



ST. BRIGID'S

PRESENTATION SECONDARY SCHOOL

ADMISSIONS POLICY

ST. BRIGID'S PRESENTATION SECONDARY SCHOOL

KILLARNEY

It has the approval of CEIST Trustees.

Copies of the Policy are available at all times in the school, on the school website & a copy is furnished to each person who applies to be admitted.

This policy is informed by and compliant with the following legislation:

- Education Act 1998
- Education Welfare Act 2000
- Education (Miscellaneous) Provisions Act 2007
- Equal Status Act 2000
- Education for Persons with Special Education Needs 2004

Reviewed:	Ratified by B.O.M.:	Next review:
July 2019	10 th July 2019 Amended 26 th November 2019 at a special meeting of the Board of Management	2020/2021 Academic year

CHARACTERISTIC SPIRIT OF THE SCHOOL

St. Brigid's Presentation Secondary School, Killarney is a voluntary Catholic Secondary School for girls only. It operates under the Trusteeship of CEIST. It supports the religious and educational philosophy of the Presentation Congregation and of its foundress Nano Nagle who responded to the needs of her time and developed an educational curriculum suitable for her students, with special concern for the disadvantaged.

The school aims within the limits of the available resources, to provide the best possible environment in order to cater for the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions of all students.

Our Pastoral Care Programme ensures that the uniqueness of each person is respected. Students are invited to accept leadership roles within the school community and to discover and share their talents. There is a regular review of our subject choices.

The school is managed by a Board of Management, is funded by the Department of Education and Skills and operates within the regulations and guidelines set down from time to time by that Department. The Board of Management in managing the school for the Trustees is obliged to promote the ethos of the school by

- (a) entering into dialogue with all the educational partners
- (b) ensuring that the Mission Statement is reflected in the policies, plans and structures of the school and is part of the lived culture.

The school is a faith community, inspired by Gospel values, in which the dignity of each student, staff member and parent is honoured.

The Principal and Staff are committed to implementing the philosophy and ethos of Presentation education in providing educational excellence with accountability for high standards of teaching and learning in a caring environment where the needs of the learner, rather than academic achievement alone, is a priority.

Students are challenged to work to the best of their ability in order to reach their full potential in mind, body and spirit. They are encouraged to live a life in harmony with the whole of creation and nurture in themselves a respect for life in all its dimensions.

Parents are encouraged to share in a participative and collaborative role with the school in the development of policy, procedures and structures: to become actively involved in their child's personal welfare by monitoring general progress and behaviour.

MISSION STATEMENT

Our school is a voluntary Catholic secondary school for girls only under the Trusteeship of CEIST.

We strive to be a centre of growth and development.

Our aim is an education for life and living, which is realistic and challenging.

Our inspiration is the Christian vision,

which fosters the dignity and value of every human being.

We aim to ensure that the day- to- day running of the school is conducted in the light of the Presentation ethos, the School’s Mission Statement and CEIST charter.

RELIGIOUS PRACTICE AND PRAYER

Our school is essentially Catholic in nature. However, we welcome students from all faith communities and none. The Liturgical Calendar of the Catholic Church is highlighted during the school year. Religious especially Catholic iconography is displayed within the school. The Blessed Sacrament is kept in the Prayer Room. The Presentation Cross is an integral part of the school crest and appears on school literature, the school uniform and the student diary. Times for reflection are organised for classes.

Religious Education (R.E.) is a core subject on the school curriculum and an integral part of the ethos of the school. However, this does not affect the legal rights of parents as set out in the Constitution to withdraw their daughter from Religious Instruction (Article 44(4)).

Permission to withdraw from Religious Education must be sought in writing from the Principal by parents. Students who have been withdrawn from Religious Education instruction must sit at the back of the class during R.E. Under section 9 (d) of the Education Act 1998 schools are required to “promote moral, spiritual, social and personal develop of students”. It is for this reason that students who have been withdrawn from R.E. are required to use this time to study or read material of a spiritual or philosophical nature. The R.E. department have compiled a list of appropriate texts. Under no circumstances is this time to be viewed as a “free class” to do homework or other academic work.

Students of religions other than Catholic and students of no religion may with prior written permission from parents absent themselves from any religious services, which are distinctly Catholic in nature.

