



Presentation Secondary School Listowel

Revised Admissions Policy

2020-2021

Adopted by the Board of Management

Signed: Shay Downes

Chairperson of the Board of Management

Date: Thursday 30th April 2020

Review Date: August 2020

This policy is being published by the Board of Management and is the official Admissions and Participation Policy of Presentation Secondary School Listowel.

It has the approval of CEIST Trustees.

Copies of the policy are available at all times in the school and a copy is furnished to each person who applies to be admitted. The Admissions Policy is available on the website

Mission Statement

Ours is a Presentation Secondary School, inspired by the vision of Nano Nagle, and in response to her we welcome and cherish girls irrespective of ability or background.

We aim to develop a vibrant community of Pupils, Staff, Parents/Guardians, Management, based on Gospel values such as justice, truth and honesty, in accordance with the ethos of the school and our agreed Code of Discipline and conduct.

We aim to assist in the development of the full potential of each girl in a pleasant and safe environment, where the dignity of each member of the School community is recognised, affirmed and valued.

We aim to awaken our girls to their true dignity and role as women in present day society. Inspired by these values we dedicate ourselves to the continual development of our Presentation School

School Details

School Name: Presentation Secondary School

Address: Greenville, Listowel, Co. Kerry

School Roll Number: 6138OH

Type of School: Voluntary Catholic All Girls School

Contact Details: Telephone: 068-21452

E-mail office@preslistowel.ie

1. Characteristic spirit and general objectives of Presentation Secondary School Listowel

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

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of **Presentation Secondary School Listowel** 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 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 charisma of founder *Nano Nagle* of the Presentation Sisters who began this school is of very significant importance in the life of the school.

As a CEIST school, **Presentation Secondary School Listowel** 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 Listowel 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 Listowel** 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 Listowel** 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 Listowel** 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.

2. Arrangements regarding opting out of Religious Instruction

A parent of a student, or a student who has reached the age of 18, who wishes to attend **Presentation Secondary School Listowel** without attending religious instruction should make

a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how that request may be accommodated by the school

3. Procedures

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/guardians of children attending the school. The policy was approved by the school patron on April 30th 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 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.

4. Characteristic spirit and general objectives of the school

Presentation Secondary School Listowel is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of CEIST

“Catholic Ethos” in the context of a Catholic voluntary secondary 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;
- (b) a living relationship with God and with other people;
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- (d) the formation of the pupils in the Catholic faith, and which school provides religious education 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.
- (d) In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Presentation Secondary School Listowel 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.

(e) Mission Statement

Ours is a Presentation Secondary School, inspired by the vision of Nano Nagle, and in response to her we welcome and cherish girls irrespective of ability or background.

We aim to develop a vibrant community of Pupils, Staff, Parents, Management, based on Gospel values such as justice, truth and honesty, in accordance with the ethos of the school and our agreed Code of Discipline and conduct.

We aim to assist in the development of the full potential of each girl in a pleasant and safe environment, where the dignity of each member of the School community is recognised, affirmed and valued.

We aim to awaken our girls to their true dignity and role as women in present day society. Inspired by these values we dedicate ourselves to the continual development of our Presentation School

5. Admission Statement

Presentation Secondary School Listowel 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 Listowel is an all-girls school and does not discriminate where it refuses to admit a girl applying for admission to this school.

All denominational schools

Presentation Secondary School Listowel 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 a Catholic tradition and it is proved that the refusal is essential to maintain the ethos of the school. Schools with special education class(es)

Presentation Secondary School Listowel 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.

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

Presentation Secondary School Listowel with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a Moderate Learning Difficulty

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/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

A school that admits students of one gender only

Presentation Secondary School Listowel provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

All denominational schools

Presentation Secondary School Listowel is a Catholic school and may refuse to admit as a student a person who is not of a Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school. School with special education class(es)

The special class attached to Presentation Secondary School Listowel provides an education exclusively for students with Moderate Learning Difficulty category or categories of special educational needs

Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Presentation Secondary School Listowel is committed to an Admission Policy which reflects the spirit and meaning of the Education Act 1998, the Education (Welfare) Act 2000 and the Equal Status Act 2000. It is the responsibility of the Board of Management to ensure the safety, health and welfare of all members of the school community; this includes the student body as well as the staff.

