



Roll No. 12180 U

Presentation Primary School

Clonmel, Co. Tipperary.

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Admission Policy of Presentation Primary School

School Address: Clonmel, Co. Tipperary

Roll number: 12180U

School Patron/s: Bishop Alphonsus Cullinan

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 26th March 2025. 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 Primary School 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 Primary School is a Catholic primary school **[catering for boys and girls in Junior and Senior Infants and for girls only from First class to sixth class]** with a Catholic ethos under the patronage of the Bishop of Waterford and Lismore, Bishop Alphonsus Cullinan.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, 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, and which school provides religious education for the pupils 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.

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

The Presentation Primary School is a community of pupils, parents, staff and board members in which each individual is valued and respected. Inspired by the vision of Nano Nagle we aim to:

- * Foster a sense of belonging in a sharing, friendly atmosphere by building self-esteem, through supporting and encouraging one another.
- * Understand and value everyone’s individual needs.
- * Develop each person’s skills, talents and creativity to the full in a caring, safe and happy environment.

Presentation Primary School is situated in an urban setting serving a very large, diverse population. One of the great strengths of the school is its social inclusion. The presence of children from diverse backgrounds and various religious groups enriches the life of the school community.

3. Admission Statement

Presentation Primary School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,

- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Presentation P.S will co-operate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Education Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Presentation Primary School will comply with any direction served on the Patron or the Board, as the case may be, under section 37A and any direction served on the Board under Sectionb 67(4B) of the Education Act.

Single gender schools

Presentation Primary School is **an all-girls school with boys in infant classes and in the special classes for pupil with Developmental Language disorder** and does not discriminate where it refuses to admit a boy applying for admission to this school.

All denominational schools

Presentation Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education class(es)

Presentation Primary School is a school which has established special classes, 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. The school 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

(a) In the case of a mainstream school with a SEN class attached

SSLD CLASSES

Presentation Primary School with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with Developmental Language Delay (Specific Speech and Language Disorder).

Presentation Primary School makes every effort to provide an inclusive education to meet the needs of all children including those with Special Education Needs.

No child will be refused admission on the grounds of SEN except in the case of the special class if a child does not meet the requirements of D.E.S. Circular 0038/2007.

ASD CLASS

Presentation Primary School has been sanctioned to establish a special class to provide an education exclusively for students with ASD – Autistic Spectrum Disorder. **This class will cater for boys in Junior and Senior Infants and girls from Junior Infants to 6th class in line with our mainstream enrolment.**

Our ASD class aims to offer an autism specific learning environment within a mainstream school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

- Please refer to Appendix 2 for detail regarding the specific admissions procedure to the ASD class in the Presentation Primary School.
- Please see Appendix 3 for further clarification.

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.
- c) The pupil is under 4 years of age on the 1st September in the year they are due to start school in the Presentation Primary School.

A copy of the child's Birth Certificate must be provided with every application for enrolment before an application can be considered for acceptance.

A school that admits students of one gender only

Presentation Primary School provides education exclusively for girls (girls and boys in infant classes and in our SSLD class) and may refuse to admit as a student a person who is not of the gender provided for by this school.

All denominational schools

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

School with special education class(es)

The special class attached to Presentation Primary School provides an education exclusively for students with Developmental Language Disorder 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 (as outlined in D.E.S. Circular 0038/2007).

The ASD class attached to the Presentation Primary School provides an education exclusively for students with ASD – autistic spectrum disorder and the school may refuse admission to this class, where the student concerned does not have the specifies category of educational needs provided for in this class. **This class will cater for boys in Junior and Senior Infants and girls from Junior Infants to 6th class in line with our mainstream enrolment.**

Please see Appendix 2 for further information on Admissions to our ASD class.

Please Note:

- Where there is a waiting list for our SSLD classes or ASD class, enrolling into the mainstream does not equal automatic enrolment entitlement to these classes.
- Where there is a waiting list for the special classes, enrolment into the mainstream does not equal automatic entitlement to access the services of the SSLD classes or ASD class even where the child enrolled in the mainstream meets the admissions criteria for special class enrolment.

6. Oversubscription

In the event that the mainstream classes in the school are 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.

1. Siblings of students currently or previously in the school (including step-siblings and foster-siblings, resident at the same address).

2. Children who have attended Busy Bee's Pre-School which is located on the school premises.
3. Children of current staff, including ancillary staff.
4. Children living within catchment area/parish known as St. Mary's Parish Clonmel
5. Children whose home address is closest to the school (as measured by a straight line on an O.S. map) if the child is normally resident outside of the agreed catchment area/parish.

