



# ADMISSIONS POLICY (2019/20)

*Presentation Secondary School,  
Milltown, Co. Kerry*



This policy refers to applicants seeking admission to Presentation Secondary School, Milltown commencing in the school year **2019-20** only.

## **INTRODUCTION**

Section 9 of the Education Act makes it mandatory for a school to “establish and maintain an admissions policy which provides maximum accessibility to the school”. Section 15 (2)(d) of the Act requires a Board of Management to “publish ... the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the exclusion and suspension of students and admission to and participation by students with disabilities or who have other educational needs ...”.

## **MISSION STATEMENT**

Our school is a Catholic school which aspires to the full development of all its members according to Christian Principles. Every effort is made to ensure that each student develops according to his/her talents and potential: physically, spiritually, emotionally, intellectually.

We aim to develop fully integrated people who are aware of their own dignity as persons, who have Christian values, who are reliable, trustworthy, honest, truthful, caring, prayerful, devoted to duty, lovers of God and of neighbour; people who are prepared to reach out to those less fortunate than themselves.

## **MANAGEMENT**

Presentation Secondary School Milltown is managed by a Board of Management which is committed to the successful implementation of relevant education and equality legislation, in particular the Education Act 1998 and the Education (Welfare) Act 2000. The Board operates under the trusteeship of CEIST and fully subscribes to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality.

Our CEIST Core Values, the legacy of Blessed Edmund Rice and Venerable Nano Nagle and, by extension, the Gospel, challenge us to create a school community which promotes a value-based, Christian education in the Catholic tradition. We strive to ensure that our school community and learning environment promote compassion, integrity, justice, responsibility, honesty and respect.

- The financial and teaching resources of the school are provided by the Department of Education and Skills grants, teacher allocation, voluntary contributions and fundraising.
- The school operates within the regulations laid down by the Department of Education and Skills.
- The school is a co-educational voluntary secondary school following the curricular programmes prescribed by the Department of Education & Skills and which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

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# APPLICATION PROCEDURES:

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*This policy, and the criteria and procedures herein, refer to applicants seeking admission to Presentation Secondary School, Milltown commencing in the school year **2019-20** only.*

Decisions in relations to admissions, including the number of places to be offered in any school year, will be determined by the Board of Management, with initial decisions on enrolment and related correspondence delegated to the Principal. Applicants then have the right to appeal that decision in writing to the Board of Management, and subsequently to the Dept of Education if necessary. Such decisions will be made with regard to the Board's duty of care to the students and staff of the school, and also with regard to the level of facilities and resources provided by the Department of Education & Skills.

## Process & Criteria For 1<sup>st</sup> Year Annual Enrolment From Primary School

For the school year 2019 – 2020 the maximum number of students enrolled in First Year will be 120.

In submitting an application, the applicant and their parents/guardians are confirming that they have read, and agree to adhere to, the school's ethos and mission, Admissions Policy, Code of Behaviour and Data Protection Policy.

In order to be eligible for enrolment applicants must have completed 6<sup>th</sup> Class (or its equivalent) and have reached the age of 12 years on the 1<sup>st</sup> January in the calendar year **following** entry to second level (Jan 2020). Allocation of places will be based on the following criteria, provided the application is made in accordance with enrolment dates and procedures as detailed in this policy.

- 1) Places will initially be offered to applicants **attending primary schools within the catchment area** (*Appendix 1*) **who have siblings currently attending Presentation Secondary School, Milltown.**
- 2) If there are places still available these will be offered to **applicants attending schools outside the catchment area, who have siblings currently attending Presentation Secondary School, Milltown.**
- 3) If there are places still available these will be offered to applicants who are the **children of staff currently employed by Presentation Secondary School, Milltown.**
- 4) If there are places still available these will be offered to applicants whose **siblings attended the school in the past.**
- 5) If there are places still available these will be offered to applicants whose **parent/legal guardian attended the school in the past.**
- 6) If there are places still available these will be offered to all other applicants **attending primary schools within the catchment area** (*Appendix 1*).
- 7) If there are places still available these will be offered to **all other eligible\* applicants.**

*Where the number of places available is less than the number of applicants in each of the categories above (1-7), places will be offered through a random selection draw within the relevant grouping. A waiting list will be compiled in the order determined by the random selection draw.*

### Waiting List

If the number of applicants is greater than the number of places available a waiting list will be compiled as above. If places become available, they will be offered in turn to the next applicant on the waiting list.

