

# **PRESENTATION COLLEGE, BRAY, CO. WICKLOW.**

## **ADMISSIONS & PARTICIPATION POLICY**

**REVIEWED, AMENDED AND RATIFIED BY THE  
BOARD OF MANAGEMENT OCTOBER 2014.**

### **Mission Statement Presentation College.**

Presentation College is a Catholic Boys' School. The staff, students and parents of Presentation College, Bray, seek to promote a safe, caring environment and a well-balanced student-centered curriculum which encourages self-reliance, respect and responsibility. Parents are recognised as the primary educators while teachers nurture and develop student learning. In partnership, we hope to enable all students to leave school with the skills necessary to participate fully in society and to live independent and fulfilled lives.

## **SECTION 1: ADMISSIONS**

### **INTRODUCTION**

Presentation College is a Catholic Voluntary Secondary school for boys, under the trusteeship of the Presentation Brothers Schools Trust. The College was founded by the Presentation Brothers in 1921.

Presentation College is a Catholic school for boys, where Gospel values of, love, justice, freedom, mutual respect and hope are actively promoted by all members of the College and where the dignity of every member of the College community is of prime importance.

As trustees of Presentation College, Bray, the Presentation Brothers Schools Trust, is committed to the full implementation of education legislation, in particular the Education Act (1998), the Education Welfare Act (2000), the Equal Status Act (2000), the EPSEN Act (2004) and Disability Act (2005). The central purpose of the school community is to cater for the intellectual, spiritual, moral, sporting and psychological needs of all our students. The Presentation Brothers Schools Trust subscribes to the principle of partnership. Within each Presentation Brothers school the partners are invited, welcomed and enabled to participate in all aspects of school life.

## PROGRAMMES

The College operates within the context of Department of Education and Skills regulations and programmes as set out in the Education Act (1998). The school operates within the regulations laid down from time to time by the Department of Education and Skills and follows the curricular programmes prescribed by the Department, which

may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). Pupils at Junior and Senior Cycles follow a core Junior Certificate and Leaving Certificate programmes with a number of optional subjects. Transition Year is offered to boys who satisfy criteria set down with approval of the Board of Management in our Transition Year Programme.

The school operates within the Catholic educational philosophy of the Presentation Brothers Schools Trust and the funding and resources made available to it. Religious Studies are mandatory for all students.

## FUNDING

Presentation College, Bray is a Voluntary Secondary School under the trusteeship of the Presentation Brothers Schools Trust. The financial and teaching resources of the school are provided by Department of Education and Skills grants, voluntary contributions from parents and fund raising.

## STUDENT NUMBERS

The number of places to be offered in any school year will be decided by the Board of Management having regard to its duty of care to the students and staff of the College, and also with regard to the

level of facilities and resources provided by the Department of Education and Skills. First Year intake will be determined by the number of outgoing Sixth Years and will be either four or five classes of maximum size 26 students. Only in exceptional circumstances will the Board of Management consider expanding a class size to 27.

#### TRANSITION YEAR:

Students apply for Transition Year in 3rd Year and will be accepted pending review of their applications.

The main deciding factors will be the student's attitude, behaviour record, punctuality and attendance for the previous three years (with particular attention to 3rd Year).

The final decision regarding approval will be made by the School Management in consultation with teachers, tutors and the Year-Head of 3rd Year. Where it is considered appropriate, an interview will be carried out to establish the suitability and level of commitment of an applicant.

The Interview Board of three will comprise of at least two of the following:

(a) The Principal or Deputy Principal (b) The T/Y

Co-ordinator OR Year-Head (c) Year-Head of 3rd Year or the Class Tutor.

The maximum number of places available in T/Y will reflect the maximum class size of 25. Applications from Student/Parents from outside the College will be considered only when applications from our own students have been processed.

If a student is refused admission to the T/Y Year, parents/guardians have a right to appeal to the Board of Management.

## ENROLMENT PROCEDURES

Forms for application will be available from the school office from 8am to 4pm on the first Monday in October.

No Application Forms will be posted or handed out prior to that time.

Fully completed application Forms will be accepted from 8am on the first Monday of October in the year of the student's entry into 1st class of Primary School and any time thereafter.

