



**PRESENTATION SECONDARY SCHOOL,
BALLYPHEHANE**

Tel: 021-4961765/4961850 Fax: 021/4961767
Email: admin@presballyphehane.com
www.presballyphehane.com



Principal: Ms Nicola Barrett

Deputy Principal: Ms. Gillian Murphy

Admission Policy of Presentation Secondary Girls School

Ballyphehane, Cork

Roll Number: 62693K

School Patron: CEIST CLG

(Catholic Education an Irish Schools Trust a Company Limited by Guarantee)

Draft ratified by the Board of Management: 28th April 2020

Approved by CEIST: 19th August 2020

Ratified and Adopted by the Board of Management: 11th September 2020

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 CEIST, school staff, and with parents of children attending the school.

The policy was approved by the school patron 19th 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 Secondary School, Ballyphehane, admission's process are set out in the school's annual admission notice which is published annually on the school's website (www.presballyphehane.com) 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 Secondary School, Ballyphehane is a Catholic all-girls voluntary secondary school which has a Catholic ethos under the patronage of Catholic Education an Irish Schools' Trust a Company Limited by Guarantee (CEIST CLG)).

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

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

- (a) the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

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

Presentation Secondary School, Ballyphehane, Cork, draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of the Venerable Nano Nagle, foundress of the Institute of the Presentation of the Blessed Virgin Mary, who began this school is of very significant importance in the life of the school.

As a CEIST school, Presentation Secondary School, Ballyphehane, Cork, 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, Ballyphehane, Cork, 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, Ballyphehane, Cork, 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 aspects, 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, Ballyphehane, Cork, 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, Ballyphehane, Cork, 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 the Board of Management. Our school is also outward looking. It is connected to our local parish and Diocese and other local organisations which enrich the life of our school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

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

Mission Statement

Presentation Secondary School, Ballyphehane, Cork, strives for excellence in a Christian environment.

Our Aims:

- To strive for excellence in a Christian environment.
- To foster an understanding and critical appreciation of Christian values - moral, spiritual, religious, social and cultural.
- To foster a spirit of self-reliance, innovation, initiative and imagination and to prepare students for life.
- To create tolerant, caring and politically aware members of society.
- To nurture a sense of personal identity, self-esteem thus cultivating an awareness of the student's unique abilities and aptitudes which develop a respect for the rights and beliefs of others.
- To raise awareness of students national and European heritage and identity, coupled with a global awareness and respect for different traditions and cultures

At Presentation Secondary School, our day to day actions and behaviours are representative of our 5 root beliefs.

We believe that:

- God is at the centre of everything we do
- We can make a positive difference to each other

Striving for Excellence in a Christian Environment

- Learning flourishes in a caring, safe and respectful environment.
- Every person belongs here
- Success is our best effort

3. Admission Statement

Presentation Secondary School, Ballyphehane, Cork, is an all-girls voluntary secondary school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Presentation Secondary School, Ballyphehane, Cork, 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 Roman Catholic faith in preference to others.

Presentation Secondary School, Ballyphehane, Cork, 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Presentation Secondary School, Ballyphehane, Cork, will not discriminate in its admission of a student to the school on any of the following grounds:

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

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Presentation Secondary School, Ballyphehane, Cork, 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.

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

Presentation Secondary School, Ballyphehane, Cork, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder in accordance with DSM IV, DSM V or ICD 10 by an approved multi-disciplinary team, specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry. Documentary evidence shall include an express written recommendation that the student be admitted to in an ASD class in a mainstream secondary setting.

5. Admission of Students

Presentation Secondary School, Ballyphehane, Cork, 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, Ballyphehane, Cork, is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Presentation Secondary School, Ballyphehane, Cork, provides an education exclusively for students with Autistic Spectrum Disorder in accordance with DSM IV, DSM V or ICD 10 as certified by an approved multi-disciplinary team / specialist team / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry. Documentary evidence shall include an express recommendation that the student be admitted to an ASD class in a mainstream secondary school setting.

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

The school may refuse admission to the ASD class, where the student concerned does not have the specified category of special educational needs as set out in paragraph 4.