6. Selection criteria

Where Application Forms received by the closing date as stated on the admissions notice, exceed the number of places available, the Board of Management directs that the places will be allocated in the following order of priority:-

1. Sisters, step sisters, half-sisters, foster sisters, sisters of students in blended families who are or have been enrolled in Presentation Secondary School Listowel
2. Students whose mother/father/guardian is contracted (in the current academic year) as a teacher, SNA, or administrative staff
4. Students whose mothers/guardian were past pupils of Presentation Secondary School Listowel
5. Students from the Primary schools in the Listowel area.
6. All other students living in the greater Listowel area.

If the number of applicants within a particular category exceeds the balance number of places available, then the date of birth of each student shall be used to determine maximum eligibility.

The oldest students within the category will have greatest priority. In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

- A draw will take place if two students are tied on the final criteria for the last available place.

This draw will be attended by the Chairperson of the Board of Management, Chairperson of the Parents' Association, an external education professional nominated by the Patron and the Principal.

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 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 her parents/guardians, attend an interview, open day or other meeting as a condition of admission;
- (f) In relation to 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.

7. Decisions on applications

All decisions on applications for admission to Presentation Secondary School Listowel 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 below in relation to applications received outside of the admissions period and section 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.

8. 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 below for further details).

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

In accepting an offer of admission from Presentation Secondary School Listowel 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 7 (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned. Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

10. 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 Listowel

If (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/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to her and that she shall make all reasonable efforts to ensure compliance with such code by the student; or

(iv) an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 10 above.

11. 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 her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005). All personal details will be held in accordance with GDPR Regulations

12. 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 Listowel 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 Listowel 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.

13. 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.

14. Enrolment

Presentation Secondary School welcomes all girls for whom the school can provide an appropriate education. To be eligible for admission students must

- Reach the required age of 12 on the 1st. January in the calendar year following the student's entry into 1stYear.

- Have completed Sixth Class in Ireland or its equivalent elsewhere.
- Be willing to accept the school ethos
- Be willing to accept the school Code of Behaviour. Confirmation in writing, is required, that Parents/Guardians and student accept the Code of Behaviour.
- Be willing to accept the school Respect and Dignity Policy (Anti-Bullying Policy). Confirmation in writing, is required, that Parents/Guardians and student accept the Policy
- Be willing to accept the school Code of Behaviour regarding mobile phones, schools trips, Acceptable Use Policy, Data Protection guidelines (photography). Confirmation in writing, is required, that Parents/Guardians and student accept the previously mentioned.
- Be willing to take an assessment Test in English & Mathematics- (this is not an entrance test and is not used as a criterion for entry) – its only purpose is to help the school to identify students in need of learning support.

Once application is made for entry, the school shall request Parents/Guardians to give permission in writing to have access to all relevant medical, psychological, behavioural and educational reports available on the child.

The Principal/Deputy Principal will meet with parents/guardians of Sixth Class pupils schools in the catchment area prior to enrolment. Parents will be presented with the following:-

- Up to date school newsletter
- Details of the schools social media platforms
- Application for enrolment

The following policies are available on the school website for parents

- The School's Admission Policy
- Code of Behaviour
- Anti-Bullying Policy

A letter will also be sent to parents within 21 days notifying them of the acceptance of their enrolment

The school holds a specific information and enrolment evening in October. Parents are requested in as far as possible to make application for enrolment at this evening. Prior notice of the date will be sent to Primary Schools. It will be advertised in the local media and Parish Newsletters.

Should a parent wish to meet with the Principal, Deputy Principal or any Member of Staff, they are requested to contact the school for an appointment.

The Deadline for receipt of application forms for 2020-2021 will be Friday 25th November 2020

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:

The school will make every reasonable effort to facilitate a student seeking a transfer to our school.

The Board of Management will decide on applications for admission to any other year other than First Year by applying the following criteria:

- A transfer is in agreement with the school's Admissions Policy
- A transfer is in the best interests of the student and the school
- A transfer is of educational benefit to the student The application form must be accompanied by (a) an academic progress report (b) an attendance record (c) a punctuality record (d) a behaviour report (e) a reference from the Principal of the previous school

It may be necessary for a consultation with the Educational Welfare Officer to take place. Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's parents/guardians, his former school, the education welfare officer, whether such a place may be offered, immediately, or whether it would be better to wait until the beginning of the next academic year.

