



## **Admission Policy of St. Brigid's Presentation Secondary School**

**School Address: New Street, Killarney, Co. Kerry.**

**Roll number: 61340S**

**School Patron/s: CEIST**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 30th September 2024. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Brigid's Presentation Secondary School Admission's 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 from the school office to any person who requests it.

Ratified by CEIST on 30<sup>th</sup> September 2024. Reviewed by the Board of Management on 30<sup>th</sup> September 2024.

## 2. Characteristic Spirit and General Objectives of the school

St. Brigid's Presentation Secondary School is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of St. Brigid's Presentation Secondary 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.

"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.

St. Brigid's Presentation Secondary School 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 founder(s) Nano Nagle of the Religious Order of the Presentation Sisters who began this school is of very significant importance in the life of the school.

As a CEIST school, St. Brigid's Presentation Secondary School 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

St. Brigid's Presentation Secondary School 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, St. Brigid's Presentation Secondary School 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 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. St. Brigid's Presentation Secondary School 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 St. Brigid's Presentation Secondary School, 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 of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the 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**

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.**

Our *School Admissions Policy* set out below complies with all national legislation and Department of Education & Skills circulars. It is also in line with the Presentation Sisters' philosophy, the CEIST Charter and the school's *Mission Statement*.

### **3. Admission Statement**

St. Brigid's Presentation Secondary 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 2000.

#### **Single gender schools**

St. Brigid’s Presentation Secondary School is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

#### **Post-primary denominational schools**

St. Brigid’s Presentation Secondary School 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 the Catholic faith in preference to others.

#### **All denominational schools**

St. Brigid’s Presentation Secondary 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

#### **Schools with special education class(es)**

St. Brigid’s Presentation Secondary School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for 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.

St. Brigid's Presentation Secondary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

St. Brigid's Presentation Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

#### **4. Categories of Special Educational Needs (SEN) catered for in the school/special class**

St. Brigid's Presentation Secondary School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autistic Spectrum Disorder (ASD). Please see **Section 20 of this policy** which outlines the admissions process for admission to our ASD class.

#### **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.

##### **A school that admits students of one gender only**

St. Brigid's Presentation Secondary School 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.

##### **All denominational schools**

St. Brigid's Presentation Secondary School 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.

##### **School with special education class(es)**

The special class attached to St. Brigid's Presentation Secondary School provides an education exclusively for students with a diagnosis of Autism Spectrum Disorder (ASD) 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.

## 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**:

a) sisters, step-sisters, half-sisters, foster sisters of students who are/have been enrolled in the school

b) daughters of staff members who are directly employed by the Board of Management on the date of application and on the 1<sup>st</sup> of September of the student's year of entry.

c) 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 criterion authorises the Principal of St. Brigid's Presentation Secondary School to confer with the Principal of St. Brendan's College to verify same).

d) daughters of staff members of St. Brendan's College who are directly employed by the Board of Management on the date of application and on the 1<sup>st</sup> of September of the student's year of entry.

(Applications for eligibility under this criterion authorises the Principal of St. Brigid's Presentation Secondary School to confer with the Principal of St. Brendan's College to verify same).

e) applicants whose mother is/was a past pupil of St. Brigid's Presentation Secondary School to a maximum of 25% of the available spaces as set out on the school's admission notice. (Requests for eligibility under this criterion authorises the Principal of St. Brigid's Presentation Secondary School to verify this information using school records.) In following this process, if the number of applicants exceeds the number of places available, the places will be distributed by lottery.

f) applicants who are currently in 6<sup>th</sup> class or completed 6<sup>th</sup> class in one of the feeder primary schools listed in Appendix 1. In following this process, if the number of applicants exceeds the number of places available, the places will be distributed by lottery.

g) all other remaining applicants. If the number of applicants exceeds the number of places available, the places will be distributed by lottery.

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:



A lottery (random selection process) will be overseen by a panel appointed by the Board of Management consisting of a representative of the Board (the Principal), a representative of the Parents' Council and an independent scrutineer appointed by the Board.