The waiting list for enrolment to 1<sup>st</sup> Year 2019-20 will expire on the last day of September 2020, after which time no further places will be offered as a result of the above enrolment process.

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*Process and Criteria for 1<sup>st</sup> Year Enrolment continued on p.3 →*

\* DES Post primary eligibility - In order to be eligible for enrolment applicants must have completed 6<sup>th</sup> Class (or its equivalent) and have reached the age of 12 years on the 1<sup>st</sup> January in the calendar year **following** entry to second level (Jan 2020).

### Siblings

The following procedure will apply to siblings who apply for enrolment to 1<sup>st</sup> Year in the same academic year:

The allocation of a place to one sibling by means of random selection draw, in any of the above criteria, will mean that the remaining sibling(s) will automatically be offered the next available place(s) or will be given the next place(s) on the waiting list.

### Late Applications

- Applications received after **4pm** on **Thursday 15<sup>th</sup> November 2018** will be deemed **late** applications.
- Late applications can only be considered if places are still available after criteria 1 - 7 above have been applied.
- If places remain available after criteria 1 - 7 above have been applied, late applicants will be enrolled on a first come - first serve basis, provided the application is made in accordance with all other procedures and criteria detailed in this policy.
- If all available places have been allocated through criteria 1 - 7 late applicants will be added to the end of the waiting list on a first come first serve basis, provided the application is made in accordance with all other procedures and criteria detailed in this policy.
- Criteria 1 – 7 do not apply to late applications.

### Enrolment Packs

Primary schools in the catchment area will be visited by the Principal/Deputy in October and Enrolment Packs, including Enrolment Application Forms will be available. Enrolment Packs for other applicants will be available from the school office from Monday 15<sup>th</sup> October. A receipt will be issued for each completed Enrolment Application Form. It is advised that **Enrolment Application Forms** be **submitted in person by the parent/guardian**, so that receipts may be issued at the time of submission (*See Appendix 2 for School Office hours*). While Enrolment Application Forms will be accepted by post Presentation Secondary School, Milltown does not accept responsibility for forms lost or not received by the closing date/time.

Parents/Guardians are advised that completion and submission of an application form within the appointed time **does not guarantee a place in the school.**

#### Dates Relating to Applications for Admission to 1st Year in August 2019

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|--|---|---|
| <b>Monday 15<sup>th</sup> October 2018</b>   | - | Enrolment Application Forms available from school office.                                 |
| <b>Thursday 25<sup>th</sup> October 2018</b> | - | Open Evening – 5pm – 8pm. ( <i>Please note last tour commences at 6.30pm</i> )            |
| <b>Thursday 15th November (4pm)</b>          | - | <b>Closing date</b> for receipt of completed Enrolment Application Forms                  |
| <b>Thursday 29th November 2018</b>           | - | Latest date letters of offer informing parents of successful applications will be posted. |

*The closing date for acceptance of places will be stated in the letter of offer and will be within one week of the date of offer.*

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The Board of Management reserves the right to refuse an application for admission.  
In such case, the parents will have the right to appeal under Section 29(1) Education Act 1998.

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## Process For Transfers From Other Post Primary Schools

*This policy, and the criteria and procedures herein, refer to applicants seeking admission to Presentation Secondary School, Milltown commencing in the school year **2019-20** only.*

The following section relates to students wishing to transfer from other schools to a year group other than 1<sup>st</sup> Year, students who are currently not enrolled in any school, and students who wish to transfer into 1<sup>st</sup> Year after the start of the school year, provided no waiting list in place from the initial enrolment process outlined on p.2 - 3. Where a waiting list is in place applicants for 1<sup>st</sup> Year will be added to the end of the waiting list, provided the application is made in accordance with all other procedures and criteria detailed in this policy.

