

## **Admission Policy of Presentation Junior School**

**School Address: Presentation Junior School, PO Box 8, Harbour Road,  
Mullingar, Co. Westmeath.**

**Roll number: 00934G**

**School Patron: Bishop Tom Deenihan**

### **Section 1: Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school employees, the school patron and with parents of children attending the school. The policy was approved by the school patron on 6<sup>th</sup> August 2020. It is published on the school's website, and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Presentation Junior 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.

### **Section 2: Characteristic spirit and general objectives of the school**

Presentation Junior School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

The full and harmonious development of all aspects of the person of the pupil, 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 pupil 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.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Presentation Junior 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 Junior School serves the people in the Parish of Mullingar. It is a parish-based school funded by the Department of Education and Skills. The school has a commitment to diversity and inclusivity while, at the same time, protecting the integrity and Catholic Ethos of the school. Presentation Junior School is a Roman Catholic School. A Roman Catholic School aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. Children from all faiths are welcome in our school. Presentation Junior School caters for girls and boys from Junior Infants to Second Class.

### **Section 3: Admission Statement**

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 200

Presentation Convent Junior School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council

Presentation Convent Junior School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Presentation Convent Junior 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

Presentation Convent Junior School is a school which has established a class, with the approval of the Minister for Education, 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.

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

Presentation Junior School has established two classes, with the approval of the Minister for Education and Skills, which provide 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.

#### **Section 5: Admission of Students**

This school shall admit each student seeking admission except where –

- a. The school is oversubscribed (please see [section 6](#) below for further details)
- b. A parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

### **School with special education class.**

The special classes attached to Presentation Junior School provide an education exclusively for students with Autism and Specific Language Impairment and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in the respective class.

The ASD class caters for a maximum of six pupils. The purpose of a special (autism) class attached to a mainstream school is to provide an opportunity for children with autism to integrate with typically developing children in mainstream classes. This Autism class is not, therefore, suitable for children who do not have the potential to integrate into a mainstream class for some portion of each school day.

Only children who have a psychological assessment stating that their diagnosis of autism falls within a mild range are eligible for enrolment in Presentation Junior School's special class. Applications for enrolment to this class will not be considered unless accompanied by a psychological assessment that is less than one year old.

Presentation Convent Junior School's autism class is for Junior primary school children only.

The Speech and Language class caters for a maximum of seven pupils. The students must meet the required criteria for admission to the class and the ability to integrate into a mainstream class for some class-based activities.

This class is available to a student for a minimum of one year and a maximum of two years. Decisions with regard to enrolment are always a multidisciplinary team decision. Agencies involved in this process are The Speech and Language Therapy Dept, NCSE, Psychology Department and two school personnel representatives.

## **Section 6: Oversubscription:**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

### **Mainstream Selection Criterion:**

1. Children applying for places who currently have siblings including foster children/step-children in the school will be facilitated within the limits stated with priority to the eldest.
2. Children resident within the defined primary catchment area of the school with priority to the eldest.
3. Children of staff members.
4. Children resident in the town boundary of Mullingar with priority to the eldest.
5. All other applicants.

#### ASD Special Class Selection Criterion:

The special class attached to Presentation Junior School provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

If applications for enrolment to the special class exceed available places, applicant children will be enrolled strictly in accordance with the following criteria and in the following order:

1. Children already enrolled in our school who meet the required criteria with the corresponding documentation.
2. Brothers and sisters (including children living at the same address) of children attending the Presentation Junior School currently and children of staff members.
3. All children who are from the Mullingar parish
4. All children from outside the Mullingar parish

In the event that applications for enrolment to the Speech and Language Class exceed available places, applicant children will be enrolled strictly in accordance with the following criteria and in the following order:

1. Children placed in order of need at the Admissions Meeting as designated by the Multidisciplinary Team
2. A wait list will be compiled if so required at that meeting.

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 that priority is required to be given to children within any one of the above categories, **older children will be given priority** in the Presentation Junior School.

### Section 7: What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;  
(other than in relation to:  
admission to (a) 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
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

## **Section 8: Decisions on applications**

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

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official 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.

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

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

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

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

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

In accepting an offer of admission from Presentation Junior 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

## **Section 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 Junior School where—

- (i) It is established that information contained in the application is false or misleading.
- (ii) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) The parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) An applicant has failed to comply with the requirements of “acceptance of an offer” as set out in [Section 10](#) above

## **Section 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 students.

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

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Presentation Junior 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 Junior School 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.

## **Section 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.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Pupils may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

Applications for enrolment of children transferring from other schools will be subject to the criteria for enrolment set out in this policy.

### **Transfer from other Schools**

Pupils may be enrolled during the school year if places are available. The enrolment criteria outlined in this document will apply.

Applications for enrolment for children transferring from other schools will be subject to the rules governing National Schools and the criteria for enrolment set out in this policy.

Under the terms of the Education Welfare Act (2000), information concerning attendance and the child's educational progress is to be provided by the school from which the child is transferring.

The following documents will be requested from parents/guardians of applicant children who have been expelled or encouraged to leave the school from which they are transferring:

1. A copy of the letter received by the parents/guardians from the previous school clearly stating the reasons for the expulsion
2. Details of interventions and other agencies involved with the child

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

This rule applies to all schools.

The board of Presentation Junior School or any persons acting on its behalf will not 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.



## Section 17: Arrangements regarding students not attending religious instruction

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

A written request should be made to the Principal of the school. A meeting may then be arranged with the parent(s) to discuss how the request can be accommodated by the school.

Children from all faiths are welcome in the school. Children who are not members of the Catholic faith are not required to participate in any event relating specifically to the Catholic Faith e.g. Grow in Love Catholic Faith Programme, School Mass. Attend Church etc.

The Grow in Love Catholic Faith programme for primary schools is taught in all classes. Children who are not Catholic will not be asked to participate in religious education lessons. They will be assigned other appropriate work, which they must do in their classroom, while these lessons are underway with the class. The school does not have adequate teaching resources to allow the children to leave their class at this time.

## **Section 18: Reviews/ Appeals**

### **Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998. Any request to the Board of Management to review must be made within three weeks of the receipt of the letter of refusal of a place for the child.

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. 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.

**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.

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.

**Ratified by the Board of Management- December 2023.**