The name of each student entitled to participate in this selection process will be included in a draw.

A member of the panel will draw names from each container, one by one, until the maximum number of places is allocated under each criterion.

The order in which the names are drawn will be recorded on a numbered list.

Places will be offered in the order in which names are drawn from the container until the allotment of places in each category has been filled. The remaining names on each list (i.e., those students who have not received places in that category) will remain on a waiting list within the category and will be offered places in order should such places become available within the category.

## 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 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 (excluding that of staff of St. Brigid's and St. Brendan's as outlined in Section 6 (b) and (d) above), 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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's **Annual Admission Notice**).

- (g) the date and time on which an application for admission was received by the school, Please note - This is subject to the application being received at any time during the period specified for receiving applications set out in the school's **Annual Admission Notice** for the school year concerned.

## 8. Decisions on applications

All decisions on applications for admission to St. Brigid's Presentation Secondary School 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 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

## 9. Notifying applicants of decisions

Applicants 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).

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

In accepting an offer of admission from St. Brigid's Presentation Secondary 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.

**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 St. Brigid's Presentation Secondary 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 her and that 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.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15 (1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which the board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

### **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, or

- (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 concerned than places available, a waiting list of students whose applications for admission to St. Brigid's Presentation Secondary 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 St. Brigid's Presentation Secondary 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 assigned to the students.

### 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 waiting list.

## 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:

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 and the availability of places in the optional subject choices. 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.
- The reason for the requested transfer must be fully disclosed and clearly stated.
- The Board of Management reserves the right to admit or not to admit any applicant 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 2 weeks 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 remain valid for the school year in which admission is being sought.
- 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.

### **Procedures 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 and the availability of places in the optional subject choices.

However, the school does not recommend that International Students apply for admission into an exam year 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 Presentation Secondary School  
or
- the student is residing with 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 – *Application Form for an International Student*.

- The reason for the application must be fully disclosed and clearly stated.
- 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 Management's 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 2 weeks 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 remain valid for the school year in which admission is being sought.
  - 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.

**The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:**

Applications for the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, 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, applications will be considered subject to the availability of a place in the relevant year group and class and the availability of places in the optional subject choices. 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 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 2 weeks 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 remain valid for the school year in which admission is being sought.
  - 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.

The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15 (1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which the board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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

The Board of Management of St. Brigid's Presentation Secondary School or any persons acting on its behalf shall not, except in accordance with **section 64 of the Education (Admission to Schools) Act 1998**, 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.

## 17. Arrangements regarding students not attending Religious Instruction

The Religious Education Programme introduces students to a broad range of religious traditions and to the non-religious interpretation of life. The religious freedom and personal conscience of individual students and their parents is respected.

In a case where a student over the age of 18/or parents of a student, wish their daughter to be exempt from the Religious Education/Faith Life of the school, they should make a written request to the Principal. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how that request may be accommodated by the school. In all instances, it will not result in a reduction in the school day.

In the case of a student not participating in the Religious Education programme, resources designed to contribute to her spiritual/faith development will be provided by the parent/guardian to the Principal. Alternatively, resources may be given to the student by the teacher.

## 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**.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of **the Education Act 1998** which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of **the Education Act 1998**.

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

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

### **Right of Appeal**

Under Section 29 of the Education Act 1998, the parent of the 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.

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.

### **19. Application to Repeat a School Year**

All applications to repeat a school year are subject to the Department of Education and Skills Circular M02/95 and will be considered accordingly and in the light of places available in the relevant school year. The Department of Education and Skills generally restricts education for students at second level to a maximum of six years and does not allow students to repeat a year except in exceptional circumstances.

Any application must be in writing and should set out the reason(s) for the application to repeat a school year and be accompanied by supporting documentation as appropriate.

### **20. Admission to the ASD Special Class**

St. Brigid's Presentation Secondary School has 1 ASD Special Class, established to cater for the special educational needs of students with Autism.

Only applications in respect of students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such needs of the student be verified in a relevant report which has been prepared within the 24 months immediately preceding the student's application to the Special Class.