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 Listowel will only consider an enrolment after the commencement of the school year in exceptional cases. A written application to the Board of Management will initiate the process at which point a decision to enrol invokes the procedures outlined in Section 15 (above).

Declaration in relation to the non-charging of fees The board of Presentation Secondary School Listowel or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

Refusal to enrol on health and safety grounds

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.”

16. Arrangements regarding students not attending religious instruction

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

17. Reviews/appeals

Review of decisions by the Board of Management

The parent/guardian 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/guardian 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.

18. Pastoral Care

Pastoral Care of the student is an integral part of the school's approach to teaching and learning.

Social, Personal and Health Education and Wellbeing are part of the Core Curriculum set out by the DES.

Specific classes in Relationships and Sexuality Education are covered with prior notification to Parents.

Each Junior Cycle CLASS, 1st and 2nd Year (2019-2020) class has a teacher of SPHE and Wellbeing

Each Third Year class has a teacher of SPHE (2019-2020). Students are provided with social, personal and health education as well as individual support. Teachers who work in this area have undergone special training.





19. Health and Safety

Parents/guardian whose children are on regular medication must inform the school of this at enrolment time. All parents are requested to complete the necessary permission forms for administering medication and giving permission to the school to seek medical intervention in the case of serious illness or accident. Every effort will be made to contact Parent(s)/Guardian(s) in case of emergency.

The school ensures that storage of this information is in accordance with the Data Protection Legislation 2018 and subsequent amendments and when computerised, the information is password protected.

20. Expenses and voluntary contributions

Due to rising costs, school grants are not sufficient to meet all school expenses. To help the school meet its annual expenditure parents are requested to make a voluntary contribution towards the following:

-  Correspondence
-  Electronic licences
-  IT Maintenance
-  Art Materials

An annual expenses online information/sheet is given to parents/guardians. Due consideration is given to students of families, who due to financial constraints, are unable to make this contribution. There is a payment Plan Structure in place.

21. Calendar and class times




The calendar for each school year will be set in accordance with directives from DES and will be made available to parents/guardian at the commencement of each school year.

Class times may be subject to minor adjustments. The building is open from 8.00 a.m.

Those who participate in After School Study are supervised until 6.15 p.m.

The school keeps parents/guardians informed of school activities. The School Website/Facebook/Twitter/Texting is updated on a regular basis.

Students are kept informed of School events by

-  Notices on Monitor in Social Area
-  Notices on Notice Boards
-  Announcements over the Intercom System
-  Class Teachers & Year Heads
-  Social Media Platforms

22. Schools functions and meetings

Parent/Teacher meetings are held once a year for each year group. The time of these meetings is set in accordance with directives from DES. Parents/Guardians are notified of the dates and times of these meetings and are strongly urged to attend.

Parents/Guardians will be notified well in advance of other meetings and functions which are usually held at night.

Parents/guardians who may wish to meet with the Principal, Deputy Principal or any staff member outside of these times must phone the school to arrange an appointment.

23. Parents' Association

The Parents' Association works in conjunction with the management and staff to provide the best educational opportunities for the students. Regular meetings of the Association are held throughout the year. Occasionally the Association assists with fund-raising in the school.

24. Student Council

The Student Council promotes the interests of the school and the involvement of students in the affairs of the school, in co-operation with the Board of Management, Parents/guardians and Teachers. It functions in accordance with the Education Act 1998, Section 27. A Head Girl and Deputy Head Girl are responsible for the running of the Student Council. The Student Council meets with the Board of Management at the December and May Board meetings each year.

25. CURRICULUM

JUNIOR CYCLE SUBJECTS	SENIOR CYCLE SUBJECTS
Compulsory Non-Exam Subjects	Compulsory Non-Exam Subjects
SPHE & Wellbeing	
Physical Education	Physical Education
Information Technology	Career Guidance
	Information Technology
Wellbeing	
Compulsory Exam. Subjects	Compulsory Exam. Subjects
	Irish (except students with official exemption from the DES)
Irish (except students with official exemption from the DES)	English
English	Mathematics
Mathematics	
Geography	
History	
Religious Education	Optional Examination Subjects
Optional Examination Subjects	French
Home Economics	German
Business Studies	History
Art & Crafts	Geography
Music	Biology
Science	Chemistry

French	Physics
German	
Technical Graphics	Accounting
	Business
	Ag Science
	Music
	Art
	Home Economics
	Design & Communication Graphics

All First Year Classes are mixed ability. Classes in core subjects in 2nd and 3rd Year are banded.

