

SCHOOL'S NAME:

Presentation Primary School

SCHOOL'S ADDRESS:

Parnell Street, Kilkenny.

SCHOOL ADMISSIONS POLICY

Introduction:

The Board of Management of Presentation Primary School, Kilkenny is setting out, in this statement, the policy of the school, in regard to enrolment and admission of children to the school, in accordance with the provisions of the Education Act, 1998.

The Board trusts that this statement of policy will be of assistance to parents and guardians in relation to enrolment and admission matters.

The Board also wishes to state that the Chairman and the Principal of the school will be willing to clarify any matters arising from this policy statement.

PART 1: **THE ETHOS OF THE SCHOOL**

(a) **The School Profile.**

The school is a Catholic Primary school, which caters for boys from Junior Infants to 1st Class and girls from Junior Infants up to 6th class. It operates under the patronage of the Diocese of Ossory, under the Trusteeship of the Presentation Sisters, and it fully supports the religious and education philosophy of the founder Nano Nagle. The school is managed by a Board of Management, is funded by the Department of Education and Science (DES), and operates within the guidelines and regulations set down from time to time by that Department.

(b) **The ethos of the school**

The school recognises the central role of the family as the primary educator of the child. The school also accepts and supports the constitutional right and duty of the parents to provide for the Religious, moral, intellectual, physical and social education of their children.

The school aims to provide the best possible environment to cater for The cultural, educational, moral, physical, social needs of all students, with the resources available to us. The focus of the school philosophy is the education of the whole child to reach his/her full potential. We show special concern for the disadvantaged, respecting the dignity and uniqueness of each person. Conscious of the legacy of Nano Nagle, our school upholds the values and principles of a Christian education in the Catholic tradition. Working together as a school community, the Board of Management, Principal, staff, parents and pupils will strive to provide an environment, which will allow all students to develop to their maximum potential and fulfil their role in society.

(c) **Brief History of the school**

In October 1797 Isabella McMahon and Catherine Meighan from St Mary's Parish went to Cork to learn the Presentation way of life from Nano Nagle. They returned to Kilkenny on September 25th, 1800 and founded the Presentation School. Isabella and Catherine were the first teaching sisters in the Diocese of Ossory. Sixty pupils attended the original school in James's Street on the first day. Crafts such as spinning and sewing were taught, as well as reading, writing, arithmetic and religion.

The Presentation Primary School had a Secondary Top for "graduates" of Sixth Class. In 1936 the Secondary Top became a full Secondary School. Both schools were accommodated in various buildings from James's Street to Chapel Lane.

By 1950 the Presentation Primary had 700 children on roll. Permission to build a new school on a green field in Parnell Street was granted by the Department of Education. In 1956 the Foundation Stone was blessed and laid by Dr Patrick Collier, Bishop of Ossory. The new school was opened officially by Mr Jack Lynch, Minister for Education in 1958. The building accommodated 720 pupils in a Junior and a Senior School, each with a walking Principal.

In 1988 the two schools were amalgamated. A Junior Language Class was opened in the school in 1994. This class caters for children with speech and language disorders in the Carlow-Kilkenny area. A Senior Language Class was set up in 1996. Both classes are a joint venture between the Department of Education and the South Eastern Health Board.

The Presentation Primary School caters for boys from Junior Infants to First Class and girls from Junior Infants to Sixth Class.

(d) Our Mission Statement

Imbued with the Presentation spirit, we promote the dignity of all our pupils by educating them in a caring Christian environment, nurturing and encouraging a sense of self worth, respect for themselves and others and an appreciation of a good work ethic. thus fostering their spiritual, emotional and academic development'

PART 2: OPERATING CONTEXT

- (a) The school operates within the context and parameters of the DES regulations and programmes.
- (b) The school recognises the rights of the patron as set out in the Education Act of 1998, section 15, (1) and (2).
- (c) The school accepts and supports the religious and educational philosophy of the Presentation Schools.
- (d) Implementation of the School Plan and School Policy must have due regard for resources and funding available.

Within this context, the school supports the following underlying principles:

- Inclusiveness, especially with reference to the enrolment of pupils with special educational needs.
- Equality of access and participation in the school.
- Parental Choice in relation to selection of school, having regard for the characteristic spirit of that school.
- Respect for Diversity. The school respects diversity of traditions, values, beliefs, language and way of life.
- Partnership. The school recognises the contribution of all the partners in Education.

School Resources

The financial resources of the school are provided by a combination of DES grants, capitation grants, voluntary contributions and fund-raising. The teaching resources are provided by the DES teacher allocation.