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:

1. Sisters of current students
2. Students of Scoil Maria Assumpta, Ballyphehane
3. Daughters of the teaching staff and of employees of the Board of Management of Presentation Secondary School, Ballyphehane
4. Students of other feeder schools to Presentation Secondary School
5. Students residing and/or attending recognised primary schools in the following parishes of the Diocese of Cork and Ross, namely, Ballyphehane, The Lough, St. Finbarr's South, Togher, Turners Cross.
6. All other applicants.

Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.

The lottery will be supervised by an independent monitor taken from the approved list of Independent Chairpersons or by a member of An Garda Síochána.

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.

If a vacancy arises, the place will be offered to the applicant highest on the waiting list. If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.

The school will contact parents/guardians to inform them of any changes to the waiting list.

Parents/guardians may contact the school at any time to request an update on their child's position on the waiting list.

7. What will not be considered or taken into account

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

- (a) a student's prior attendance at a preschool or preschool service, including naíonraí,
- (b) the payment of fees or contributions to the school;
- (c) a student's academic ability, skills or aptitude;
other than in relation to:
admission to the ASD 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, other than a sister currently attending the school as stated in Selection Criteria (1)
- (g) 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.

8. Decisions on applications

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

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

[Please see [section 15](#) below in relation to
an application received outside of the admissions period,
an application for a place in a year-group other than that of the intake group,
an application for repeating a year or for repeating Year VI]

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

9. Notifying applicants of decisions

Applicants will be informed in writing of the decision of the Principal within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why 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 Principal's decision (see [section 18](#) below for further details).

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

An acceptance of an offer must be done in writing within 10 working days of the date printed on the offer letter.

In accepting an offer of admission from Presentation Secondary School, Ballyphehane, Cork, 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 you are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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 Secondary School, Ballyphehane, Cork, 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 parents/guardians of a student, or, in the case of a student who is aged 18 or over, the student, when required to do so 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom:

- (i) an application for admission to the school has been received
- (ii) an offer of admission to the school has been made
- (iii) an offer of admission to the school has been accepted

The list may include any or all of the following:

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

13.Waiting list in the event of oversubscription

In the event of there being more applications to the school year in which admission is sought than places available, a waiting list of students, whose applications for admission to Presentation Secondary School, Ballyphehane, Cork, 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, Ballyphehane, Cork, is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

14.Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's 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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the end of the waiting list.

15.Procedures for admission of students to other years and during the school year (Transfer from other second-level schools)

An application for admission to Presentation Secondary School, Ballyphehane, Cork, in respect of a student already enrolled in another post-primary school, or an application for admission of a student made after the commencement of the autumn term (i.e., 1st September in any given year) for admission in that same year, shall be made to the Board of Management through the Principal.

The procedures of Presentation Secondary School, Ballyphehane, Cork, in relation to the admission of a student already enrolled in another post-primary school are as follows:

1. The provisions of the School Admissions Policy of Presentation Secondary School, Ballyphehane, Cork, shall apply.
2. The parents/guardians of the student or, in the case of a student who has reached the age of 18 years, the student shall apply in writing to the Principal for admission to the school.
3. The Principal shall process the application in accordance with, and subject to, the provisions of the School Admissions Policy.
4. Admission of a student in the particular circumstances stated in the application shall also be subject to the availability of at the school of the subject(s) the student wishes to study and to the availability of a place for that student in the class(es), year-group, cycle, programme, course and subject(s) to which the student seeks admission.

The procedures of Presentation Secondary School, Ballyphehane, Cork, in relation to an application made after the commencement of the autumn term (i.e., 1st September in any given year) for admission in that same year are as follows:

1. The provisions of the School Admissions Policy of Presentation Secondary School, Ballyphehane, Cork, shall apply.
2. The parents/guardians of the student or, in the case of a student who has reached the age of 18 years, the student, shall apply in writing to the Principal for admission to the school
3. The Principal shall process the application in accordance with, and subject to, the provisions of the School Admissions Policy
3. Admission of a student in the particular circumstances stated in the application shall also be subject to the availability of the subject(s) the student wishes to study and to the availability of a place for the student in the class(es), year-group, cycle, programme, course and subject(s) to which the student seeks admission.

