



## **Admission Policy of Presentation Secondary School Warrenmount**

**School Address: Clarence Mangan Road, Dublin 8**

**Roll number: 60792C**

**School Patron: 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 19<sup>th</sup> August 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Presentation Secondary School Warrenmount's admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### **2. Characteristic spirit and general objectives of the school**

Presentation Secondary School Warrenmount is a Catholic voluntary secondary school with a Catholic ethos under the trusteeship of CEIST. The school is moving to co. educational status for first years only from September 2020 and will be admitting boys to first year from that date.

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

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

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

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

Presentation Secondary School Warrenmount 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 Nano Nagle, the foundress of the Presentation Order who began this school is of very significant importance in the life of the school.

As a CEIST school, Presentation Secondary School Warrenmount values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- Promoting Spiritual and Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

Presentation Secondary School Warrenmount is inspired by the words of Jesus Christ to his disciples, "I have come that they may have life and have it to the full" (Jn 10:10). Because of this, Presentation Secondary School Warrenmount 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. Presentation Secondary School Warrenmount offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In Presentation Secondary School Warrenmount, 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. Catholic education values tolerance and inclusiveness and in an increasingly multicultural society, we welcome those of other faiths and none, while remaining true to our own ethos. Presentation Secondary School Warrenmount is open to students of all denominations and none and we believe their presence enriches the educational experience offered by the school.

***The mission statement of our school is:***

- to enable each student to reach her full potential by promoting a sense of personal and social awareness which emphasises the values of honesty, justice and commitment to work;
- to foster a spirit of co-operation and mutual respect between students, staff and community;
- to provide an appropriate curriculum for all students in a Christian environment which is safe, caring and well disciplined; and
- to recognise and, where possible, cater for the emotional and personal needs of Management and Staff.

Presentation Secondary School Warrenmount provides a welcome and happy learning environment to best nurture and develop the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all of our students. We are very proud of our Presentation CEIST ethos, values and the pioneering work and legacy of Nano Nagle. Ours is a lived ethos and mission, evident in our efforts to be respectful, inclusive and empathetic every day with all whom we encounter in our community. All of our decisions are made and guided by our mission statement.

As a strong and collaborative school community, we make every effort to ensure that the uniqueness and dignity of each person is respected and responded to, especially through the embedded pastoral care system in the school. We provide an accessible and engaging curriculum for all students in line with our mission statement, so that students are challenged to achieve the highest academic standards in line with their capabilities. As a Presentation school, we particularly encourage our students to care for the more disadvantaged in our world and, where possible, to become actively involved in issues of justice and human rights.

Working together as a school community, the Board of Management, parents, staff and students aim to provide an environment which will allow each student to develop intellectually, physically, morally, socially and spiritually so that Presentation Warrenmount students will become active and reflective global citizens, contributing positively to their community and society.

### **3. Admission Statement**

Presentation Secondary School Warrenmount 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.

Presentation Secondary School Warrenmount is an all-girls school from 2<sup>nd</sup> – 6<sup>th</sup> year and does not discriminate, where it refuses to admit a boy applying for admission to 2<sup>nd</sup> - 6<sup>th</sup> year to this school. The school is moving to co. educational status for first years only from September 2020 and will be admitting boys to first year from that date.

Presentation Secondary School Warrenmount 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 Catholic religion in preference to others.

Presentation Secondary School Warrenmount 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Presentation Secondary School Warrenmount is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Presentation Secondary School Warrenmount 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 autism **from September 2021**.

##### **Criteria for Enrolment**

- Each child in the class must have a definite diagnosis of Autism detailed in a professional report.
- The class will only cater for children who are 12 years of age or more on 1 January in the calendar year following the child's entry into First Year, unless there is specific approval from the Department of Education and Skills for a particular student who is outside this age limit.
- Prospective students must have a written recommendation from an accredited psychologist for placement in a Special Class for Autism.
- All applicants must have completed a full course of primary education or an approved equivalent course of studies by the date of enrolment in the special class (i.e. 1<sup>st</sup> September of his/her first year in the class).