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects.

26. Senior Programmes

- Leaving Certificate
- LCA
- LCVP
- Transition Year

27. Transition Year Programme

Subject to demand and resources the school may offer this programme

Transition Year is a one year programme available to all students who have completed their Junior Certificate examination. The general aim of Transition Year is to promote the personal, social, educational and vocational development of students and to prepare them as independent and responsible members of society.

28. Leaving Certificate

The Leaving Certificate is a two- year academic-based programme in preparation for further education or the world of work. The curriculum consists of core subjects, optional subjects and non -exam subjects

29. LCVP

Subject to demand and resources the school may offer this programme

The Leaving Certificate Programme (LCVP) can be described as a Leaving Certificate with a strong vocational dimension. It provides students with the opportunity to realise their potential for self-directed learning for innovation and for enterprise. The programme balances the virtues of the traditional Leaving Certificate with the development of skills and qualities which will prove relevant to the lives of students on leaving school for further education, the world of work or the business of making a living.






30. LCA Programme

Subject to demand and resources the school may offer this programme.

The Leaving Certificate Applied (LCA) is a distinct and self-contained two year programme available to students who wish to follow a programme with a practical and vocational dimension.

31. Repeating a year

In Accordance with the guidelines from the DES, students may in certain exceptional circumstances repeat a year. Specific approval from the DES must be granted. The following are the grounds on which the consideration of requests for individual students will be based:

-  Prolonged absence due to ill-health
-  Serious Illness
-  Serious Family trauma
-  Very poor academic record
-  Change of School

32. Repeating Leaving Cert

Students who wish to repeat their Leaving Certificate are welcome to do so. An application must be forwarded to the Principal as soon as possible after the publication of the Leaving Certificate results and no later than 31st August.

As the combination of optional subjects is determined by student choice from year to year the school cannot guarantee classes in all options to repeat students. However the school will endeavour to accommodate students, subject to available resources.

33. Learning Support

In consultation with parents/guardians, one to one and small group support is offered to students who have learning difficulties/needs. See the School's Special Needs Policy.

34. Exemption from Irish

The school follows the directives from DES with regard to exemption from Irish.

Students who are exempt from Irish and require learning support will receive it during Irish class time.

35. Homework

To consolidate work done in class homework is essential. Parents/guardians are expected to provide an atmosphere free from distraction for the purposes of study and homework. Guidance in study skills is given to each class during the first term. A full guide to homework is given in the school's homework policy.

36. After school Study

Subject to demand and resources the school may offer this

The school provides facilities for a study period each day between 4.15 p.m. and 6.15 p.m. (Wed/Thur/Fri 3:45 6:15 p.m.) Teachers supervise and the fee, which is paid on a daily basis is decided annually and is communicated to parents/guardians and students

Subject to demand supervised study may be offered to Examination students for 3-4 days during the Christmas holidays, Easter holidays and Mid-term break (second term). The choice of days at Christmas and Easter is governed by the Catholic Liturgical Calendar. The cost is decided and notified to parents/guardians well in advance.

37. Career Guidance and Counselling

In accordance with directives from the DES the school guidance programme offers a range of interventions and activities on a developmental basis. These are designed to assist students make decisions of an educational, career and personal /social nature.

Student Contact is covered as follows:

- In class groups
- One to One
- Out of School Activities

Contact with Parents/Guardians is established by

- Individual Appointments
- Parent/Teacher Meetings
- Information Meetings

38. Referrals

With the consent of parents/guardians, the Guidance Counsellor refers students who need further assessment and support to outside agencies such as NEPS (National Educational Psychological Service) The Kerry Counselling Centre, Jigsaw











Parents/guardians are welcome to contact the Guidance Counsellor directly for appointments.

39. Book Rental Scheme Junior Cycle

A lending Scheme for school - books is run in the school thus helping to reduce expenses for parents/guardians. Full details are available from the Office

40. Extracurricular Activities

We aim at giving our students an all round education and therefore encourage where possible, participation in extra-curricular activities.