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged in the overall interests of the continuity of the student's education.

In general, it is the policy of the Board of Management not to accept transfer applications from students previously enrolled in other local post- primary schools. In certain circumstances, however (eg. Family have moved into the area and applicant is not currently enrolled in a local Post-Primary school) the school will make reasonable efforts to facilitate an applicant seeking to enrol in accordance with the criteria stated in this policy.

The Board of Management has delegated the Principal to decide on applications for enrolment. Applicants then have the right to appeal that decision in writing to the Board of Management, and subsequently to the Department of Education & Skills, if necessary. The following criteria will be used;

- ❖ School's Admission Policy
- ❖ The school being satisfied with the reason(s) for transfer
- ❖ The school regarding the move to be in the best interest of the student seeking transfer/enrolment
- ❖ The school regarding the move to be in the best interest of students currently enrolled in the school
- ❖ Consideration of issues relating to mid-year/mid-programme transfer such as class sizes, subject options and availability of resources. The school must be satisfied that; it can meet, in full, the curriculum needs of the applicant wishing to transfer with regard to subject options/levels; it can provide a full timetabled curriculum (see p.6); the applicant has sufficient background in subjects to be able to progress.
- ❖ Students seeking to transfer will not be considered for enrolment into year groups due for State Examination the following June (3<sup>rd</sup> & 6<sup>th</sup> Year). This is in order to ensure we can adequately meet students' needs, ensure all elements of the required curriculum are covered, and to know the student individually should difficulties arise, particularly around examination time. However, in such cases transfer students may, if deemed appropriate, be afforded the opportunity to apply for admission into 2<sup>nd</sup>/TY/5<sup>th</sup> Year, subject to the criteria outlined in this policy.

Enrolment Capacity - Where the school's overall projected and/or actual enrolment number exceeds 600, no transfers/enrolments will be accepted (other than through the annual 1<sup>st</sup> Year intake).

Repeat students will be enrolled in line with the Repeat Year Policy and numbers based on space in class/subject groups in any given year and/or in the context of overall school numbers.

Within the overall enrolment capacity, the maximum number in any standard class group will be 30 students and in practical subjects, 24 students.

Enrolment Applications will not be accepted between 1<sup>st</sup> June and 8<sup>th</sup> August each year.

Before Enrolment Application Forms will be issued applicants and their parent/guardian are required to meet with the Principal and/or Deputy Principal. This is to help determine whether or not the school can meet the individual curriculum needs of the applicant as well as their personal, social and emotional needs, in line with our mission & ethos. School management will contact the current and all former post-primary school(s) attended by the applicant. In the case of application for 1<sup>st</sup> Year, outside of the standard annual intake process on page 2, the former primary school(s) will also be contacted.

Applicants may then submit an Enrolment Application Form. Applications will only be deemed complete once the following documentation has been received by the school.

- 1) **Completed Enrolment Application Form**
- 2) **School reports from previous two years** (*previous year if applicant has only completed 1<sup>st</sup> Year*)
- 3) **Two written references, dated within one month of the date of application, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Síochána and/or a person of standing in the community.** (*N.B. Where an applicant has recently moved to the area 'local' may refer to previous residence/school.*)
- 4) **Copies of Junior/Leaving Certificate result/equivalent state exams from abroad.** (*where applicable*)
- 5) **An Educational Psychology Assessment Report and/or medical documentation outlining Special Educational Needs** (*where applicable*)
- 6) **Copy of applicant's birth certificate**
- 7) **Transfer Information Form** – On receipt of 1 – 6 above Presentation Milltown will forward a Transfer Information Form to the applicant's current school and, where relevant, all former post-primary schools. The Transfer Information Form includes, but is not limited to, information on behaviour, attendance, student/family supports and academic progress. It forms part of the application process.