At 4pm on that day the Forms will be separated into those in Category 1 and those in Category 2.

A lottery will be used to order the applicants within each category. The lottery will take place in the presence of members of our Parents Association, Student Council or Board of Management.

Applications after 4pm on the first Monday in October will be in order of receipt of a completed form.

Requirements: PPSN, copy of Birth Certificate and a stamped addressed envelope.

We will return a copy of the application form with the list number the week following the lottery. A student's position on a list is available to his parents/guardians on request. List positions are subject to change as applicants may change category or as names are withdrawn.

Category 1: Presentation College, Bray has a long tradition of continuing involvement with and loyal support from its past-pupils. In recognition of this fact, sons of past-pupils or boys whose legal guardian is a past-pupil who completed his education in the secondary school together with applicants who have brothers already enrolled in Presentation College and sons of current permanent staff members will be given preferential access to places in the College. All criteria for inclusion in Category 1 carry equal weight. Position

on the list is determined firstly in the order determined by the lottery and subsequently in order of application.

\*Where an older brother is offered and takes up a place in the College, any younger brothers will automatically switch to Category 1 at a number appropriate to their dates of first enrolment. If a boy for any reason leaves the College before completion of his education i.e. before sitting his Leaving Certificate Examination, a younger brother who was elevated to Category 1 but not yet offered a place will revert to his prior position on the Category 2 list. Where the father of an applicant cannot verify his status as a past-pupil the application will be taken to be category 2 until the facts can be established to the satisfaction of the Board of Management of the College.

Inclusion in Category 1 and the benefits arising from such inclusion are available as long as the following criteria are met:-

- (i) An application meeting the requirements outlined above must be lodged before September 30th 2 years prior to commencement, (i.e. applications must be made by September 30th 2014 for a place in 1st year in September 2016)
- (ii) All other criteria regarding reserving a place have been met.

Category 2: All other applicants will be placed on the Category 2 list firstly in the order determined by the lottery and subsequently in order of application.

Application forms will be handed out and accepted in the College Office from 8am on the morning of the first Monday in October for boys who have entered 1st class in that year.

When enrolment for any year commences, places will be offered in the first instance to applicants in Category 1 with any additional places being offered to applicants in Category 2.

**RIGHT OF BOARD OF MANAGEMENT.** The Board of Management reserves the right to allocate places in any in-coming 1st Yr up to a maximum of five places. These will be awarded at the complete discretion of the Board of Management whose decision will be final and take precedence over all other admissions criteria.

The decision of the BoM was taken after consideration was given to our Mission Statement and the PBST Charter.

**NOTE:** Where the facilities of the College are made available to an applicant prior to enrolment it confers no additional rights in terms of enrolment, normal criteria will apply.



It is the responsibility of parents/guardians to ensure that all details relating to an application are accurate and to keep the College informed of any change in application details, e.g. change of address, etc.

Where there is a change in the intended year of enrolment arising from a decision to repeat a year in National School, the College will make every effort to facilitate the change, provided the College is informed immediately of such a change. The application will be added to the appropriate list in a position determined by the date of the original application. However, a change cannot be facilitated at the expense of another student who has been offered a place.

When confirmation of the intention to accept a place in the College is required, closing dates for same will be strictly adhered to. Where confirmation is not received by the specified date, places will be re-allocated to applicants from the waiting list.

Under Department of Education and Skills rules, secondary school students must be aged 12 on 1st January in the calendar year following the applicant's entry into first year.

## INFORMATION NIGHT

An Information Night for parents/guardians of intending students will be held in the College. Notification of date and time of will be sent to parents/guardians. Incoming students will be afforded an opportunity to view the main school facilities on the day of their assessment.

## ASSESSMENT

Upon offer of a place in Presentation College, the student is invited to complete an assessment (CAT 4) in order to facilitate the formation of mixed-ability classes and to help identify any areas which may require special remediation. It is not used to exclude any student. Presentation College operates a policy of non-streaming in First Year. All intending students will be notified concerning the date of this assessment.

To ensure a place, parents/guardians must notify the school of their acceptance of a place by the date specified.