-  Badminton
-  Basketball
-  Athletics
-  Public Speaking
-  Science Quizzes
-  Maths Quiz
-  Choir
-  Art
-  Essay Competitions
-  Book Club

Participation in Community Work is encourage and facilitated whenever possible or requested.

41. Special Needs

For full details see our Special Needs Policy

Students with special educational needs are encouraged and facilitated to participate fully in the life of the school and are included in all activities to the extent that it is consistent with the school's Health and Safety Policy.

It is necessary for the school to have access to the following information from the Primary School attended by the student. (This information is protected by the Data Protection Act).

1. Special Needs Assistant or Classroom Assistant
2. Special Class
3. Help, for specific needs, from any resource Teacher
4. Assistance with behavioural modification
5. Psychological assessment. Where such an assessment report is not available the Board may request that the student be assessed immediately.
6. Any additional resources to help with their special needs
7. Help in areas including
 - visual impairment
 - hearing impairment
 - general learning disability or emotional disturbance
8. Any resource in relation to travel or mobility

To assist the school in drawing up an individual education plan for the student the Principal will ensure that the recommendations of the Education of Persons With Special Educational Needs Act 2004 are followed.

42. Suspensions and Expulsions

For full details of the procedures for Suspensions and Expulsions cf. School's Code of Behaviour /Policy on Suspensions and Expulsions.

Suspension and Expulsion are the two most serious disciplinary responses available and will normally be used as a last resort.

Expulsions

Expulsion is the ultimate sanction imposed by the school and is exercised by the Board of Management only in extreme cases of indiscipline.

APPLICATION FORM FOR TRANSITION YEAR

2020-2021

1. Transition Year is not a compulsory part of the curriculum in Presentation Secondary School Listowel. Students may wish to avail of the course as one of the Senior Cycle options and can apply for the course at the end of 3rd year.
2. Students must outline briefly why she wishes to be considered for a place in Transition Year.
3. A number of criteria, printed on this form, have been developed for entry into Transition Year based on the capacity of the students to engage with the course as demonstrated during the Junior Cycle and in particular during the previous school year. Your application will be assessed on the basis of these criteria.
4. Students who apply may be interviewed on the basis of the criteria in order to ascertain their suitability for the course and whether or not it would be in their best interests to avail of this course.
5. The assignment of a student to Transition Year will be considered final once the offer of a place has been accepted by the student and his/her parents or guardians.
6. The progress of each student will be closely monitored from the outset, and if it is apparent at any time during the year that her progress, behaviour or attendance is unsatisfactory, she may be transferred into the regular Fifth Year class.
7. There will be a fee as discussed at the Information Evening to cover outings, photocopying, visiting speakers, admissions charges for events and transport.

Further information can be found in the Transition Year Programme

Name of Pupil: _____ **Class:** _____

1. Please number the Modern Language(s) which you intend to take for the Leaving Certificate:

French ☐

German ☐

2. Please indicate level at which you are taking

Maths in the Junior Certificate:

Hons

☐

Ordinary

☐

3. Do you have an exemption from Irish?

Yes

☐

No

☐

I wish to apply for a place in Transition Year for the Year 2021/2021 for my daughter mindful of the conditions outlined above.

Signature of the Parents/Guardians: _____

Signature of the Student: _____

Date: _____

Criteria for the selection of students for Transition Year.

1. **Level of Responsibility and dependability displayed by the student throughout Junior Cycle in the light of the level of both qualities required for insurance purposes while on Work Shadowing.**

2. **How responsive the student has been to existing discipline structures in view of the required level of responsiveness to structures and codes of behaviour demanded in work placements to ensure a safe learning environment.**
3. **Co-operation with teaching staff throughout Junior Cycle in light of that required during school trips and activities integral to Transition Year.**
4. **Demonstrated potential for self-discipline and self-motivation essential to the level of personal initiative demanded by the Transition Year Programme.**
5. **A record of regular attendance during Junior Cycle which would indicate the probability of regular attendance during Transition Year especially for Work Shadowing placements.**

Use the lines below to outline briefly your reasons for applying for Transition Year.

Please return this application form to the school office by the last Wednesday in March 2021