The procedures of Presentation Secondary School, Ballyphehane, Cork, in relation to an application, either from a student already attending the school or from a student enrolled at another school and seeking admission to school, to repeat one of the years of the six years of post-primary education provided at the school are as follows:

1. The provisions of the School Admissions Policy of Presentation Secondary School, Ballyphehane, Cork, shall apply.
2. The parents/guardians of the student or, in the case of a student who has reached the age of 18 years, the student, shall apply in writing to the Principal to repeat a year at the school.
3. The Principal shall process the application in accordance with, and subject to, the provisions of the Schools Admissions Policy and those of the Department of Education and Science [now Skills] Circular Letter M02/95, "Repeat of a year of Post-Primary Level" .
4. Permission to repeat a year shall also be subject to the availability of the subject(s) the student wishes to study and the availability of a place for the student in the class(es), year-group, cycle, programme, course and subject(s) to which the student seeks admission.

The school does not make any provision for any class or classes dedicated specifically to meeting the academic needs of students wishing to repeat the Leaving Certificate.

The procedures of Presentation Secondary School, Ballyphehane, Cork, in relation to an application from any student to repeat Year VI, the final year of post-primary school, with a view to re-taking examinations in certain named subjects at a level specified relating to either the Leaving Certificate Established Programme, the Leaving Certificate Vocational Programme or the Leaving Certificate Programme at the school are as follows.

1. The provisions of the Schools Admissions Policy of Presentation Secondary School, Ballyphehane, Cork, shall apply.
2. The parents/guardians or, in the case of a student who has reached the age of 18 years, the student, shall apply in writing to the Principal to repeat Year VI, the final year of post-primary school, with a view to re-taking examinations in certain named subjects at a level specified relating either to the Leaving

Certificate Established Programme or the Leaving Certificate Vocational Programme or the Leaving Certificate Applied Programme.

3. The Principal shall process the application in accordance with, and subject to the provisions of the School Admissions Policy and those of the Department of Education and Science³ [now Skills] Circular Letter M02/95, "Repeat of a year of Post-Primary Level".

4. Permission to repeat Year VI shall also be subject to the availability of the subject(s) the student wishes to study and to the availability of a place for the student in the class(es) that constitute Year VI at the school and in the programme, course and subject(s) to which the student seeks admission.

NOTE 1: By "cycle" is meant the Junior Cycle (i.e., Years I, II and III) or the Senior Cycle (i.e., Transition Year and Years V and VI).

NOTE 2: Transition Year is compulsory for all students and any student who has not completed Transition Year will not be admitted to Year V or to Year VI.

NOTE 3: Students in Years V and VI follow either the Leaving Certificate Established Programme or the Leaving Certificate Vocational Programme or the Leaving Certificate Applied Programme.

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

The Board of Presentation Secondary School, Ballyphehane, Cork, 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
- (b) the admission or continued enrolment of a student in the school

17. Arrangements regarding students not attending religious instruction

The following are the arrangements at Presentation Secondary School, Ballyphehane, Cork, regarding students attending the school but not attending religious instruction there-at.

The Board of Management and/or the Principal and/or any person delegated to act in this matter for or on behalf of the Board and/or of the Principal shall respect the constitutional right of any child to attend a school receiving public money without attending religious instruction at that school.

In applying for admission to Presentation Secondary School, Ballyphehane, Cork, the parents/guardians or, in the case of a student who has reached the age of 18 years, the student, shall state in writing to the Principal that the student will attend the school without attending religious instruction at the school.

The Principal shall arrange a meeting with the parents/guardians and/or the student, as the case may be, to discuss how that request may be accommodated by the school.

Arrangements made in this regard will not result in a reduction in the school day for the student.

18. Reviews/appeals

Review of decisions

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 of Management 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 of Management 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.

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)(ii) of the Education Act 1998 where the refusal to admit was due to a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Appendix 1: Recognised Feeder schools to Presentation Secondary School, Ballyphehane (in no particular order of priority)

- Togher Girls National School
- Scoil an Teaglaigh Naofa, Ballyphehane
- Greenmount N.S, Greenmount
- Ballygarvan N.S, Ballygarvan
- Glasheen Girls NS, Glasheen
- Goggin's Hill NS, Goggin's Hill
- St. Columba's National School, Douglas
- Scoil Nioclás, Frankfield
- Gaeilscoil na Dúglaise, Douglas
- Scoil Phádraig Naofa, Rochestown
- Bunscoil Críost Rí, Turners Cross