The implementation of the school's admission policy must have due regard to the financial and teaching resources of the school.

The school operates within the rules and regulations set down from time to time by the DES. It also follows the curricular programme prescribed by the DES, which may be amended from time to time by the DES, in accordance with the Education Act 1998, (sections 9 and 30).

PART 3: SCHOOL DETAILS

Name of school: Presentation Primary School.

Address of School: Parnell Street, Kilkenny.

Telephone: (056) 7765598

Fax: (056) 7765598

e.mail: smuirekk2@eircom.com

Principal: Sr Maura Murphy

Deputy Principal: Mrs H Lacey

Assistant Principal: Mrs Kathleen Fitzpatrick

Mrs Eileen Moran

Chairperson of Board: Mr John O'Sullivan

Telephone: (056) 77 65598

General Information

Currently, there are 26 teachers on Staff, including the Principal, 4 Learning Support / Resource Teachers, 3 Language Support Teachers and 2 Teachers for Speech & Language Classes. Our Staff also includes a School Secretary, Caretaker and Special Needs Assistants.

Visiting Educationalists:

On occasions, we welcome drama groups, environmental experts, performers, entertainers, musicians, storytellers, social awareness groups, sports coaches etc. to the school, to enhance the learning experiences of the pupils.

School Times:

School begins: 9.00a.m.

School closes: Junior Infants: 1.40p.m.

Senior Infants: 1.40p.m.

Other classes: 2.40p.m.

The School Calendar:

The school calendar is drawn up at the beginning of each school year. Parents or guardians will be supplied with a copy of the calendar. If the calendar has to be adjusted for any reason, parents or guardians will be informed.

The School Curriculum:

The school follows the curricular programme set down by the Department of Education and Science, which includes the subjects: Religion, Irish, English, Mathematics, Social Environmental and Scientific Education, Visual Arts, Drama, Social, Physical and Health Education, Music and Information Technology.

Extra Curricular Activities:

The school provides a wide range of artistic, sporting, social and cultural activities, which helps to develop the talents of the pupils. This provides them with the ability and confidence to be involved in various activities in later life. Development through team games is greatly encouraged in the school.

Extra Curricular Activities include: Speech & Drama, French, Swimming, Sports for all Day, Art & Educational Competitions, Prayer/Carol Services, Quizzes, School concerts, Theatre visits, National Children's Choir, Sports Day, Camogie, Football, Basketball and Badminton coaching.

Parent / Teacher Meetings:

Formal Parent-Teacher meetings are held once a year. Parents or guardians receive prior notice of the meetings. All parents/guardians are strongly urged to attend, in the best interest of the child.

School Functions:

Parents or guardians are welcome to attend at the special functions listed below:

The Annual School Sports

School Concerts, Carol Service and Nativity Play

Open Day for New Entrants.

Information Evenings

Book Fair

Parents' Association:

The school has a vibrant, active, voluntary Parents' Association, which meets every month. The association helps to promote the development of the students, and assists with various school activities and fund-raising events. The Association can be contacted through the school office - (056 7765598).

PART 4: ADMISSION PROCEDURES

The school welcomes all students and aims to provide an integrated and inclusive education.

A. Application for admission:

Application for enrolment in the school is made by completing the school's application form, and returning it to the School Office.

The application form is available from the School Office.

The completed application form must be accompanied by birth certificate and baptismal cert. where appropriate. Applications for enrolment for the next school year are made by 1st June in the preceding school year.

The Board will inform the school community of the procedure for application through appropriate channels e.g. parish newsletter and church announcements.

Parents/Guardians will be informed of their child's acceptance or refusal in early June. The school makes provision for late applications where possible.

- . **D.E.S. Rule:** A child may not be allowed to attend or be enrolled in a National School before the fourth anniversary if his / her birth (Rule 64.1).
- . Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnic origin, special education needs, disability, language/traveller status, asylum seeker/refugee status, religious/political beliefs and values, family and social circumstances.

While recognising the right of parents/guardians to enrol a child in the School of their choice, the Board of Management must also respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. The Board reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- (a) size of/available space in classrooms.

- (b) educational needs of children of particular age.
- (c) multi-grade classes.
- (d) Department of Education and Science class average directives.

Successful applicants will be informed, in writing, of their acceptance. Parents or guardians are then required to confirm their acceptance of a place in the school for their child.

- (a) Accompanied by parents/guardians new Junior Infants are invited to spend one informal period in school in the middle of June to familiarise themselves with their environment.

