



Admission Policy

Admission Policy of Presentation College Bray

School Address: Putland Road, Bray, County Wicklow, A98 P270

Roll number: 61800D

School Patron/s: PBST

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 01st September 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 Bray 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 Bray is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of The Presentation Brothers Schools Trust.

"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; and

- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Presentation College Bray 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.

Mission Statement

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-centred 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.

Presentation College, Bray shall not discriminate in its admission of a student to the school on the grounds of civil status, family status, sexual orientation, religion, disability, race, membership of the Traveller community or in respect of the student concerned having special educational needs.

Presentation College Bray, is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

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 core Junior Certificate and Leaving Certificate programmes with a number of optional subjects.

Transition Year is offered to boys who satisfy criteria laid down from time to time by the Board of Management. Participation in our Transition Year Programme will be subject to the approval of the Board of Management.

The school operates within the Catholic educational philosophy of the Presentation Brothers Schools Trust and subject to the funding and resources made available to it.

Religious Education is a core subject on the school curriculum and, as a Catholic school, it is expected that, with due regard to the rights of parents and students under the Constitution, students at Junior Cycle level in Presentation College, Bray are expected to study the timetabled DES Religious Education programme and to sit the State Examination Commission's Junior Cycle Religious examination at the end of 3rd Year. The specification for this programme is set by the DES and focuses on developing knowledge, understanding, skills, attitudes and values to enable young people to come to an understanding of religion and its relevance to life, relationships, society and the wider world. The course is built around three interconnecting strands: Expressing Beliefs, Exploring Questions and Living our Values. No alternative subject will be offered for tuition at these times. At post Junior Cycle level, students are expected to participate in a non-examination focused Religious Education framework devised by the school.

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

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 but, in no case, will this number exceed 125 boys.

TRANSITION YEAR:

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

The criteria to be used to determine admission to Transition Year 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 admission to Transition Year will be made by the School Management following 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 TY Year-Head
- (c) Year-Head of 3rd Year or the Class Tutor.

The maximum number of places available in TY will reflect the maximum class size of 24.

Applications for Students 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 TY Year, parents/guardians have a right to appeal to the Board of Management. Parents must lodge an appeal within ten school days from the date of issue of the decision from the school.

INFORMATION NIGHT

An Information Night for parents/guardians of intending first year 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 (see below).

ASSESSMENT

Upon offer of a place in Presentation College, the student is invited to complete an assessment in order to facilitate the formation of mixed-ability classes.

Presentation College operates a policy of non- streaming in First Year. All students will be notified concerning the date of this assessment.

3. Admission Statement

Presentation College, Bray, will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.”

Presentation College, Bray, will comply with any direction served on the board or the patron under section 37A and 67(4)(b).”

Presentation College Bray 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 College Bray is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

4. 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

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

While the school doesn't currently have a DES-approved special class, Presentation College welcomes applications from students with Special Educational Needs and, in keeping with the ideals of an education in the Presentation, provides education for such students in a mainstream setting.

5. 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:

Selection criteria:

1. **Students whose names were placed on a list maintained by the school prior to 1 February 2020 for the purposes of allocating places in the school year concerned, in order of their priority on that list.** The list is comprised of students from Category 1 and Category 2. Category 1 students consists of 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 Bray and sons of current permanent staff members. Category 2 is comprised of all other applicants.
Students who have been offered a place will be the first priority in this case, followed by those students on the existing waiting list.
2. **Siblings of a student attending or having attended Presentation College Bray,** where the past pupils have completed the Senior Cycle in the school. Where it is established that older brothers, who were past pupils, left Presentation College Bray before completion of the Senior Cycle, for reasons other than transfer to another school in the general locality, siblings will not be excluded from this selection criterion.
3. **Sons of existing eligible staff members.** Eligible staff is defined as those non-casual employees who have been in the employment of the Board of Management of the

school for at least six months and who are reasonably expected to be still employed by the Board at the time their son commences in Presentation College Bray.

4. **Parents or Grandparents having attended Presentation College Bray**, providing the maximum number of places filled pursuant to that criterion does not exceed 25 per cent of the available places as set out in the school's annual admission notice.

5. Five Discretionary Places approved by the Board of Management

In addition to the above selection criteria, the Board of Management reserves the right to allocate five discretionary places, to allow for special family circumstances in a given year.

All Other Applicants

The decision on the granting of places to all other applicants will be completed by random selection. This draw will be overseen by members of the Board of Management and by members of the Parents Association.

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 lottery will be organised to order the applicants in this situation. The lottery will be overseen by the Principal and Deputy Principal of the school and two members of the Parents' Association.

6. What will not be considered or taken into account

In accordance with section 62(7)€ 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;
See also Section 15.
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians
- (e) a requirement that a student, or his parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his family attending or having previously attended the school;
(other than, in the case of (1) siblings of a student attending or having attended Presentation College and/or (2) parents or grandparents of a student having attended the College.

In relation to (2) parents and grandparents having attended, Presentation College will only apply this criterion 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.

This is also subject to Presentation College making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to Presentation College Bray will be based on the following:

- (ii) Our school's admission policy
 - (iii) The school's annual admission notice (where applicable)
 - (iv) 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
- (v) (Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

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 18](#) below for further details).

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

In accepting an offer of admission from Presentation College Bray 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.

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 College Bray where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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 him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
4. 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

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 his name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

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 College Bray 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 Bray 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. 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:

Where parents wish to make an application for their son to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be refused until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list in date order of receipt until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school, the parents and their son are strongly advised to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their son. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason, parents and their son are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their son given the curricular provision, subject choices/levels and facilities available at the time.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parents (or applicant in the case of an applicant over the age of 18) must confirm their acceptance in writing of an offer of a place within two weeks of the date of the offer of a place.

In accepting an offer of admission from Presentation College, Bray, the parents must indicate—

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

offer or offers concerned and

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

Parents 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.

An offer of admission may not be made or may be withdrawn by Presentation College, Bray 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 within two weeks of the date of the offer of a place;
- (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;
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
- (v) 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. 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;
- (vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group (other than First Year) than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see [Section 5](#) above. The date of receipt of a properly completed Application Form will determine the position on this waiting list within each of the criteria. In the unlikely event that there are two or more students tied for a place or places in any of the selection criteria categories set out in [Section 5](#) above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principal and two members of the Parents' Association.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

Where admission is refused, the student and parents will be advised of the reason for the refusal.

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.

Sharing of Data with other schools:

Applicants should note that the provisions of [Section 12](#) above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

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

The board of Presentation College, Bray, 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.

Notwithstanding the above provision, once a parent of a student has been offered and has accepted a place in the school, they will be invited to make an additional voluntary annual contribution of €250 per child to enable us provide an extensive, holistic educational experience for our students, while at the same time maintaining and upgrading our already excellent facilities.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

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

Religious Education is a core Junior Cycle subject in Presentation College Bray. Students will not be given the option of studying another subject during timetabled RE classes.

In the case of students who wish to opt out of Religious Education classes at post Junior Cycle level, it is expected, as Presentation College Bray is a Catholic school, that students would remain in class and follow the programme being delivered. No alternative subject will be available to students during scheduled RE classes. See also Section 2 (Programmes) of this application form.

17. 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.