*N.B. It is the responsibility of the applicant to furnish the school with 1 – 6 above.*

Presentation Secondary School reserves the right to request additional and confidential references from the authorities in the applicant's current and all former post-primary schools, as well as any other background checks as may be deemed appropriate in order to properly consider the application. In the case of application for 1<sup>st</sup> Year, outside of the standard annual intake process on page 2, the former primary school(s) may also be contacted

Once an application is deemed complete (receipt of 1 – 7 above) the school will process the application in line with this policy and the relevant legislation.

### **Decision to Enrol/Refusal to Enrol**

Having due regard and respect for the statutory and constitutional rights of parents and their children, the Board of Management and/or the Principal acting on behalf to the Board of Management, reserves the right to refuse any application for enrolment in particular circumstances, which might include, but are not confined to, the following:

- 1) An established prior record of poor behaviour, in particular, any propensity towards violence and/or aggressive, threatening or disrespectful behaviour towards other students, members of staff and/or school property. This may extend to such behaviours outside of school, as well as in relation to school.
- 2) An established prior record of bullying, cyber-bullying and/or sexual harassment of other students and/or members of staff. This may extend to such behaviours outside of school, as well as in relation to school.
- 3) An established prior record of use, possession or distribution of weapons, illegal substances and/or mood altering substances (including, but not confined to, alcohol & other substances classed as 'legal highs'). This may extend to such behaviours outside of school, as well as in relation to school.
- 4) Insufficient educational attainment/coverage of course content to effectively participate in a particular course/subject. ie. insufficient subject course content covered in previous school(s) to make sufficient progress viable.
- 5) Lack of adequate resources to ensure school can cater for particular needs.

Applications to transfer into the school will be considered having regard to the overall wellbeing of existing students and the availability of physical space and resources.

Following consideration by the Principal/Board of Management of individual applications for transfer /enrolment, where the Principal/Board has grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of on-going disciplinary proceedings in another school which includes, but is not confined to, any on-going statutory procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000.

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The Board of Management reserves the right to refuse an application for admission.  
In such case, the parents will have the right to appeal under Section 29(1) Education Act 1998.

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# SPECIAL EDUCATIONAL NEEDS

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The Board of Management welcomes students with special or additional educational needs. Access to students' records from primary schools, including Individual Educational Plans, will be sought in advance of entry for students whose application forms indicate such needs. Application to the Department of Education & Skills for support resources will be made as appropriate. Where adequate resources are not forthcoming the school may have to postpone the student taking up his/her place until the Department of Education & Skills provides such resources. The Board of Management will do all it can to identify, plan and provide for the specific special/additional needs of applicants seeking admission to our school, working within the school's Admissions Policy and Special Educational Needs Policy.

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## CURRICULUM

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Presentation Secondary School, Milltown seeks to offer as wide a range of subjects, programmes and educational opportunities as is possible, with consideration to the resources and facilities available.

The following programmes and subjects are currently offered by the school,

### **DES/NCCA Junior Certificate and Leaving Certificate examinations (LC & JC)**

- ❖ See p.6

### **The Transition Year Programme (TY) - See Transition Year Policy**

- ❖ Transition Year (TY) is an optional programme between Junior Cycle and Senior Cycle. Transition Year takes many different forms and each school offers a unique Transition Year programme.
- ❖ Presentation Secondary School, Milltown is only in a position to offer 30 students per year the opportunity to complete Transition Year. Places will be allocated through an application process which is outlined in our Transition Year Policy.
- ❖ The Board of Management will decide on an annual basis if the resources are available to have a Transition Year group for the following school year.
- ❖ The Board of Management and/or the Principal acting on behalf of the Board of Management, has the right to refuse entry to the Transition Year in circumstances where it is felt that the TY programme at Presentation Secondary School, Milltown is not suited to the needs of individual students. Students who have a prior record of poor behaviour, including, but not confined to, aggressive, violent, disrespectful or dangerous behaviour (or the threat of such), truancy, bullying, poor attendance and/or continuously poor attitude towards staff members, peers or schoolwork will not be considered for Transition Year.
- ❖ External applications for Transition Year will not be considered until the internal application process and waiting list have been exhausted. Suitability for Transition Year is an important part of the application process. In cases of external applicants it may not always be possible to determine such suitability due to the fact that the applicant's needs, personality, motivation and ability are not known to us. In such cases the Board of Management and/or the Principal acting on behalf of the Board of Management reserve the right to refuse entry to Transition Year. In such instances the applicant may be offered the opportunity to apply for 5<sup>th</sup> Year, should places be available and subject to the full terms of this Admissions Policy.