Muslim students are permitted to wear a navy hijab only. However, the wearing of the niqab (wearing of the full veil over the face is not permitted).

OPERATING CONTEXT

The Board of Management is aware of its obligations to ensure that the school operates as directed by the Education Act 1998 Section 15, 2 (d)

“that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected...having regard to the characteristic spirit of the school”.

In keeping with the Department of Education and Skills regulations and programmes, the Equal Status Act 2000, the rights of the Trustees as set out in the Education Act 1998 Section 15 (1), (2) and Child Protection Procedures and with the funding and resources available, the school supports the following principles:

- Providing students with the highest possible standard of care in order to promote their well-being and protect them from harm.
- Inclusiveness as outlined in **Section 2 of Education for Persons with Special Educational Needs Act 2004** i.e. the educational needs of students of all abilities.
- Equality of access and participation in the school.
- Parental choice in relation to choice of school.
- Respect for the diversity of traditions, values, beliefs, languages, and ways of life in society.

RESOURCES

The financial and teaching resources of the school are provided by a combination of: voluntary contributions, fund-raising, Department of Education & Skills grants and teacher allocations.

Implementation of school planning and policies will have due regard to the efficient use of resources and funding available. The Board of Management may not incur any debt without the permission of the Trustees.

The school operates within the regulations determined by the Department of Education & Skills.

The school follows the curricular programmes prescribed by the Department of Education & Skills. These may be amended from time to time in accordance with Section 9 and 30 of the Education Act.

Only fully registered students of the school, students of St. Brendan's College who are participating in the collaboration and students participating in an exchange programme with a student from St. Brigid's who have sought prior permission from the Board of Management may attend classes in St. Brigid's Presentation Secondary School. It is not possible for students registered in other schools to attend classes.

EXPENSES AND VOLUNTARY CONTRIBUTIONS

School grants are not sufficient to meet all school expenses. To help the school meet its annual expenditure parents are requested to make a voluntary contribution towards the following:

Telephone, Postage, Photocopying, Art Materials, Guest speakers.

An annual estimated expenses sheet will be given to parents/guardians in September. Due consideration is given to students from families who due to financial constraints, are unable to make this contribution.

MANAGEMENT

The Board of Management is comprised of four nominees of the Trustees, two members elected by the Teaching Staff and two members elected by the Parents. The Principal is Secretary to the Board of Management. All correspondence to the Board of Management shall be made through the Secretary.

SPECIAL EDUCATIONAL NEEDS

Where students have special educational needs, there is a dynamic and proactive team in the school who will work to support students in every possible way. Students are regularly monitored and progress reviewed. The team is dedicated in its work and participates in continuous professional development on a regular basis. In consultation with parents/guardians, small group and/or individual support is offered to students who have diagnosed learning difficulties and/or where needs have been identified by the Special Educational Needs Team. The extent of the support provided is dependent on the level of identified needs and the allocation provided to the school by the Department of Education and Skills and will vary from one academic year to the next.

St. Brigid's Presentation Secondary School, welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Skills to make reasonable accommodation for students with disabilities or special educational needs so that that these students are free to participate in the school in so far as is reasonably practicable. (See Appendix I)

EXCEPTIONALLY ABLE

The school has an established tradition of catering for the needs of gifted and talented students. The success of the school's commitment to excellence and the development of the individual is evident from the long list of awards and scholarships.

EXEMPTION FROM IRISH

The school follows the directives from the Department of Education & Skills with regard to exemption from Irish.

Students who are exempt from Irish with diagnosed special educational needs may receive learning support during Irish class time.

CAREER GUIDANCE AND COUNSELLING

In accordance with directives from the Department of Education & Skills the school guidance programme offers a range of interventions and activities on a developmental basis. These are designed to assist students to make decisions of an educational, career and personal /social nature.

Referrals

With the consent of parents, the school may refer students who need further assessment and support to outside agencies such as NEPS (National Educational Psychological Service), South West Counselling and The Kerry Adolescent Counselling Centre.