## TRANSFERS

Students may transfer to Presentation College from another school, subject to the College Admissions Policy and approval of the Board of Management. However the College must be satisfied with the reasons for the transfer and to this end information

will be requested from the student's former school(s) concerning attendance, educational progress, attitude, behaviour, suspensions, disabilities and special educational needs. No application to transfer to the College will be considered until the required information is furnished by his previous school(s). New entrants will not be accepted for 3rd Yr or 6th Yr in order to minimize disruption to existing classes and as a transfer in these years is not generally in the best interests of the applicant.

Application forms are available on request and are to be returned to the Principal.

With the best interest of the student and his educational welfare in mind and considering the issues relating to mid year course transfers which may include subject choices, class sizes and available resources, the school may decide to refuse admission at that time and advise parents/guardians to re-apply if they so wish at a later date. **No transfer will be allowed in a case where the Board of Management considers that the move would be detrimental to the safety of staff or the educational welfare or the safety of students already enrolled.**

## SECTION 2: PARTICIPATION, SUSPENSIONS & EXPULSIONS

Once admitted to Presentation College, a student is expected to conform to the College's Code of Behaviour which is available to download from [www.presbray.com](http://www.presbray.com). Parents/Guardians of students are requested to read the Code of Behaviour and indicate that they have understood and accept the contents. Even if a parent/guardian omits to sign the Code of Behaviour it will be assumed that their decision to send a boy to Presentation College is de facto an acceptance of the College Code of Behaviour. Failure by a student to follow the rules outlined in the code will result in the school taking action according to the Discipline Procedures. There may be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and Expulsion are the options available to the Principal and/or Board of Management in these situations.

Reasons for the suspension or expulsion of a student are linked to the Code of Behaviour that is available to all parents/guardians of both present and intending students of the College. Parents/Guardians are advised to familiarise themselves with its contents and sign that they

have read and understood the content. The Code of Behaviour is printed in the student's homework journal and parents/guardians are requested to sign it at the beginning of each new school year.

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

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

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

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

## A: SUSPENSION

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

Suspension will usually only occur after the College has:

- \* Ensured all discipline options under the Discipline Procedures have been applied and documented;
- \* Ensured all appropriate support personnel (internal and external) have been involved;
- \* Ensured that discussion has occurred with the student and parent/guardian regarding specific misbehaviour that the College considers unacceptable and which may lead to suspension;
- \* Provided a formal written warning detailing these behaviours, as well as clear expectations of what is required of the student in the future;
- \* Recorded all action taken, and \* Copied all correspondence.

The Principal may suspend immediately in some circumstances, e.g. violence, presence of weapons, illegal drugs, serious disrespect to a

member of staff, etc.

The maximum length of suspension that can be applied by the Principal in most circumstances is 3 days. For a suspension of longer duration, the Board of Management must be consulted. If a student is suspended for a period of 6 days or more, the Principal must inform the Tusla, Child and Family Agency.

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

#### PROCEDURE:

1. The Principal makes the decision (or in the Principal's absence, the acting or Deputy Principal) on the basis of the reasons set out in the Code of Behaviour, and the parameters set out by the Board of Management.
2. The student is informed of the precise grounds for the suspension, and is given an opportunity to respond, before the suspension is formalised.
3. The parents/guardians are invited to come to the school for a meeting.
4. The parents/guardians are informed by post.
5. If the suspension is to be immediate (e.g. in the

interests of health and safety), Parents/Guardians will be informed by phone where possible, with a written follow-up.

6. The student will be supervised or remain in class until the suspension takes effect. The student will not be sent home during the school day unless he is collected by his parent/guardian or by a person or persons nominated by them or prior permission has been given by a Parent/Guardian.

7. The formal letter of notification will include:

- \* Notice of the suspension;
- \* Effective date of the suspension;
- \* Duration of the suspension;
- \* Reason(s) for the suspension;
- \* Expectations of the student while on suspension (e.g. study);
- \* Importance of parental assistance in resolving the matter;
- \* A statement that the student is under the care and responsibility of his parents/guardians while on suspension;



- \* A statement that Tusla has been informed (if the suspension is longer than 6 days, or the student has been suspended for more than 20 days during the school year to date);
- \* Information on Appeal rights (internal school appeal/Section 29 Appeal);
- \* Requirements which need to be in place when the student returns (e.g. written apology, completed assignments, etc.);
- \* Whether consideration is being given to proceeding to expulsion.