### **The Leaving Certificate Vocational Programme (LCVP) - See LCVP Policy**

- ❖ All 5<sup>th</sup> Year students must study LCVP. Optional in 6<sup>th</sup> Year based on subject qualification rules and LCVP Policy.

### **Repeat Leaving Certificate - See Repeat Leaving Certificate Policy**

- ❖ Repeat students will be enrolled in line with the Repeat Year Policy and numbers based on space in class/subject groups in any given year and/or in the context of overall school numbers.

### **Programme & Subject Choices**

Presentation Secondary School seeks to promote equality of opportunity throughout school life. As far as is realistically possible we will seek to facilitate students' choice of subjects/programmes, with consideration & regard for the following,

- ❖ Resources available,
- ❖ Class sizes,
- ❖ Appropriateness of the course/programme/subjects for individual student(s) needs,
- ❖ The school being in a position to provide a full timetabled curriculum for incoming students.
  - *NB. Reduced curriculum is only considered under the grounds of Special Educational Needs and consultant certified medical conditions/illnesses. Subjects to be reduced will be at the discretion of the school based on resources available, supervision/health & safety considerations and the student's academic progress to date.*
- ❖ Application process and criteria for programmes, activities and/or events where applicable.

All **Junior Cycle** students at Presentation Secondary School, Milltown are required to study the following...

**1st Year**

**English**  
**Irish\*\***  
**Maths**  
**Business**  
**History**  
**Geography**  
**Science**

**Religious Education**

**Sampling of Practical Subjects**

*Home Economics, Music, Art, Woodwork, Tech Graphics*

**Sampling of Language Option\*\***

*Spanish, French, German*

**Wellbeing**

*including ....*

SPHE/Life Skills

Physical Education

CSPE

**2nd & 3rd Year**

*9 exam subjects + 2 Short Courses*

**English**

**Irish\*\***

**Maths**

**Religious Education**

**Science**

**Option 1\***

**Option 2\***

**Option 3\***

**Option 4\***

**Wellbeing**

*including ....*

SPHE/Life Skills/Wellbeing (*Short Course*)

Physical Education

CSPE (*Short Course*)

**Subjects Offered in Options 1 - 4**

Business, History, Geography, Spanish, French, German,  
Woodwork, Music, Technical Graphics, Art, Home Economics.

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All **Leaving Certificate/Senior Cycle** students at Presentation Secondary School, Milltown are required to study the following ....

**5<sup>th</sup> Year**

*7 exam subjects + LCVP*

*+ 2 non-exam subjects*

**English**

**Irish\*\***

**Maths**

**Option 1\***

**Option 2\***

**Option 3\***

**Option 4 \***

**LCVP** (*all 5<sup>th</sup> Year students*)

Religious Education

Physical Education

**6<sup>th</sup> Year**

*7 exam subjects + LCVP (if qualified)*

*+ 2 non-exam subjects*

**English**

**Irish\*\***

**Maths**

**Option 1\***

**Option 2\***

**Option 3\***

**Option 4 \***

**LCVP**

Religious Education

Physical Education

**Subject Offered in Options 1 – 4**

Business, Economics, Accounting, History, Geography, French, Spanish, German,  
Construction Studies, Music, Design & Communication Graphics, Art, Home Economics,  
Biology, Agricultural Science, Chemistry, Physics.