CRITERIA FOR ADMISSION

St. Brigid's Presentation Secondary School welcomes all students (girls only) for whom the school can provide an appropriate education. Before admission a girl must

- Be willing to accept the school ethos – confirmation in writing, is required that parents/guardians/students accept the Catholic nature of the school (cf. page 3) in the understanding that this will not be changed under any circumstances.
- Be willing, with Parents/Guardians to accept the school Code of Behaviour. Confirmation in writing is required that Parents/Guardians and student accept the Code of Behaviour including the uniform policy.
- Be willing to take an assessment test. This is not an entrance test and is not used as a criterion for entry – its only purpose is to help the school to identify students in need of learning support.

PROPOSED CRITERIA FOR ENROLMENT OF STUDENTS INTO FIRST YEAR

1. The Board of Management of St. Brigid's Secondary School, Killarney, directs that parents/guardians of prospective students are invited to the school's Open Evening in the first term of each academic year.

The invitation is extended by a notice in the local press and/or contact with primary schools.

2. Application Forms will be available from the school office from the first Monday in September and the closing date for completed application forms will be **5 working days after the Open Evening. (The Open Evening takes place on Tuesday 15th October 2019 and the closing date for receipt of completed application forms is 22nd October 2019).** St. Brigid's Secondary School accepts application forms from girls who have completed sixth class in Ireland or its equivalent and reach the required age of 12 on the 1st January in the calendar year following the student's entry into 1st Year.
3. The number of places available in First Year is determined by the Board of Management annually depending on the capacity of the school. **The number of places available in First Year for the 2020/2021 school year is 120.**

(PLEASE NOTE: Due to unprecedented demand and a shortage of available places in Killarney area, the number of available places for First Year September 2020 was increased from 120 to 144 at a special meeting of the Board of Management convened on Tuesday 26th November 2019. Given the exceptional circumstances and the fact that

32 students remained on the waiting list, the Board of Management ratified that the 32 students would be offered a place. However, no new applicant would be offered a place unless the number of registered students in First Year 2020/2021 fell below 144.)

4. Parents are informed that:
 - a. Completion and submission of an Application Form within the appointed times does not guarantee a place in the school.
 - b. Applications received after the appointed times are put on the Waiting List (after all applications received within the specified date) in accordance with time and date of receipt of application.
 - c. Completed Application Forms accompanied by a copy of the applicant's birth certificate must be hand delivered to the school office by the Parent(s)/Guardian(s) of the applicant. Forms will be dated, timed and countersigned by the office staff. The Parent(s)/Guardian(s) will receive a copy of the form which must be retained as proof of application. In the event of any query, applicants will be required to produce the copy.
 - d. Parents/Guardians are requested not to post the Application Forms to the school. Such Application Forms will be returned.
 - e. Incomplete Application Forms or ones which are missing relevant required documents will be returned to sender and will not be processed.

5. Where Application Forms received within the appointed dates exceed the number of places available, the Board of Management has directed that places be allocated in the following order:
 - a) sisters, step-sisters, half-sisters, foster sisters of students who are/have been enrolled in the school (Application Forms received within the appointed dates)

 - b) daughters of eligible staff of the school (Application Forms received within the appointed dates)

(Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their daughter commences at St. Brigid's Presentation Secondary School.) (Application Forms received within the appointed dates)

 - c) applicants whose mother is/was a past pupil of St. Brigid's Presentation Secondary School. (Requests for eligibility under this criteria authorises the Principal of St. Brigid's Presentation Secondary School to verify this information using school records.) (Application Forms received within the appointed dates)

 - d) Sisters, step-sisters, half-sisters, foster sisters of boys who are enrolled in St. Brendan's College on the date of application (Applications for eligibility under this criteria authorises the Principal of St. Brigid's Presentation Secondary School to confer with the Principal of St. Brendan's College to verify same). (Application Forms received within the appointed dates)

 - e) Daughters of eligible staff of St. Brendan's College. (Application Forms received within the appointed dates) Any application to St. Brigid's Presentation Secondary School authorises the Principal of St. Brigid's Presentation Secondary School to confer with the Principal of St. Brendan's College to confirm same).

(Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their daughter commences in St. Brigid's Secondary School.)

