



Admission Policy of Presentation College Headford Headford

Co Galway

Roll number: 63040Q

School Patron: CEIST CLG

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 September 7th, 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

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

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

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

2. Characteristic spirit and general objectives of the school

Presentation College Headford is a Catholic co-educational 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 College Headford 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 College Headford draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today’s world. The charism of our foundress, the Venerable Nano Nagle of the Presentation Order, who began this school is of very significant importance in the life of the school.

As a CEIST school, Presentation College Headford 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 College Headford 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 College Headford 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 College Headford 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 College Headford 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.

2.1 Mission Statement & General Objectives of our school

Presentation College Headford is a learning community in the Catholic Presentation tradition dedicated to developing the greatest possible personal, academic and spiritual potential of each student. We endeavour to do this in a caring and disciplined environment so that our students may achieve and flourish in all aspects of their lives.

Bearing witness to the life of the Venerable Nano Nagle, it is our hope that by creating a nurturing environment and by cherishing all equally in our care, a PCH student will foster a sense of self-esteem, honesty and respect, cultivating a care and kindness towards themselves, others and the world in which we live.

We welcome the involvement of parents as partners in the education of their children and the co-operation and support of the wider community in delivering a quality teaching and learning experience for all.

3. Admission Statement

Presentation College Headford 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.

Post-primary denominational schools

Presentation College Headford is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Catholic Faith in preference to others.

All denominational schools

Presentation College Headford 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

Presentation College Headford 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 Autism, specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

4.1 Autism Spectrum (AS) Class

Presentation College Headford, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for autistic students. The AS Class should be indicated on a professional report, as per NCSE guidelines, as being the

most appropriate educational setting for the child. Priority will be given to students in the feeder schools, as outlined in Section 6.2 below.

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) Presentation College Headford is a Catholic School and may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.
- d) The special class attached to Presentation College Headford provides an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

6.1 Selection Criteria

1. Brothers & sisters of students attending PCH
2. Brothers & sisters of past students
3. Children of school staff who are employed by PCH at the time of enrolment
4. Sons & daughters of parents who attended PCH and are attending one of the feeder schools- (This criterion applies to a maximum of 25% of places only)
5. Students attending one of the feeder schools; Annaghdown, Ballycushion, Castlehackett, Claran, Cloughanover, Clydagh, Corrandulla, Cross, Donaghpatrick, Glencorrib, Gortjordan, Headford Boys, Headford Girls, Kilroe, Kilcoona, Kilcoona AS Class, Kilmaine, Knockroon, Shrule.
6. Other Applicants

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 random selection process will apply to any category where there are insufficient places available. An Admissions Procedure Committee appointed by the Board of Management will oversee the random selection process. A member of the legal profession, appointed by the Board of Management, will act as independent observer. The offer of a place is subject to parents/ guardians formally accepting a place within the required timeframe. Otherwise, it will be presumed that the parents /guardians no longer wish to enrol in Presentation College Headford.

In all cases, Students in all years will be allocated to classes and forms by the Senior Management Team, directed by the Board of Management, only. Please do not seek a transfer to another form/class as refusal may cause offence

All our first-year classes are mixed ability. While cognisance is taken of trying to ensure that each student is placed in a first-year class group with someone from their friendship circle, please do not make specific placement requirements as refusal may cause offence. The decision of the Senior Management team, directed by the Board of Management is final in this.

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,
- (b) the payment of fees or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) a student's academic ability, skills or aptitude; (other than in relation to:
 - admission to (a) a special school or (b) 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 and/or
 - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act

(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;

(other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)

(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 College Headford 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 decide 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 College Headford, 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.

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

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

An offer of admission may not be made or may be withdrawn by [school name] where—

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

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

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

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Presentation College Headford 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 College Headford is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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

14. Late Applications

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

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

15. Procedures for admission of students to other years and during the school year

This refers to places that may be offered if and when vacancies become available in all years from 1st to 6th year in Presentation College Headford. The following are the procedures;

- i. Contact the Principal, outlining your desire to enrol/enrol your child in Presentation College Headford
- ii. Seek an application form
- iii. Complete an application form, sign the Code of Behaviour and return both in the timeline required

The Board of Management is not obliged to fill every vacancy when it arises. The Board of Management of Presentation College Headford will allocate said places if and when they arise. Refusal to enrol may be appealed to the Board.

15.1 Enrolment in Transition Year

All students who have completed Junior Cycle are eligible to apply for a place in Transition Year. The Board of Management will decide, based on available resources, the number of places being allocated to Transition Year in any given academic year. If Transition Year is oversubscribed certain factors will be considered as outlined in the school's Transition Year Admission Policy. The Transition Year Admission Policy and procedures for application will be distributed at information events early in third year.

Students will be allocated a form in Transition Year by the Principal, please do not ask to move form as refusal may cause offence

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

The board of Presentation College Headford or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 1998, charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

A parent of a student, or a student who has reached the age of 18, who wishes to attend Presentation College Headford 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 the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Appendix 2

PRESENTATION COLLEGE HEADFORD ANNUAL ADMISSION NOTICE FOR 2021/22

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/22 school year are available as follows: –
To download At www.presheadford.ie
On request: By emailing office@presheadford.ie or writing to: Presentation College Headford, Headford , Co Galway.

1. Application and Decision Dates for admission to 1st Year for 2021/22

1.	The school will commence accepting applications for admission on	1 st October 202
2.	The school will cease accepting applications for admission on	1 st December 2020
3.	Applicants will be notified in writing of the decision on their application by	21 st December 2020
4.	Applicants must confirm acceptance of an offer of admission by	12 th February 2021

Failure by an applicant to accept an offer by the 12th of February 2021 may result in the offer being withdrawn.

2. Application and Decision Dates for admission to the Autism Spectrum Class in Presentation College Headford for 2021/22

(If the school has more than one class that caters for different categories of SEN, details of the numbers of places for each of the classes must be provided.)

1.	The school will commence accepting applications for admission to the special class on	1 October 2020
2.	The school shall cease accepting applications for admission to the special class on	1 st December 2020
3.	Applicants will be notified of the decision on their application for admission to the special class by	21 st December 2020
4.	Applicants must confirm acceptance of an offer of admission by	12 th February 2021

Failure by an applicant to accept an offer by 12th February 2021 may result in the offer being withdrawn.

3. Number of places being made available in the 2021/22 school year

The number of places being made available in 1 st year is	180
The number of residential places is (boarding schools only)	n/a
The number of non-residential places is (boarding schools only)	n/a
The number of places being made available in the special class catering for students with Autism	12

4. Number of places in 1st year for the 2021/22 school year which were offered and accepted before 1 February 2020

The number of places for 1 st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	152
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The total number of applications for admission received by the school for admission in the special class catering for students with Autism in the 2020/21 school year was 9

Breakdown of places allocated for Special Class for the 2020/21 school year:	
Number of places available	12
Number of applications received	9
Number of Offers made and accepted under each criteria	9 attending Feeder Schools; Criteria 5
Number of names placed on waiting list for the school year concerned	0

Mary Hoade 7-9-2020