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\* *Combination of subjects making up option blocks change annually based on student preferences, class sizes and curricular constraints.*

\* \* *Irish /Reduced Curriculum - students who qualify for Irish/Language Exemptions under DES criteria are not required to study these subjects. All reasonable efforts will be made to provide resource/learning support during these particular class periods, however this cannot be guaranteed.*

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**The above curriculum requirements for students at Presentation Secondary School, Milltown are subject to change based on resources available to the school and DES/NCCA requirements**

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## EXTRA-CURRICULAR ACTIVITIES

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In the pursuit of developing and maintaining a holistic approach to education all students are encouraged to participate in all areas of school life, both in the classroom and beyond. A wide range of extracurricular activities is offered to students including;

- Sports,
- Music,
- Community involvement,
- School tours,
- Public speaking,
- Debating,
- Poetry,
- Board Games

In order to ensure the care and safety of our students the Board of Management, or the Principal acting on behalf of the Board of Management, may need to limit numbers allowed on some tours/activities. In such cases students will be informed of the selection procedures used to determine places.

Students who are in-breach of the school's Code of Behaviour may be withdrawn from extra-curricular activities, by the Principal/Deputy Principal, without prior notice and, in some circumstance, for a specified period of time.

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## BEHAVIOUR

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The school ethos promotes responsible behaviour and respect for all. As such our Code of Behaviour encourages students to;

- ❖ Act justly
- ❖ Speak truthfully
- ❖ Be courteous and concerned for the good of others
- ❖ Strive diligently for knowledge and understanding
- ❖ Co-operate actively in the work of Presentation Secondary School

The management and teachers of the school will seek to ensure, as far as possible, that the organisation, curriculum, teaching methods and general atmosphere of the school are such that disciplinary problems do not arise and the application of sanctions is called for as rarely as possible.

Where, however, a student acts in a manner prejudicial to the learning situation, good order or the interest of others, the school has a right and duty to intervene where necessary and impose sanctions.

The sanctions to be employed will depend on the nature and seriousness of the misdemeanour and care will be taken to avoid group punishments, as far as possible. In all cases a written record will be kept of the misdemeanour.

Parents of all new entrants to the school will be provided with a copy of the school's Code of Behaviour and will be required to sign and return a statement attached saying that they have read and agree with the contents of said Code of Behaviour. (Education Welfare Act 2000 Section 23(1)).



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## SUSPENSIONS & EXCLUSIONS

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Students of Presentation Secondary School are expected to comply with the school's Code of Behaviour. Parents/Guardians of students are asked to read the Code of Behaviour and indicate on the attached form that they and the student have read, understood and agree with the content. Failure to follow the rules outlined will result in the school taking action according to the discipline procedures and sanctions also outlined in the Code of Behaviour.

There may be cases of unacceptable behaviour where it will be in the best interests of the school community, other students/staff or the individual involved, for the student to be removed from the school for a period of time or completely. Suspension and exclusion are options available to the Principal and/or the Board of Management in these situations.

The Principal has the authority, under the Articles of Management for Secondary Schools, to suspend "*any pupil for a limited period and shall report any such suspension to the Board of Management at its next meeting*". [Article 19(b)]

If, in the judgement of the Principal, a student should be permanently excluded, the "*Principal shall refer the matter to the Board of Management for the decision*". [Article 19(c)]

The Board of Management and the Principal will exercise this authority having regard to their responsibilities to the whole school community and to the principles for procedural fairness.

Depending on the nature and extent of the misbehaviour the support of other agencies, such as the National Education Welfare Board or the National Educational Psychological Service, may be sought by the Principal and/or Board of Management.

### SUSPENSION

Suspension allows students time to reflect on the behaviour which led to the suspension, to acknowledge and accept responsibility for their behaviour and to accept responsibility for changing their behaviour to meet the school's expectation in the future.

Suspension may occur as a result of ....

- a) A single/small number of incidents of a serious nature      b) On-going unacceptable behaviour

a) A single/small number of incidents of a serious nature.

Parents will be asked to meet with the Principal to discuss the incident. The suspension may then be formalised in line with the procedures outlined in this policy.

b) On-going unacceptable behaviour.

Suspension for on-going unacceptable behaviour will usually only occur after the school has:

- ❖ Ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented, where appropriate.
- ❖ Ensured all appropriate support personnel (internal and/or external) have been involved, where appropriate.
- ❖ Ensured that discussion has occurred with the student and parent/guardian, regarding the specific behaviour(s) which the school considers unacceptable and which may lead to suspension.
- ❖ Recorded previous sanctions and actions taken.