Where the Special Class in St. Brigid's Presentation Secondary School is not oversubscribed, all students whose needs fall within the category of special educational needs provided for by the Special Class, as confirmed by the NCSE, will be offered a place in the Special Class, subject to sections 5 and 11 of this policy.

Under Department of Education and Skills and National Council for Special Education (NCSE) guidelines the maximum number of students enrolled in the Special Class is 6 students.

St. Brigid's Presentation Secondary School ASD Special Class will give initial priority to applications from students already enrolled in St. Brigid's Presentation Secondary School who received their ASD diagnosis *after* enrolment or *who have such a diagnosis and receive their recommendation of requiring an autism class place after enrolment*. If more students meet these criteria than places are available in a single year, priority will be decided by standard enrolment procedures set out at Section 6 of this policy.

St. Brigid's Presentation Secondary School's ASD Special Classes will give subsequent priority to applications for enrolment into 1st year.

Where the Special Class in St. Brigid's Presentation Secondary School is not oversubscribed, all students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to sections 5 and 11 of this policy as well as the following conditions. The following conditions also apply to applicants when St. Brigid's Presentation Secondary School ASD Special Class is oversubscribed.

1. Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSMV/ICD 11) and supporting documentation in order to be considered for enrolment in the St. Brigid's Presentation Secondary School (NCC) ASD Special Class.
2. The Principal of St. Brigid's Presentation Secondary School, in consultation with the ASD Special Class teaching staff, will carry out the enrolment procedures as set out below on behalf of the Board of Management of St. Brigid's Presentation Secondary School.
3. Following the finalisation of these enrolment procedures the St. Brigid's Presentation Secondary School ASD Special Class Steering Committee will, through this policy, recommend the ordering of applications for the ASD Special Classes to the Board of Management.
4. In making its decision, the St. Brigid's Presentation Secondary School Board of Management will have regard for relevant Department of Education and Skills guidelines in relation to special class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of existing and prospective students.

### **ASD Special Class Enrolment Procedures**

1. St. Brigid's Presentation Secondary School requires that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder by an approved specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry / paediatrics. Parents/guardians of applicant pupils need to provide the school with a full, written, original diagnostic history. Psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.
2. The most recent psychological/cognitive/multi-disciplinary etc. assessment, if within a reasonable timeframe (previous 2 years), or recent (within the past 2 years) Statement of Need/report/letter from Children's Network Disability Team member or other qualified professional must recommend that a student requires a placement in an ASD Special Class in a mainstream post-primary setting. The applications of students without such a clearly worded recommendation cannot be considered for enrolment.

3. Parents/guardians of applicant students will be informed of the decision relating to their own child's enrolment within three weeks of the application form being received.
4. Parents/guardians of students offered a place in the St. Brigid's Presentation Secondary School will inform St. Brigid's Presentation Secondary School of their decision to accept or turn down a place in the ASD Special Class within 7 working days of the offer letter being posted.
5. Once a pupil has been offered a place in the St. Brigid's Presentation Secondary School ASD Special Class they will be invited to participate in a transition programme the following May in St. Brigid's Presentation Secondary School. The pupils' participation in the transition programme is considered essential in ensuring their smooth transition to their new environment, as well as in facilitating ASD Special Class staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.

### **ASD Special Class Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6 above will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where St. Brigid's Presentation Secondary School is in a position to offer further places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list subject to there being a place in the relevant mainstream year group. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial student's place on the waiting list for the Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that student.

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and there is a student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never under-utilised.

Where an application is made on behalf of a student for both the Special Class and a mainstream year group, and her application for one but not both is successful, she will remain in the same position on the waiting list for the group to which she was not successful, regardless of whether the applicant accepts the place in the group to which the student was successful.

For the avoidance of doubt, if a student does not receive a place in the Special Class for a given academic year, but she wishes to be considered for admission to Special Class in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications for the Special Class.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a student is admitted to the school.

