

Admissions Policy:

SECTION 1: Scope, Rationale & Goals

Scope: This document sets out the policy of the school in respect of admissions to the school in the following circumstances:

- Students applying for a place in First Year in the mainstream section of the school. (Applications for a place in the schools ModGLD class in the school are processed in line a separate admissions policy)
- Students from outside of the school applying for a place in any other year-group or programme
- Students applying to repeat any year of any programme within the school, including repeating the Leaving Certificate programme

Rationale: This policy aims to ensure that the appropriate procedures are in place to enable the school

- to make decisions on all applications in an open and transparent manner consistent with the Presentation Ethos, the Mission Statement of the School and legislative requirements
- to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- to put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Goals: The school shall have in place appropriate channels of communication and procedures

- to inform parents about the school, it's programmes, activities, and procedures
- to enable applications for admission to the school to be handled in an open, transparent manner
- to put in place criteria under which applications shall be considered
- to ensure that these criteria are informed by Presentation Ethos, our Mission Statement & current legislation
- to specify what information is required by the school at the time of application.

SECTION 2: Context, Resources, School Organisation & Curriculum

Context: The school is a voluntary secondary school which was formerly under the trusteeship of The Presentation Sisters Northern Province and is now under the trusteeship of CEIST.

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent's choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant.

The school is managed by a Board of Management which operates under the Articles of Management for Catholic Voluntary Secondary Schools. The membership is listed each year in the Circular sent to parents at the start of the school year.

The school has an active Parents' Association and Student Council.

Mission Statement: Killina Presentation Secondary School is an inclusive Christian Community aimed at the holistic development of each student.

SECTION 3: Procedures - Application, Enrolment Criteria & Decision, Appeal

Application for First Year:

- All applications for enrolment must be made on the Enrolment/ Application form for that particular academic year.
- The closing date for receipt of completed Enrolment/ Application form will be agreed annually by the Board of Management.

The closing date for receipt of Application forms will be
9th November 2018 for the 2019-20 Academic Year.

- The maximum number to be enrolled will be agreed annually by the Board of Management.

The maximum number of places in first year for the 2019-20 Academic Year will be **81 students**

- Failure to fully complete forms may result in a delay in processing the application.
- Further relevant information may be sought at a later stage
- All applicants are encouraged to be present at the school on Open Night.

- Copies of the School Brochure will be distributed to sixth class students in local primary schools or directly to parents on request.
- The Board of Management, normally through the Principal, and following agreed guidelines will decide who to admit.
- Students applying to enrol in the M.G.L.D class will follow procedures laid out in the separate admissions statement for that group.
- In line with criteria laid out by the Department of Education and Science students must have reached the age of 12 by the end of the calendar year in which they are admitted into 1st year.
- The school is co-educational.
- In the event that places are being allocated by lottery gender balance male/female will apply and places will be allocated alternatively to boys and girls. Any such lottery will be conducted by the Board of Management. For students being placed on a waiting list similar arrangements will apply.
- Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission.
- The Board of Management must be made aware of any special needs as early as possible, so that those needs can be assessed and addressed where possible.

The Principal may request a meeting with the parents of the student to discuss the application and the student's needs.

The parents of the student may request a meeting with the Principal to discuss the student's educational or other needs.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided all relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act (Section 19(3))).

- The following category of students will have priority in descending order beginning with Category 1

Category 1

Siblings of current or past students, and children of staff.

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined in section 3.

Category 2

Children living in the Parish of Rahan and attending primary school in the Parish i.e. St. Colman's NS, Mucklagh, St. Carthage's NS, Rahan.

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined in section 3.

Category 3

Children living in the Parish of Rahan

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined in section 3.

Category 4

Children attending Primary school in the Parish of Rahan, i.e. St. Colman's NS Mucklagh, St. Carthage's NS, Rahan

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined in section 3.

Category 5

Feeder Schools -Traditional. All children in this category have equal status. Clara Boys National School, Clara Girls National School, Pullough National School, Ballinamere National School, Cularney National School, Gort na Mona National School, Durrow National School and Boher National School.

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined in section 3.

Category 6

All other applicants will have equal status.

In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the

remaining students will be placed on a waiting list. The lottery will be conducted as outlined in section 3.

- Any vacancies that arise will be filled from the waiting list. This waiting list will be effective up to the 30th September following application to enrol in 1st year.