## **Suspension Procedures**

- ❖ The Principal (or in the absence of the Principal, the acting or Deputy Principal) makes the decision to suspend based on the rules and procedures set out in the Code of Behaviour.
- ❖ The student is informed of the reason for the suspension and is given an opportunity to respond.
- ❖ Except in extremely serious circumstances, the student will be supervised or remain in class until the suspension takes effect. Students will generally not be sent home during the school day unless they are collected by a parent/guardian.

The parents/guardians will be invited to the school for a meeting at which they will be informed of the reason(s) for the suspension and will be given an opportunity to respond, before the suspension is formalised. The parents/guardians will also be informed of the suspension in writing.

- ❖ In some circumstances the Principal may need to suspend immediately. Such incidents may include, but are not confined to, aggressive or intimidating behaviour, violence or the threat of violence, presence of weapons, illegal drugs, serious disrespect to a member of staff, potentially putting students/staff/themselves at risk or threatening to do so etc.

If the suspension is to be immediate (eg in the interests of health & safety) parents/guardians will be informed by phone where possible, followed by written confirmation.

- ❖ The formal letter of suspension will include:
  - Notice of the suspension as well as the effective date and duration of the suspension;
  - Reason(s) for the suspension
  - Expectations for the students while on suspension (for example; consideration of their behaviour & the consequences, study etc) as well as requirements which need to be in place when they return to school, where deemed necessary (for example; commitment to improved behaviour/attitude, written apology, completed assignments etc)
  - Importance of parental assistance in resolving the matter and a statement that the student is under the care and responsibility of their parents/guardians while on suspension;
  - In cases where suspension is longer than 6 days or the student has been suspended for 20 days or more in the school year, a statement that the Education Welfare Board has been informed
  - In cases where the suspension is for a period of 7 school days or more\* a statement informing parents/guardians of their right to appeal in writing to the Board of Management.
  - In cases where consideration is being given to exclusion, this should also be included.

## **Removing a Suspension**

Grounds for removing a suspension may include:

- ❖ The Principal and/or the Board of Management may agree that another sanction be applied after discussion with parents/guardians.
- ❖ New circumstances come to light and an alternative sanction/action is deemed to be more appropriate.
- ❖ Other grounds/information affecting the case.

## **Length of Suspension**

The Principal will usually decide the length of time a student will be suspended for. If a student is suspended for a period of 6 days or more, the principal must inform the local Educational Welfare Officer.

If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal must inform the Education Welfare Officer.

## **Appeals Procedure**

The practicalities of school life and the timeframe required to convene Board meetings, mean that having a formal appeal to the Board of Management on short suspensions (1-3 days), imposed by the Principal, may render the suspension meaningless. In such cases the suspension will occur, but parents may appeal, in writing, to the Board of Management to have the suspension removed from the student's record. This appeal will be heard at the next scheduled Board meeting.

A formal written appeal may be made in the case of long suspensions (over 3 days). Appeals must be made in writing to the Board of Management through the Secretary to the Board of Management.

The appeal will be considered by either the entire Board or a Sub-committee of the same.

The school may insist that the student remain at home while any appeal on a suspension is in process.

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# EXCLUSIONS

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The term 'exclusions' refers to permanent exclusion from the school. Exclusions will generally only occur after the school has:-

- ❖ ...ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented, where appropriate;
- ❖ ...ensured appropriate support personnel (internal and/or external) have been involved, where appropriate;
- ❖ ...ensured that every reasonable effort has been made to discuss with the student and parent/guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to exclusion;
- ❖ ...provided verbal and written warnings at appropriate times detailing the student's behaviour and the schools expectations of the student;
- ❖ ...recorded previous sanctions/actions taken and copied all relevant correspondence.
- ❖ ...informed parents/guardians of the Principals intention to recommend exclusion to the Board of Management.
- ❖ ...provided the parents/guardians with a full copy of the Principal's submission regarding the student's behaviour and the case being made to the Board of Management.
- ❖ ...invited the parents/guardians to a Board of Management meeting and invited them to make a response (written or oral).