## GROUND FOR REMOVING A SUSPENSION

Grounds may include:

- \* The Principal/Board of Management may agree that another sanction be applied after discussion with the parents;
- \* New circumstances;
- \* Other grounds.

## APPEALS PROCEDURE

The practicalities of school life mean that having a formal appeal to the Board of Management on short suspensions imposed by the Principal may be inappropriate, very time-consuming and render the suspension meaningless. A formal appeal may

be made in the case of long suspensions (e.g.7+ days).

Appeals are to be made to the Board of Management in writing through the Secretary of the Board of Management.

The appeal will be considered either by the entire Board of Management or a subcommittee of same.

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

## B: EXPULSIONS

Expulsions can only occur after the College has:

Ensured all discipline options under the Discipline Procedures have been applied and documented;

Ensured all appropriate support personnel (internal and external) have been involved;

Ensured that discussion has occurred with the student and parent/guardian regarding specific misbehaviour that the school considers unacceptable and which may lead to expulsion;

Provided formal verbal and written warnings at

appropriate times detailing these behaviours, as well as clear expectations of what is required of the student in the future;

Recorded all action taken and copied all correspondence;

Informed the parents/guardians of the intention to recommend expulsion to the Board of Management;

Invited the parents/guardians to the Board of Management hearing and invited them to make a written submission in advance of the Board of Management meeting;

Provided the parents/guardians with a full, written description of the allegations against the student and the case being made at the Board meeting;

Made a formal expulsion recommendation to the Board of Management with full supporting documentation.

**EXPULSION CAN ONLY OCCUR AFTER THE BOARD OF MANAGEMENT HAS:**

Heard the Principal's case against the student (this case will be made in the presence of the parents/guardians

Heard the parent's response

Examined all the relevant documentation

Considered the student's record in the school

Taken legal/expert advice as appropriate

Discussed the case in detail

Considered all matters

Made a final decision to expel

Communicated the decision to the parents in writing through the Secretary of the Board of Management by registered post and informed the parents/guardians of their right to appeal the decision to expel

Informed the Education Welfare Officer under Section 24(1) of the Education Welfare Act 2000.

The formal letter of notification will include the following:

Notice of the expulsion

Effective date of the expulsion

Reasons for the expulsion

A statement that the Education Welfare Officer has been informed

A statement that the student is under the care and responsibility of his parents/guardians for the

period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student

Information on Appeal rights (i.e. Section 29 Appeal

(<http://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>)

## SUMMARY OF ADMISSIONS POLICY

Presentation College is a Catholic school for boys run under the auspices of the Presentation Brothers Schools Trust.

**WHEN:** Application forms will be available for collection in the College Office on the first Monday of October and thereafter for pupils entering 1st class. They will be accepted in the College Office from that date.

**WHO:** List/Category 1: Boys whose father/legal guardian completed his education and sat the Leaving Certificate in Presentation College, Bray.

Boys who have an older brother attending the College or who has completed his education in the College.

Sons of current permanent members of staff.

(All above categories carry equal weight, order

within Category 1 is determined in the first place by lottery and subsequently by order of application)

List/Category 2: All other boys in an order determined initially by lottery and subsequently by order of application.

ENROLMENT: Places will be offered to applicants in Category 1 with any additional places being offered to those in Category 2. When the enrolment is complete, any places that subsequently become available will be offered to those on the waiting list.

IMPORTANT: THIS SUMMARY MUST BE READ IN CONJUNCTION WITH THE COLLEGE 'ADMISSIONS AND PARTICIPATION POLICY' WHICH IS AVAILABLE FROM THE COLLEGE.

APPEALS INFORMATION IN RELATION TO DECISIONS TO EXCLUDE, SUSPEND OR REFUSE TO ENROL IS AVAILABLE FROM:  
<http://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>

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