



Presentation Community College, Terenure

ADMISSIONS POLICY

Mission Statement

Presentation Community College strives to provide a high quality education where each individual is encouraged to realise their full potential in a caring and supportive environment.

City of Dublin Education and Training Board

Presentation Community College, Terenure operates under the City of Dublin Education and Training Board, currently offering the following programmes:

Junior Certificate
Transition Year Programme
Leaving Certificate

College Philosophy

The college strives to:

- Create a positive climate where there is mutual respect between students and teachers and a strong sense of community.
- Encourage the student to develop an awareness of their own values combined with a care for others
- Maintain a happy, challenging and enriching environment in which students achieve, experience success and grow in self-confidence
- Strengthen home/college links and links with the local community
- Respond to the challenge of change in a creative and imaginative way so as to prepare the students for the opportunities which lie ahead.
- Achieve excellence in all its endeavours

The College philosophy is reflected in:

- The Pastoral Care structure where the emphasis is on growth of the whole person including the spiritual, intellectual, emotional, creative, physical, social and aesthetic.
- The wide range of curricular and extra-curricular activities offered to students.

College Admissions Policy

Presentation Community College supports the principles of:

- Inclusiveness
- Equality of access and participation in the college

- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society

Admission to Presentation Community College is governed by The City of Dublin Education and Training Board Admission Policy as set out in the General Rules and Regulations for Schools, Colleges, other Centres and the Classes and Activities operating under the authority of The City of Dublin Education and Training Board.

The City of Dublin Education and Training Board Admission Policy states that admission to a particular course/activity is subject to places being available and is governed by three principles:

- That in the professional judgement of the School Authority (the term ‘School Authority’ as in these regulations, indicates The Chief Executive Officer, or an officer delegated to act on his/her behalf), and following and interview (if deemed appropriate) the student/participant is suitable for the course/activity.
- That in the professional judgement of the School Authority, the student/participant, because of previous education, training or experience, is considered likely to benefit from attendance.
- That participation will contribute positively to the course/activity and in no way infringe upon the opportunities or rights of other students or staff.

Commencement of Admission Procedure

With effect from September 2017, the college will become co-educational, and will enrol male students into first year only. Male students will continue to be enrolled into first year for each subsequent first year’s intake. Male students will not be enrolled into any year group that was established before this date.

While the College will accept applications for places from parents/guardians in advance, the admissions procedure formally commences on the 1st of April while applicants are in 5th class in primary school. Early applications will be filed according to application date and should the number of applications exceed the available places consideration will be given to date of application under the following criteria:

1. children living in the parish of Terenure
2. children attending primary schools in the parish of Terenure
3. children whose siblings are currently attending Presentation Community College
4. children whose siblings/parents/guardians previously attended Presentation Community College
5. all other applicants

The initial offer of places will usually be made in April while applicants are in 5th class in primary school, and parents/guardians will be notified of their place on a waiting list, if applicable. Further offers will be made as soon as possible thereafter. Letters of offer will include a deadline for the acceptance of places by parents/guardians and will outline the items required for submission to complete enrolment. Should parents/guardians not accept an offer of a place by the deadline, the college will automatically assume the offer of a place is not being accepted and will then offer the place to the next person on the waiting list.

Applicants are considered for admission as follows:

Entry to First Year

An enrolment form is completed and signed by the parent(s)/guardian(s).

Once an offer of a place has been made, Parent(s)/Guardian(s) and prospective students will be required to sign the college’s Code of Behaviour, indicating their acceptance before enrolment is completed.

An assessment test is completed by the student. Parent(s)/Guardian(s) will be notified of the date of the assessment test.

In the case of some applicants further assessment/referral and/or reports from previous assessments may be required.

Applicants who have or/are attending another second level school

Should places be available in the course/year being applied for:

An enrolment form is completed and signed by the parent(s)/guardian(s).

Copies of the two most recent school reports are required.

In order to give proper consideration to an application from a student attending another second level school the Board of Management requests the Principal to seek the following information on their behalf:

- A completed CDET B Enquiry Form A from the Principal/s of the school/s that the student last attended
- A completed CDET B Enquiry Form B from the Education Welfare Officer responsible for the school that the student last attended
- A completed CDET B Enquiry Form C from the parent/s or guardian/s of the student
- A copy of the students profile report from the Primary school the student last attended (where relevant)
- Any psychological reports that may be relevant and forwarded with the permission of the parent/guardian
- Such other matters relating to the Student's educational progress as he or she considers appropriate

As soon as practicable, but not later than 21 days, after this information has been sought and received, the Board of Management shall make a decision in respect of the application concerned and inform the parent in writing thereof.

Once an offer of a place has been made, Parent(s)/Guardian(s) and prospective students will be required to sign the college's Code of Behaviour, indicating their acceptance before enrolment is completed.

Non EU National

Applicants who are Non EU applications will proceed as above, having satisfied all the requirements of the immigration authorities and must be deemed eligible by the Department of Education and Science to participate in the course applied for.

Students with Special Needs/Disabilities

The College welcome applications from all students. An applicant with a Special Educational Need/Disability must inform the College of the situation at the time of application. To assist the College in establishing the educational and training needs relevant to her special need/disability and to profile the support services required, the College will:

- Require access to the student's records from their previous school/education centre
- Require copies of the student's medical/psychological reports
- Require an assessment if deemed necessary by the College

The college will meet with the parent(s)/guardian(s) of the student concerned and with any agencies involved with the student's welfare as deemed appropriate to discuss the applicant's needs and the College's capacity to meet these needs.

If, having assessed the matter, the College is of the view that further resources (additional teaching hours, special needs assistant, specialised equipment etc.), are required, the Department of Education and Science will be requested to provide these resources.

Closure of Admissions Procedure

Students may not normally be enrolled after the last working day of September of the school year in which classes for the particular course commence except in a case which is deemed by the College to be an exceptional circumstance. Applications should therefore be made well in advance of this date to ensure that there is time for any required entry assessments to be undertaken and for references and other documentation to be obtained. The College will not be responsible for inability to complete the enrolment process by the above date if all criteria for enrolment are not met.

Enrolment for all applicants is considered complete when:

- The student has been offered a place
- All supporting documentation requested by the College have been submitted
- A copy of the Code of Behaviour has been signed by the relevant parties.
- The student has agreed to abide by the CDETB Rules and Regulations and the College's Code of Behaviour.

Enrolment Form Update

Parent(s)/Guardian(s) of applicants are required to ensure that the information supplied on the application forms are kept up to date. Change of address etc. should be notified to the College immediately. All offers will be made by post, and to the address as indicated on the application forms submitted by parents/guardians.

Refusal to Enrol

Presentation Community College reserves the right to refuse an application for enrolment in exceptional circumstances.

In a case where the College is proposing to refuse an enrolment the matter will be referred to the Board of Management. The parent(s)/Guardian(s) of the applicant, or an applicant (if 18 years or older), will be afforded an opportunity to put their case to the Board of Management. If, having considered the matter, the Board deems that the enrolment should be refused it will inform the Parent(s)/Guardian(s) of this decision. This decision may be appealed to the City of Dublin Education and Training Board.

A decision by the City of Dublin Education and Training Board to refuse enrolment in turn may be appealed to the Department of Education and Science in accordance with the procedures established under the Education Act 1998.