.....and the Board of Management has:-

- ❖ ...received a written submission from the Principal recommending exclusion.
- ❖ ...received a response (written or oral) from the parents.
- ❖ ...examined all the relevant documentation.
- ❖ ...taken legal/expert advice, where appropriate.
- ❖ ...discussed the case in detail and considered all relevant matters.
- ❖ ...made a final decision to exclude the student.
- ❖ ...communicated the decision to the parents formally through the Secretary or Chairperson of the Board of Management by registered post.
- ❖ ...informed the Education Welfare Officer under Section 24(1) of the Education Welfare Act (2000)
- ❖ ...the formal letter of notification will include the following:
  - Notice and the effective date of the exclusion.
  - Reasons for the exclusion.
  - A statement that the Education Welfare Board has been informed of the exclusion.
  - A statement that the student is under the care and responsibility of their parent/guardian for the period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student.
  - A statement informing parents/guardians of their right to appeal (*Section 29 - Education Act 1998*)

There may be exceptional circumstances where the Board of Management forms the option that a student should be excluded for a first offence. The kinds of behaviour that may result in a proposal to exclude on the basis of a single incident may include, but is not confined to;

- ❖ A serious threat of violence against another student or member of staff.
- ❖ Sexual harassment of another student or member of staff.
- ❖ Actual violence or physical assault
- ❖ Possession or use of weapons/dangerous materials which could be used to cause significant harm to other students and/or staff.

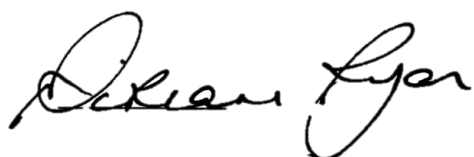
In such cases the incident will be investigated to determine the facts, where possible by someone other than the Principal. The student and the parents will be invited to meet with the Principal to discuss the incident. The Principal may then make a recommendation to the Board for exclusion. The Board of Management will consider the recommendation for exclusions as outlined above (1-9).

Where it considers there to be a risk to the health, safety and/or welfare of other students, staff and/or the student in question the Board may insist that the student remains at home while the exclusion process and/or any related appeal are concluded.

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**Ratified by Board of Management** – 9<sup>th</sup> October 2018

**Review Date** - May 2019



For and behalf of the Board of Management

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# APPENDIX 1

## CATCHMENT AREA

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For the purpose of enrolment as outlined in this Admissions Policy, the Board of Management defines the catchment area of Presentation Secondary School, Milltown as including the following primary schools only (*in no particular order of priority with regard to criteria*);

- ❖ Ballyfinnane National School, Castlemaine
- ❖ Boheshill National School, Glencar
- ❖ Castlemaine National School
- ❖ Castledrum National School, Castlemaine
- ❖ Cullina National School, Beaufort
- ❖ Curaheen National School, Glenbeigh
- ❖ Douglas National School, Killorglin
- ❖ Faha National School
- ❖ Firies National School
- ❖ Fybough National School, Castlemaine
- ❖ Glenbeigh National School
- ❖ Glounaguillagh National School, Caragh Lake
- ❖ Kilgobnet National School, Beaufort
- ❖ Killtallagh National School, Castlemaine
- ❖ Nagle Rice Primary School, Milltown
- ❖ Scoil Bhreac Chluain, Annascaul
- ❖ Scoil Realt na Mara, Cromane
- ❖ Scoil Mhuire Primary School, Killorglin

**N.B. Each of the Primary Schools listed above has equal standing under the definition of “Catchment Area” referred to in this policy and subject to the terms and criteria contained in this policy.**

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## APPENDIX 2 SCHOOL OFFICE HOURS

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Monday	9am - 12.30pm	1.30pm - 4.15pm
Tuesday	9am - 12.30pm	1.30pm - 4.15pm
Wednesday	9am - 12pm	12.30pm - 2.30pm
Thursday	9am - 12.30pm	1.30pm - 4.15pm
Friday	9am - 12.30pm	1.30pm - 4.15pm