- f) Applicants who are currently in sixth class or completed sixth class in one of the feeder schools listed in Appendix 2.
- g) All other remaining applicants

In the event that the number of applicants within a particular category exceeds the balance number of places available, then the date of birth of each student shall be used to determine maximum eligibility with the older students being offered a place first.

- a) Applicants who fail to secure a place based on their date of birth will be allocated a place on the Waiting List in order of their date of birth.
 - b) Late applications, received after the closing date, will be offered the next place on this Waiting List in order of date and time received as stamped on the application form.
6. Parents/Guardians are notified of their daughter's place in the school within 21 days of the closing date for applications or in the case of late applicants within 21 days of receipt of application. (Pr.III S.19 (3) Education (Welfare) Act 2000).
7. Within 10 working days of the date of the notification letter Parents/Guardians are required to:
- a. confirm acceptance of the place by completing and returning the Registration Form.
 - b. complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (Pr.III S,23(4) Education (Welfare) Act 2000)
 - c. return all required documents to the school office

Please note that non return of the completed registration form within the stated time will be interpreted as non-acceptance of the place offered. The place will be allocated to an applicant on the Waiting List.

8. Pupils who do not receive a place in First Round offers will be notified immediately after the Board of Management meeting following the closing date.
9. When Parents are so notified they will
- a. be given the specific reason why their daughter was unsuccessful in securing a place
 - b. be informed that a waiting list will pertain up to 8.30 a.m. on the first Monday of September of year for which application is made. Application forms for the next academic year will become available at that time also.
 - c. be informed of their daughter's place on the waiting list
 - d. be given a form to return to the school stating that they wish to keep their daughter on the waiting list
 - e. be informed of their right to appeal the decision of the Board of Management, under Section 29, Education Act 1998.

CRITERIA FOR TRANSFER FROM ANOTHER SECOND LEVEL SCHOOL

An application to transfer is defined as one from a student who is currently or has been previously enrolled in another second level school or who makes an application for enrolment after the commencement of the school year. Applications to transfer from another school are open to girls only.

Applications to transfer will be considered by the Board of Management subject to places being available in the school. Should the overall quota be below the stated quota for that academic year, transfers will be considered subject to the availability of a place in the relevant year group and class, the availability of places in the optional subject choices, the interests of the students currently enrolled in the destination classes and the behaviour record(s) and reference(s) from previous school(s). However, the school does not recommend that students transfer during the Junior or Leaving Certificate Programme so as to avoid undue stress on the student.

- Parents/Guardians who wish to have their daughter considered for admission to the school must complete and submit an application form for transfer.
- The reason for the requested transfer must be fully disclosed and clearly stated.

The application form must be accompanied by

- a) The most recent academic report from her most recent school/centre of education.
 - b) a reference from the Principal of her most recent school/centre of education or a completed *Principal Reference for Student Seeking Transfer Form*. (Appendix 3)
 - c) any professional educational assessment relevant to her educational/behavioural/emotional needs
- The Board of Management reserves the right to consult with the Principal of her previous school in order to assess the application.
 - The Board of Management requires full disclosure of the circumstances surrounding the expulsion or pending expulsion of an applicant from another school/centre of education.
 - The Board of Management reserves the right to admit or not to admit any applicant as a student of the school who in the opinion of the Board of Management would pose a threat to the safety and/or wellbeing of students or staff in the school.
 - Within 10 working days of the date of the notification letter offering a place to their daughter Parents/Guardians are required to:
 - a. confirm acceptance of the place by completing and returning the Registration Form
 - b. complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (Pr.III S,23(4) Education (Welfare) Act 2000
 - c. return all signed forms to the school office.
 - Pupils who do not receive a place will be notified after the first Board of Management meeting following the application.
 - When Parents are so notified they will:
 - be given the specific reason why their daughter was unsuccessful in securing a place
 - be given the option of placing their daughter's name on the Waiting List (unless precluded on Safety grounds), which will pertain up to 8.30 a.m. on the first Monday of September of year of application.

