sup>th</sup> July 2022.

It was approved by the Board of Management on 25<sup>th</sup> August 2020 and the reviewed policy approved on 18<sup>th</sup> October 2022. An amendment to the policy was approved by the Patron on 23<sup>rd</sup> January 2023 and by the Board on 31st January 2023.

A further amendment was made in June 2024. This was approved by the Patron on 17<sup>th</sup> July 2024 and by the Board of Management on 1<sup>st</sup> October 2024.

Chairperson: *Doireann ní Shingueáin*

Principal: *Lora Mc Gorry*

Date: *01/10/24*