- Under guidelines from the Department of Education and Skills the number of places in the one Autism Class is limited to six students.
- All vacancies will be filled according to the admission process outlined in our annual Admission Statement.
- In the event of oversubscription, the same criteria apply to the special class as the mainstream (Section 6).

## 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

Presentation Secondary School Warrenmount provides education exclusively for girls from 2<sup>nd</sup>- 6<sup>th</sup> year and may refuse to admit as a student a person who is not of the gender provided for by this school into the specified year groups stated above.

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

The special class attached to Presentation Secondary School Warrenmount provides an education exclusively for students on the autistic spectrum 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:

### Selection Criteria:

1. Student must have reached the required age: 12 on 1 January in the calendar year following the child's entry into First Year.
2. Student must have completed a full course of primary education or an approved equivalent course of studies.
3. Sister/brother of current students.
4. Student attending the local feeder primary schools in Dublin 8 – Presentation Primary School Warrenmount, St Brigid's Primary School, Scoil Treasa Naofa, St. Enda's Primary School and St. Audeon's Primary School.
5. Sister/brother of former students.
6. Daughter/son and grandchildren of former students up to a maximum of 25% of the total places available.

7. Students who come from the locality of Dublin 8, 2 and 12, as defined by the Board of Management.

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:

The school will undertake a random selection process (lottery). The 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. A member of the panel will draw names, one by one, until the maximum number of places allocated for the year group is reached. 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 until the allotment of places has been filled. The remaining names on each list (i.e. those students who have not received places) will remain on a waiting list and will be offered places in order should such places become available. These waiting lists will remain in place until the end of June of the year in question.

## 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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, 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, (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,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Presentation Secondary School Warrenmount 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 Presentation Secondary School Warrenmount, 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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

### **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Presentation Secondary School Warrenmount where—

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

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 that 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 Presentation Secondary School Warrenmount were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Presentation Secondary School Warrenmount is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the 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:

Presentation Secondary School Warrenmount will make every reasonable effort to facilitate a student seeking a transfer to our school. The Board will consider requests for school places into other year groups, subject to their conformity with the criteria as per the enrolment of 1<sup>st</sup> Year students and to the availability of school places at the time of application. Requests to transfer from another school will be dealt with on a case-by-case basis and will be subject to the availability of space and resources in the requested programme. Places will be offered only if vacancies have arisen.

Where a student is considered for a place, a decision will be taken as to whether such a place may be offered immediately or whether it would be beneficial to wait until the beginning of the next academic year. Reasons for transfer of student will be requested along with a completed official application form.

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 that 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.

As soon as is practicable, but not later than 21 days after the application was received, the Board of Management will make its decision in respect of the application and inform parents/guardians in writing to the address specified on the application form.

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:

Presentation Secondary School Warrenmount will make every reasonable effort to facilitate a student seeking to enrol in our school in these circumstances. The Board will consider requests for school places into other year groups, subject to their conformity with the criteria as per the enrolment of 1<sup>st</sup> Year students and to the availability of school places at the time of application. Such applications will be considered by the Board on an individual basis and will depend on class size restrictions, subject options and staffing. Places will be offered only if vacancies have arisen. The Board foresees these circumstances to be very limited and would mainly apply to students who have just arrived into the country and have moved into the local area.

Where a student is considered for a place, a decision will be taken as to whether such a place may be offered immediately or whether it would be beneficial to wait until the beginning of the next academic year. Reasons for this enrolment, together with curricular needs, subject choice etc. will be requested along with a completed official application form.

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 that 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.

As soon as is practicable, but not later than 21 days after the application was received, the Board of Management will make its decision in respect of the application and inform parents/guardians in writing to the address specified on the application form.

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

The Board of Presentation Secondary School Warrenmount 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

A parent of a student, or a student who has reached the age of 18, who wishes to attend Presentation Secondary School Warrenmount without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## 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.