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:

Priority will be given to the oldest student at each class level.

Special Class Admissions

In order to ensure that the NCSE has access to information on all children and young people who may require a special class or special school place, parents/guardians should notify the NCSE prior to making an application for admission to a special class and/or special school. The NCSE will discuss with families the range of options that are available to meet the needs of their child or young person as identified in available reports. This notification together with the submission of the child or young person's relevant reports should occur as early as is possible. Notification should be made before 1 February in the preceding school year to facilitate NCSE planning. This can be done via the NCSE online portal.

- **SSLD classes:** For Admissions to our SSLD classes please see Language Class Enrolment Policy for the Presentation Primary School Clonmel.
- **ASD class:** (In applying each criteria, the eldest will be prioritised for the intake group)

1. Pupils already enrolled in the Presentation Primary School, who meet the admissions criteria for ASD special class.

2. Applicants with siblings currently enrolled in the school (including step-siblings, resident at the same address)

Please Note:

- **Where there is a waiting list for our ASD class, enrolling into the mainstream does not equal automatic enrolment entitlement to this class.**
- **Where there is a waiting list for the ASD class, enrolment into the mainstream does not equal automatic entitlement to access the services of the ASD class even where the child enrolled in the mainstream meets the admissions criteria for special class enrolment.**

3. Children living in the geographical area known as the Parish of St. Mary's Clonmel.
4. Children of the current school staff (teaching, support, ancillary and BoM)
5. The siblings of children who were pupils in the school.
6. Children of past pupils.

If a space is still available it will be allocated by random selection of applicants working through the shortlisting criteria outlined at stages 7 and 8 below:

7. Children from the Tipperary South H.S.E area with no special class placement.
8. Children from the Tipperary South H.S.E area who already have a special class placement.

*Proof of address will be requested if shortlisting applies.

Fulfilling the Selection Criteria does not necessarily ensure enrolment to the ASD class if:

- Necessary resources pertaining to the enrolment are not available.
- Sufficient classroom space is not available.

(Please see Appendix 2 for further clarification)

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí other than in relation to a student's prior attendance at:
 - i. an early intervention class, or
 - ii. an early start pre-school, specified in a list published by the Minister from time to time.
- (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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

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

(g) the date and time on which an application for admission was received by the school,

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.

8. Decisions on applications

All decisions on applications for admission to Presentation Primary School will be based on the following:

- Our school's Admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

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

In accepting an offer of admission from Presentation Primary School, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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 Primary School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to 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.

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 certain information 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 Primary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

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

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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.

Oversubscription

As the refusal to enrol is due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. You can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

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 no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available having offered all places to applicants who applied before the closing date. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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:

1. Parents/Guardians contact the school to advise of an interest in enrolling their child. The Education Welfare Act (2000) requires that information concerning attendance and the child's educational progress should be communicated between schools. Parents/Guardians should be advised that all transfers involve the Principal contacting the Principal of the current school.
2. Where possible, a meeting is arranged with the Principal to discuss the possible enrolment. (It is noted that applicants from overseas cannot fulfil this arrangement but communication is a key element for successful enrolment).
3. The Principal should be in a position to advise parents of available space in the class grouping into which enrolment is sought. Other considerations may surface during this discussion.
4. Where parents/guardians opt to progress the application, a formal application process should be undertaken, including the provision of information for the enrolment, confirmation in writing that the Code of Behaviour of the school is acceptable to him and her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
5. The date by which the applicants will be notified of the decision of the application will be no later than three weeks from the date of receipt of the formal written application.

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

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

Children transferring from other local schools

In order to maintain positive relationships with other local schools, the Board of Management may decide not to enrol pupils who already have a local placement.

A copy of the child's Birth Certificate must be provided with every application for enrolment before an application can be considered for acceptance.

Other than the case that a family has recently moved to the area such transfers may only be accommodated at the beginning of a new term.

The board may defer enrolment of such pupils if relevant information is not made available.

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

The board of the Presentation primary School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

- When requested by parents/guardians, the class teacher will provide students with alternative, self-directed activities to be completed in the student's classroom during the religious instruction period (as there is no option for pupils to be supervised elsewhere).
- A written request should be made to the Principal of the school.
- A meeting will 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.

Refer also to the school's Religions Education Policy available on www.presprimaryclonmel.com

Reviews/Appeals

Review of decisions by the board of Management

The parent of 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.

Right of Appeal

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

Signed: _____ Date: _____

(Chairperson B.O.M.)