- be given a form to return to the school stating that they wish to place their daughter's name on the waiting list (if relevant), upon receipt of which they will be informed in writing of their daughter's numerical place on the Waiting List
- be informed of their right to appeal the decision of the Board of Management, under Section 29, Education Act 1998.
- be informed that in the event of a place becoming available for a student on the Waiting List, parents will be informed in the first instance

CRITERIA FOR ADMISSION OF AN INTERNATIONAL STUDENT

An International student is defined as a student from another country who wishes to experience the educational system in Ireland for educational and/or cultural purposes. Application for admission of an International Student is open to girls only.

Applications will be considered by the Board of Management subject to places being available in the school. Should the overall quota be below the stated quota for that academic year, admission of an International Student will be considered subject to the availability of a place in the relevant year group and class, the availability of places in the optional subject choices, the interests of the students currently enrolled in the destination classes and the behaviour record(s) and reference(s) from previous school(s).

However, the school does not recommend that International Students apply for admission into an exam so as to avoid undue stress on the International Student.

Applications from International Students will **only** be considered **if**:

- the student is accompanied by a parent for the duration of their stay in Ireland
or
- the student is residing with the family of a currently enrolled student of St. Brigid's Secondary School
or
- the student is residing a current staff member
or
- the student is residing with a close relative (Grandparent/Aunt/Uncle)

and

if the International student intends to stay for the full academic year.

International students must follow the curriculum of the school as it is not possible for organisational and logistical reasons to provide alternative or amended timetables.

- Parents/Guardians who wish to have their daughter considered for admission to the school must complete and submit an application form for an International Student.
- The reason for the application must be fully disclosed and clearly stated.

The application form must be accompanied by

- a) The most recent academic report from her most recent school/centre of education.
 - b) a reference from the Principal of her most recent school/centre of education or a completed *Principal Reference for Student Seeking Transfer Form*. (Appendix 3)
 - c) any professional educational assessment relevant to her educational/behavioural/emotional needs
- The Board of Management reserves the right to consult with the Principal of her current school in order to assess the application.

- The Board of Management requires full disclosure of the circumstances surrounding the expulsion or pending expulsion of an applicant from another school/centre of education.
- The Board of Management reserves the right to admit or not to admit any applicant as a student of the school who in the opinion of the Board of Management would pose a threat to the safety and/or wellbeing of students or staff in the school.
- Due to the Board of Managements responsibility to currently enrolled students it may not be possible to notify International students of the availability of a place until all current students have been accommodated in their chosen programme of study. The Board of Management will then issue a notification letter.
- Within 10 working days of the date of the notification letter offering a place to their daughter Parents/Guardians are required to:
 - a. confirm acceptance of the place by completing and returning the Registration Form
 - b. complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (Pr.III S,23(4) Education (Welfare) Act 2000
 - c. return all signed forms to the school office.
- Pupils who do not receive a place will be notified after the first Board of Management meeting following the application.
- When Parents are so notified they will:
 - be given the specific reason why their daughter was unsuccessful in securing a place
 - be given the option of placing their daughter's name on the Waiting List (unless precluded on Safety grounds), which will pertain up to 8.30 a.m. on the first Monday of September of year of application.
 - be given a form to return to the school stating that they wish to place their daughter's name on the waiting list (if relevant), upon receipt of which they will be informed in writing of their daughter's numerical place on the Waiting List
 - be informed of their right to appeal the decision of the Board of Management, under Section 29, Education Act 1998.
 - be informed that in the event of a place becoming available for a student on the Waiting List, parents will be informed in the first instance

APPLICATION BY A CURRENT STUDENT IN THE SCHOOL TO REPEAT A YEAR

In accordance with the guidelines from the DES, students may in certain exceptional circumstances repeat a year. Specific approval from the DES must be granted.

Parents/Guardians who wish their daughter to repeat a year, must apply in writing to the Principal of the School before May 31st in the current academic year.

The school has the right to grant or refuse such a request taking into account the Department of Education and Skills Guidelines as may apply from time to time.

Students, who are granted leave to repeat a year, are offered the repeat place on condition that they attend their current year's classes, complete the current year's curriculum and take the relevant school examinations in all subjects.