Late Applications:

Irrespective of which category they fit into, students whose applications are received after the closing date for enrolment, or who enrol in another school and later seek enrolment, cannot be guaranteed a place in the school. They will, if requested, be placed on a waiting list. Every effort will be made to make parents/pupils aware of open night through visits to schools, advertising in local papers, information in Rahan parish bulletin, etc.

Assessment:

Academic ability will not form part of the criteria for admission of students. First year students will be obliged to sit the school's Assessment Test which will take place in advance of students entering the school.

The assessment test will be used to help the school identify whether a student may have special educational needs.

Applications for immediate admission in the current school year:

- All applications for enrolment must be made on the Enrolment/ Application form for that particular academic year, available from the Principal
- Failure to fully complete this form may result in a delay in processing the application.
- The behaviour record of a student in their previous school shall be considered, a written reference requiring information under specific headings will be required from the student's previous school.
- The attendance record of a student in their previous school shall be considered.
- The overall capacity of the school and individual year group or classes shall be considered, bearing in mind restrictions on class sizes in certain subjects.

Applications for a place in 1st year received up to the 30th September will be placed at the end of the waiting list where one exists. All other applications will be processed as above.

Appeals Procedure: (into first year)

All applicants will receive a written answer to their application within 21 days of the closing date for receipt of completed applications or within 21 days of receipt of all relevant information in relation to their application, whichever is the later.

A decision to refuse admission may be appealed to the Department of Education and Science under Section 29 of the Education Act. The name and address of the persons to whom the appeal should be made and the relevant application form will be available on request from the school secretary.

Success Criteria:

The application process is managed effectively every year. There is clarity and transparency about the process. Applicants are informed in good time about the status of their application and, where an application is refused in accordance with this policy, have reasonable opportunity to make alternative arrangements for their child(ren).

Roles and Responsibilities in developing and implementing this policy:

Role of Board of Management:

To ensure that a policy is in place and that it is reviewed.

To ensure it is informed by the Presentation Ethos and Christian values.

To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.

To decide on appeals by parents or students with respect to any decision(s) made by the Principal.

Role of Principal:

To advise the Board of Management, following consultations with relevant personnel, including as appropriate the Guidance Counsellor, Learning Support/Resource Teacher, parents and other parties, on application for admission to the school, on suitable provision for, and on issues regarding the retention of students in the school.

To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees.

To monitor its implementation and to ensure that it is reviewed by the review date.

To implement the policy and to support other teaching staff in their implementation of the policy.

To apply for and acquire such resources as are available in accordance with government policies.

To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students.

To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate.

To ensure a register of all students attending the school is established and maintained.

Where a child is already enrolled in a previous school, to notify the Principal of that school that the child has now been registered in this school with effect from the day of first attendance at this school.

To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same.

Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour and ensure that the parent confirm in writing their acceptance of the Code and an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child.

To provide, on request, to any parent of a child registered in the school a copy of the Code of Behaviour and Discipline.

Where a child is refused admission, to advise the parents of their right of appeal to the Department of Education and Science setting out Title and Address of person to whom appeal should be made and advising of time limits.

Role of Students:

To co-operate fully with the school in the implementations of this policy.

A place is offered in the school on condition that students accept and uphold the schools ethos and code of behaviour. Students are responsible for upholding the rules of the school.

Role of Parents:

To support the policy and to co-operate fully with the school in its implementation.

To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child.

A place is offered in the school on condition that parents accept and uphold the schools ethos and code of behaviour. Parents are responsible for ensuring that their son/ daughter are familiar with, and uphold the rules of the school.

Monitoring Procedures:

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment at its next meeting following closing date for enrolment each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

Admission to repeat Leaving Certificate Programme

The school does not operate the repeat Leaving Certificate Programme. It does not normally provide additional teaching to cover material normally covered in 5th year. Students who apply to repeat the Leaving Certificate at the school will be considered

- In the light of places available in the relevant subjects and the overall enrolment in the school.
- In the light of the students previous record, application to studies, project work, attendance etc.

This policy was reviewed in September 2017 and will be reviewed annually thereafter.

Following a review this policy was adopted by the Board of Management. It will be reviewed as required or requested.

Signed: Tom Minnock

Dated: September 2018

Chairperson, Board of Management.