B. Enrolment Criteria:

The criteria for deciding on acceptance or refusal of applications, where the number of applicants exceeds the number of places available, is set down below in an open, transparent and fair manner:

- (a) The applicant has a brother/sister in school - Priority to oldest.
Children living within the parish. Priority to oldest
- (b) The applicant had a brother/sister in school - Priority to oldest.
- (c) Children of current school staff - priority to oldest.
- (d) The applicant's parent/guardian is a past pupil.
- (e) All other applicants on a first come – first served basis.
- (f) In the event of being unable to enrol a child from categories a, b, c, d, or e in a given class at the beginning of a year or mid-year, such children will receive priority (in order a, b, c, d or e) for the subsequent school year over other children on the class waiting list.

C. Special Needs Applicants:

The school welcomes applications for admission of pupils with special educational needs. The school will use the personnel and financial resources provided by the DES, to make reasonable provision and accommodation for students with disabilities or special needs. The school aims to identify, at an early stage, any applicant for admission who has special needs, and to become familiar with the specific needs of the child.

In making provision for children with special needs, the school needs to know if the child has had access to:

1. Special Needs Assistant.
2. A special class.
3. Help, for specific needs, from any resource teacher.
4. Assistance with behaviour modification.
5. Psychological assessment.
6. Any additional resources to help with special needs.
7. Help in areas including visual impairment, hearing impairment, learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility.

If an expert report is provided, it should include workable strategies for addressing the needs of the child, allowing for the resources available.

If no expert report is available, the school will request immediate assessment, in order to determine the educational needs of the child.

Having gathered all the relevant information available, the Board of Management will assess how the needs of the child can be met.

The DES will be requested in writing to provide additional resources, if such are needed.

The school Principal will meet the parents / guardians to discuss the needs of the child and the capability of the school to meet these needs.

In exceptional cases, final acceptance of an application will depend on the additional resources being provided by the DES.

Parents or guardians of children with special needs are strongly advised to make early application to the school, to allow time to follow the procedures outlined above.

As soon as possible, but not later than 21 days after a parent or guardian has provided the relevant information, the Board of Management shall decide on the application concerned, and inform the parents or guardians in writing of their decisions. (Education Welfare Act 2000, Section 19.3).

The Language Unit consists of the Junior Language Class and the Senior Language Class. The Unit was established jointly by the Department of Health and Children and the Department of Education and Science. It operates in accordance with the criteria laid down by the D.E.S. (Department of Education and Science Guidelines (1993)).

A policy document sets out the procedures for admission, retention and discharge of pupils. An Advisory Committee oversees the implementation of these procedures.

All decisions are subject to the approval of the Board of Management.

D. Transfer of pupils from other schools:

Pupils from other schools may transfer into the school at any time subject to the following conditions:

The transfer is in accordance with the school's admission policy.

The school is satisfied with the reasons for the transfer.

The transfer is in the best interest of the pupil.

All relevant information from the former school is made available.

Space is available in the school to facilitate the transfer.

The Educational Welfare Officer is consulted, if necessary.

E. Decision-making Process:

Decisions in relation to admissions are made by the Board of Management, in accordance with school admissions policy.

The Board will have regard for the relevant conditions prescribed by the DES concerning class size, staffing provisions, accommodation, physical space, health and welfare of children and eligibility for admission.

The Board reserves the right to refuse an application for admission, in exceptional circumstances, as stated in the Education Act of 1998 (Section 29).

F. The Right of Appeal:

Parents or guardians have the right to appeal a refusal by the Board to admit their child. The Board's decision will be given in writing and the reason for the refusal will be clearly stated. The parents or guardians will be informed of their right to appeal the decision, and will be supplied with the Appeals Application Form (Circular 22/02).

The appeal will be made to The General Secretary, Appeals Administration Unit, Department of Education and Science, Marlborough Street, Dublin 1 on the relevant form. The Appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents or guardians.

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

G. Documentation:

When applying for admission of their child to the school, parents or guardians will receive:

- (1) The standard Application Form of the School.

On registration a copy of the Code of Discipline will be forwarded to the parents/guardians with a form of acceptance which has to be signed and

returned to the school.

Parents and guardians should note that the school has adopted policy statements in other areas of interest and concern, towards the best running of the school and the maximum development of the pupils. These policy statements can be accessed in the School Office on request. They include:

- (1) The Admissions Policy Statement of the School.
- (2) The Health and Safety Statement.
- (3) The Anti-bullying Statement.
- (4) The School Plan.

This document states the Admissions Policy of our school at the present time. It may, however, be subject to adjustments and changes in the future. Such changes and adjustments will be contained in an updated version of the school's Admissions Policy.