The following are the grounds on which the consideration of requests for individual students to repeat a year will be based:

- Prolonged absence due to ill health.
- Serious Illness
- Serious Family trauma
- Very poor academic record
- Change of School

REPEAT LEAVING CERTIFICATE

Applications to repeat Leaving Certificate will be accepted from girls only and must be made by completion of the official application form and acceptance of the conditions thereon. Applications will be assessed by the Board of Management subject to places being available in the school. Should the overall quota be below the stated quota for that academic year, applications to repeat Leaving Certificate can and will only be considered on the basis of:

- the capacity of the school to provide the student with her chosen subject options. As the combination of optional subjects is determined by student choice from year to year, the school cannot guarantee classes in all optional subjects for repeat students. However, the school will endeavour to accommodate students subject to available resources.
- her prior contribution to the school
- her prior academic, behaviour and attendance record

The Board reserves the right to refuse students the facility to repeat their Leaving Certificate in the school on the grounds of documented misbehaviour while a student in the school.

Applications to repeat Leaving Certificate received from students not previously enrolled in Presentation will be processed as a transfer from another second level school in addition to submitting a repeat Leaving Certificate application form.

Within 10 working days of the date of the notification letter offering a place to their daughter Parents/Guardians are required to:

- a) confirm acceptance of the place by completing and returning the Registration Form,
- b) complete and sign an undertaking to observe and respect the regulations, conditions and characteristic spirit of the school. (Pr.III S,23(4) Education (Welfare) Act 2000)
- c) return all signed forms to the school office.

TRANSITION YEAR PROGRAMME (TY)

Subject to demand and resources the school may offer this programme.

Transition Year is a one-year programme open to students who have completed Junior Cycle. The number of places available in Transition Year is determined by the Board of Management annually depending on the capacity of the school.

Priority will be given to applicants registered in the school in the year of application. Places in TY will not be offered to students transferring from other schools until the end of the academic year. Therefore, students transferring from other schools are advised to apply for a place in 5th year also in case there is insufficient places available. All applicants transferring from other schools will be offered places in order of the date and time the application is received.

Please note that in the event of an oversubscription for places in Transition Year priority is given to the youngest applicants. (Please see Transition Year Admissions Policy)

THE LEAVING CERTIFICATE APPLIED (LCA)

Subject to demand and resources the school may offer this programme.

The Leaving Certificate Applied (LCA) is a distinct and self-contained two-year programme available to students who wish to follow a programme with a practical and vocational dimension. It is designed to allow students to apply the learning and experiences they gain over the two years of the programme to practical educational tasks at school, in the workplace and in the wider community.

Students wishing to follow a Leaving Certificate Applied Programme must complete the application form and present themselves for interview if requested to do so.

The number of places available in the Leaving Certificate Applied programme is determined by the Board of Management annually depending on the capacity of the school.

Priority will be given to applicants registered in the school in the year of application. Places in LCA will not be offered to students transferring from other schools until the end of the academic year. Therefore, students transferring from other schools are advised to apply for a place in 5th year also in case there is insufficient places available. All applicants transferring from other schools will be offered places in order of the date and time the application is received.

Please note that in the event of an oversubscription for places in LCA priority is given to the eldest applicants. (Please see Transition Year Admissions Policy)

REFUSALS AND APPEALS

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances. Cf. Education Act 1998, Section 29 and Circular Letter 48/01.

Should a student's application for admission be refused the Parents/Guardians have the right to appeal to the Secretary General of DES, (The Education Act 1998, Section 29 D). The Parents/Guardians are informed in writing of the Board's decision and the reasons why the student is not accepted will be clearly stated. The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the Parents/Guardians concerned. (Circular 48/01)

An appeal may be made to:

**The Secretary General,
The Appeals Administration Unit,
The Department of Education & Skills,
Marlborough Street,
Dublin 1.**

The Appeals Application Form should be completed in full and should state: -

- 1) The decision being appealed
- 2) The grounds on which the decision is being appealed
- 3) The date that the Parents/Guardians were informed of the decision
- 4) All other relevant information

The school must be informed in writing of the decision to appeal.

APPENDIX 1

ADDITIONAL EDUCATIONAL NEEDS

In keeping with the characteristic spirit of the school and the Mission Statement we welcome all students (girls only) who apply including those with additional educational needs.