### **ASD Special Class Selection criteria in order of priority**

Applications to the St. Brigid's Presentation Secondary School ASD Special Classes will only be considered if the student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement and other criteria/enrolment process steps set out above, in the event of oversubscription, the criteria outlined in Section 6 will apply to the Special Class also.

### **ASD Special Class Selection process**

St. Brigid's Presentation Secondary School will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining applicants are considered against the second criterion and those applicants who meet this criterion will be offered a place within the Special Class. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, St. Brigid's Presentation Secondary School will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

### **ASD Special Class Late Applications**

An application received by St. Brigid's Presentation Secondary School after the closing date published by St. Brigid's Presentation Secondary School and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Brigid's Presentation Secondary School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications, irrespective of any selection criteria which may be applied to



applications received before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to section 6 of this policy. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where St. Brigid's Presentation Secondary School ASD Special Class is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the student seeking admission will receive an offer of a place within the St. Brigid's Presentation Secondary School ASD Special Class subject to sections 5 and 11 of this policy and the same process as applies to applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the applicant for completion and return to the school within 2 weeks of issue.

### **ASD Special Class Second/Third-round offers of a place**

Where a Student is in receipt of an offer of a place within St. Brigid's Presentation Secondary School but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the Special Class have been filled.

### **ASD Special Class Acceptance of a Place**

If the student in respect of whom the application is made is offered a place, the applicant will be issued with an Acceptance Form by the school.

The applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not she has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

### **Refusal**

Where a student in respect of whom an application is being sought has not been offered a school place, the applicant will be provided in writing with:

1. The reasons that the student was not offered a place St. Brigid's Presentation Secondary School ASD Special Class
2. Details of the student's ranking against the published selection criteria, if the year group to which the applicant is applying is oversubscribed;
3. Details of the student's place on the waiting list, if applicable, and
4. Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at sections 5 and 11 of this policy an offer of admission may not be made where:

- The information contained in the application is false or misleading in a material respect.

### **ASD Special Class Withdrawal of an offer**

An offer of admission may be withdrawn where:

- The information contained in the application is false or misleading in a material respect,
- or
- The 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 for the academic year for which she is applying, or in the case of a late application, or second/ third-round offer, within 2 weeks of the issue of the offer.

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose her place for that academic year (and shall not be placed on a waiting list). If the applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and shall be treated as a late application.

### **Establishment of the ASD Class Enrolment Committee**

- The Board of Management takes ultimate responsibility for enrolling students with ASD in the school.
- The Board of Management will establish the ASD Support Class Enrolment Committee to consider all applications made. The committee may comprise the Principal and/or Deputy Principal, the SEN co-ordinator and a member of the school's ASD class team.
- The role of the committee is to advise the Board on matters relating to admissions to the ASD class.
- Where a student leaves the ASD support class for whatever reason, the ASD enrolment committee will make a recommendation to the Board on how that place is to be filled (if appropriate).
- The principal is responsible for implementing these guidelines under the direction of the Board of Management.

### Attendance

- In cases where the attendance of the student enrolled in the ASD support class is of a nature that causes the ASD staff and school management to be significantly concerned about their commitment and engagement to the ASD class and the possibility that a place is being denied to a more suitable applicant, the case for the student's removal from the class will be addressed with the parent(s)/guardian(s) in the first instance and will be referred to the Board of Management.

### **ASD Special Class Appeals**

As per section 18 above.



ST. BRIGID'S  
PRESENTATION SECONDARY SCHOOL

## APPENDIX 1

### List of Feeder Schools in the Greater Killarney Area

1. Anabla National School
2. Barraduff National School
3. Coolick National School
4. Cullina National School Beaufort
5. Faha National School
6. Firies National School
7. Fossa National School
8. Gaelscoil Faithleann
9. Glenflesk National School
10. Holy Cross Mercy
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. Raheen National School
18. Scoil Mhuire agus Naomh Treasa, Currow
19. St. Oliver's National School, Ballycasheen
20. Tiernaboul National School
21. Two Mile Community National School