The Education Act 1998 Section 9 states that:

“a recognised school shall provide education to students which is appropriate to their abilities and needs and, without prejudice to the generality to the foregoing it shall use its available resources to - ensure that the educational needs of all students, including those with a disability or other special educational needs are identified and provided for”

The school will use the resources, both financial and personnel, provided by the Department of Education & Skills to make reasonable accommodation for students with disabilities or special educational needs up to a nominal cost so that these students are free to participate in the life of the school in so far as is reasonably practicable.

Students with additional educational needs are encouraged and facilitated to participate fully in the life of the school and are included in all activities to the extent that it is consistent with the school's Health and Safety Policy.

While recognising and fully supporting parents' rights to have a school of their choice for their children, the ability of the school to accept students with particular needs is dependent on the provision of resources, suitable to the needs of the individual student, being supplied by the Department of Education & Skills.

St. Brigid's welcomes applications from students with additional educational needs unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

The Board of Management must be made aware of any additional needs as early as possible, so that these needs can be assessed and addressed where possible.

Parents are requested to outline the details of a child's special educational needs on the registration form.

Contact will be made with the National Council for Educational Needs regarding additional needs resources to which the student may be entitled.

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.

It is necessary for the school to have access to the following information from the Primary School attended by the student (this information is protected by the Data Protection Act):

Has the student had access to any of the following resources?

1. Special Needs Assistant or Classroom Assistant
2. Special Class
3. Help, for specific needs, from any resource Teacher
4. Assistance with behavioural modification
5. Psychological assessment. Where such an assessment report is not available, the Board may request that the student be assessed immediately.

6. Any additional resources to help with their special needs
7. Help in areas including
 - Visual impairment
 - Hearing impairment
 - General learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility.

Once the school has received a professional report on an applicant with additional needs, the Board of Management having gathered all relevant information and professional documentation will assess how the needs of this student can be met.

To assist the school in drawing up the Individual Education Plan (IEP) for the student the Principal will ensure that the recommendations of the Education of Persons with Special Educational Needs Act 2004 are followed.

NB. As it may take some time for the DES to process such applications, parents are strongly advised to inform the school as early as possible and to discuss their particular situation well in advance of making an application.

“As soon as is practicable, but not later than 21 days, after a parent has provided such information as may be prescribed by the Minister, the Board of Management of the school concerned shall make a decision in respect of the application concerned and inform the parents in writing thereof.” (The Education Welfare Act, 2000, Section 19, 3).

APPENDIX 2

List of Feeder Schools in the Greater Killarney Area

1. Anabla National School
2. Barraduff National School
3. Two Mile Community National School
4. Coolick National School
5. Cullina National School Beaufort
6. Faha National School
7. Fossa National School
8. Firies National School
9. Glenflesk National School
10. Gaelscoil Faithleann
11. Kilcummin National School
12. Knockaderry National School, Farranfore
13. Knockanes National School
14. Lissivigeen National School
15. Loreto National School
16. Loughguittane National School
17. Holy Cross Mercy
18. Raheen National School
19. Scoil Mhuire agus Naomh Treasa, Currow
20. St. Oliver's National School, Ballycasheen
21. Tiernaboul National School



APPENDIX 3:

PRINCIPAL REFERENCE FOR STUDENT SEEKING TRANSFER

(This form is to be completed by the Principal of the student's current school. If desired it may be posted directly to Principal, St. Brigid's Presentation Secondary School)



ST. BRIGID'S
PRESENTATION SECONDARY SCHOOL

Name of Student: _____

Name of School: _____

School Roll No: _____ School Phone No.: _____

Programme & year student is in at present: _____
(E.g. Junior Cert. Year 1/2/3: Transition Year: Leaving Cert. Year 1/2: Leaving Cert. Applied Year 1/2)

Please comment on each of the following in relation to the above student's record:

• Punctuality Record: _____

• Attendance Record: _____

Has the student been referred to the Education Welfare Service? _____

If yes please provide date of referral: _____

• Disciplinary Record: _____

Was the student ever suspended? _____

If yes please state no. of days in last academic year: _____ Reason: _____

Is the student currently expelled or excluded from your school? _____

If yes, please give details: _____

Please comment on the student's:

General Ability: _____

Social Integration: _____

Any other comment: _____

Signed: _____ (Principal)

Date: _____

School Stamp:
