

Admission Policy of Ardscoil Mhuire



School Address: Corbally, Limerick

Roll number: 64290V

School Trustees: CEIST

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with parents/guardians of children attending the school.

The policy was approved by the school Trustees on 7th of July 2020. It is published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for Ardscoil Mhuire'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 to any person who requests it.

2. Characteristic spirit and general objectives of the school

Ardscoil Mhuire is a Catholic girls voluntary secondary school with a Catholic ethos under the trusteeship of CEIST (Catholic Education an Irish Schools' Trust).

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Ardscoil Mhuire 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.

Ardscuil Mhuire 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 founder Catherine McAuley of Sisters of Mercy, who began this school, is of very significant importance in the life of the school.

As a CEIST school, Ardscuil Mhuire 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***

Ardscuil Mhuire 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). As a consequence of this, Ardscuil Mhuire 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. This is reflected in Ardscuil Mhuire's mission statement which states: *'In this school we aim to provide a Christian environment, where each person is valued and assisted to reach full potential.'* Education has as its goal the formation of a human person who is free, rational and mature in relationships. Ardscuil Mhuire 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 Ardscuil Mhuire 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.

General Information

School Curriculum

Ardcoil Mhuire follows the curricular programmes set down by the Department of Education and Skills, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

Junior Cycle

In Junior Cycle the students experience a wide range of subjects. Subjects available at all levels as appropriate to the individual student. Ardcoil Mhuire also provides the *Junior Certificate School Programme*.

Senior Cycle

Transition Year (Admissions Criteria See Appendix 1)

Ardcoil Mhuire provides a broad based, stimulating and challenging programme designed to assist students to develop personally, socially and academically. Class size in Transition Year is limited to 24 students.

Leaving Certificate Applied

The fundamental goal of the programme is to prepare students for the transition from school to Post Leaving Certificate Courses, Higher Education Links Schemes and working life. In line with the nature and requirements of the LCA programme, class size in 5th Year is limited to 18 students. This restriction will help to foster positive classroom relationships, good teaching practice and assist school discipline.

Leaving Certificate

In Senior Cycle students are offered a wide range of subjects which prepare them for the Leaving Certificate examination. Ardcoil Mhuire also provides the Leaving Certificate Vocational Programme. This programme includes enterprise education and work experience.

Co-curricular Activities

Ardcoil Mhuire has a strong tradition of co-curricular activities as part of its commitment to the development of the whole person. Students are encouraged to participate in some of the many activities offered in our school.

- Sport plays a major part in the life of the school. We offer a wide range of sports such as Soccer, Camogie, Gaelic Football, Basketball, Tag Rugby and Hockey. All classes receive timetabled Physical Education instruction. Ardcoil Mhuire has access to a state of the art Sports Complex at Grove Island Corbally for its Physical Education classes. Transition Year also has an intensive sports programme that includes golf, self-defence, tennis and use of the University of Limerick's outdoor activity centre located at Killaloe. The school organises day/overnight trips to multi-activity outdoor pursuit centres. This also forms part of our first year orientation programme.
- Ardcoil Mhuire is also dedicated to the nurturing of students' cultural awareness and achievement. Music plays an important role in many events during the academic calendar: School Liturgies, the Annual School Musical, in-house School Concerts, Ceolchoirm during Seachtain Na Gaeilge, National Choral Competitions, Recitals and the Music Academy.
- The school has a long tradition of major success at national level both in public speaking and debating. Students are also given every opportunity to enjoy theatrical performance through drama workshops and theatre visits during the academic year.
- As a result of a dynamic and committed Art Department in the school, many students pursue art in varied forms in Third Level institutions. During the academic year students participate in Creativity Week, art competitions and visit art galleries.

- In Ardscoil Mhuire students participate in a wide variety of initiatives which are designed to motivate positive student behaviour, foster a sense of belonging, enhance self-esteem, and instil and reward a positive work ethic. These initiatives include: Retreats, Annual Pilgrimage to Lourdes, Mental Health Awareness Week, Anti Bullying Week, Drama Club, Healthy Eating Week, Media Studies, Community projects, Pay it Forward, School Year Book, Green Schools Programme, Interview Skills, Study Skills and After School Study.

School Management and Representative Associations

Ardscoil Mhuire is managed by a Board of Management including four Trustee nominees, two parent nominees and two teacher nominees. The school's management structure consists of Principal, Deputy Principal, Assistant Principals and Special Duties Teachers.

Teaching Resources:-

Subject teachers
 Home School Community Liaison Teacher
 Career Guidance and Counselling
 Learning Support Teacher
 Resource Teachers – subject to Department allocation
 School Completion Programme

Students' Representative Council (SRC)

The school has a Students' Representative Council. The Council consists of students elected from each year in the school. The chairperson of the SRC is the Head Girl. The coordinators of the SRC are two members of staff. The Students' Representative Council provides a forum through which the students of the school can play a full part in the development of a partnership approach to school life and issues.

Parents' Council

The school has an active and vibrant Parents' Council. The Parents' Council aims to promote the educational development of students and to assist with the various school activities. The Council meets regularly during the academic year, and its AGM is held at the beginning of each academic year. Membership of the Council is voluntary.

School Functions and Meetings

Parent-Teacher meetings are held after school hours once a year for each year group. These meetings are brought to the attention of the parents/guardians by letter. Parents/guardians are strongly urged to attend. There are various functions and meetings during the year after school hours, and parents/guardians will be notified in advance of such meetings. These meetings are usually held in the evening.

3. Admission Statement

3.1 Ardscoil Mhuire 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
 However, where a school admits students of one gender only, it is not discriminatory to refuse to admit students not of that gender.
- (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.
- (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.

- Ardscoil Mhuire is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.
- Ardscoil Mhuire 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.
- Ardscoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith, and it is proved that the refusal is essential to maintain the ethos of the school.

3.2 Ardscoil Mhuire 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

Ardscoil Mhuire will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

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

Not Applicable

5. Admission of Students

Ardscoil Mhuire shall admit each student seeking admission to the school, except where one or more of the following applies:

1. The school is oversubscribed. See Section 6 for further details.
2. 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.

3. The student seeking admission to the school is not of the gender to which the school provides education. Ardscoil Mhuire provides education for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.
4. Ardscoil Mhuire 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.
5. Ardscoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.
6. 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.
7. The student has not attained the required age of twelve by the 1st of January in the calendar year following her entry into First Year.
8. The student has not completed sixth class in primary school or equivalent.

6. Oversubscription

6.1 In the event that the Ardscoil Mhuire is oversubscribed, the school will, when deciding on applications for admission into First Year, 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 in order of priority:

Ardscoil Mhuire will apply the following criteria for **admission to the First-Year Group**:

1. If the student has siblings currently enrolled in the school.
2. If the student has siblings who were previously enrolled in the school.
3. If the student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available).
4. Whether the student attended feeder primary schools: Scoil Ide and St Mary's NS.
5. Whether the student attended feeder primary schools: St Brigids NS, St Patricks Girls NS, Parteen NS, St Senan's NS, St John's NS, Thomond Primary School, Scoil Mhathair De NS, Presentation Primary School, Salesians NS and Meelick NS.
6. Whether the student attended feeder primary schools Cratloe NS, Our Lady Queen of Peace NS, Mary Queen of Ireland GNS, Milford NS, Le Cheile NS, An Mhodhscoil, Donoughmore NS, Gaelscoil Sairseal, Corpus Christi Primary School.
7. If the student resides in the Catchment Area. '**Catchment Area**' refers to the designated residential area for application to Ardscoil Mhuire in respect of the person on whose behalf the application is being made. The catchment area for Ardscoil Mhuire is defined as Corbally and the surrounding parishes of Limerick City and County, in addition to the Clare parishes of Clonlara and Parteen.
8. Applications from all other students will be considered.

Selection criteria in order of priority:

Ardcoil Mhuire will apply the following criteria for **admission to a Year Group other than First Year:**

1. If the student has siblings currently enrolled in the school:
2. If the student has siblings who were previously enrolled in the school.
3. If the student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available).
4. If the student resides in the Catchment Area. ‘**Catchment Area**’ refers to the designated residential area for application to Ardcoil Mhuire in respect of the person on whose behalf the application is being made. The catchment area for Ardcoil Mhuire is defined as Corbally and the surrounding parishes of Limerick City and County in addition to the Clare parishes of Clonlara and Parteen.
5. Applications from all other students will be considered.

6.2 Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

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:

Where two or more applications are tied in the foregoing selection process, Ardcoil Mhuire will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. This lottery will be overseen by a sub-committee appointed by the Board of Management. The subcommittee consists of the School Principal, Deputy-Principal and one nominee only from the Board of Management. The sub-committee takes responsibility for overseeing the lottery process and the random selection of the student(s) to be offered the school place(s).

When the number of applications exceeds the number of places available, the published selection criteria as set out above will apply. A waiting list of students whose applications for admission to Ardcoil Mhuire 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. See section 13.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but she wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that student. There is no period specified for the receipt of applications forms for entry into all Year Groups other than First Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a student is admitted to the school.

6.3 Application Procedure for Admission into First Year

Where Ardcoil Mhuire is not oversubscribed, all students will be offered a school place subject to the points outlined in Section 5. Ardcoil Mhuire is one of 17 schools who operate and participate in Limerick Area Post-Primary Schools Common Application System and the

dates for the 2022/23 Common Application System (CAS) process have been agreed and are outlined under Schedule Two.

- Limerick City Area Second Level Schools as defined in ‘Schedule Three’ have agreed to operate a Common Application System for 2022-2023.
- Application to Ardscoil Mhuire shall be in accordance with the Common Application Form known as “Schedule One” and in accordance with this policy.
- A member of Senior Management will visit primary schools in person or virtually. (Please note this is now subject to Covid 19 and Department of Health Guidelines)
- Parents and students will be invited to an Open Night, in person or virtually, on the 4th of October 2022 in accordance with the Common Application Procedure. Notice will be advertised in the local newspapers. Application forms will be made available on the night. (Please note this is now subject to Covid 19 and Department of Health Guidelines)
- Application forms are freely available from the school office. The completed application form is required to be returned by the date specified on all advertisements and literature circulated. Please see Schedule Two for relevant dates.
- Parent(s)/Guardian(s) are responsible for ensuring that application forms are received by the school. If an application form is hand delivered to the school office, a receipt will be immediately issued by the office staff for same to the person who delivers it. It is the responsibility of the parent/guardian to retain this receipt as proof of the hand delivery of the form. Those who return forms by post/courier must retain proof of postage/delivery. This receipt is not an offer of a place in Ardscoil Mhuire.
- All applications received will be date stamped. The forms will be checked to ensure that it is completed correctly and in its entirety. If incomplete, the form will be returned for completion.
- Places will be allocated within the dates specified in the school’s Admissions Notice.
- Only one application form may be returned for each Applicant.
- The final decision regarding all First Year enrolments through the Common Applications System (CAS) rests with the Board of Management.
- The Board of Management reserves the right to not offer or withdraw an offer of a school place to a student under the points outlined in section 5 and section 11.

Review Procedures

The Board of Management will review the Admission Policy annually in line with evolving legislation and practice, including the Education Acts, the Equal Status Act and all related statutory and regulatory requirements.

Schedule One – The Common Application Form

Please note Ardscoil Mhuire is part of the Limerick Area Post-Primary School’s Common Application System. All students wishing to apply to Ardscoil Mhuire must complete the Common Application System form which will be available in October 2022.

Schedule Two - Dates relating to Application 2023-2024

The timeline for the Common Application Process for the academic year 2023-2024 is as follows:

- Ardscoil Mhuire's Open Night takes place on the 4th of October 2022. (Please note this is now subject to Covid 19 and Department of Health Guidelines)
- Students wishing to secure a place in Ardscoil Mhuire must complete the Common Application Form by placing 1 in the box beside Ardscoil Mhuire and 2,3,4,5,6,7,8,9,10,11,12,13 beside other preferences.
- Applicants must return the Common Application Form to Ardscoil Mhuire (1st choice school) by Monday the 16th of January 2023 at 12.30 p.m.
- Written confirmation of receipt of application form will be sent to parents.
- Copies of the Common Application Form will be sent by Ardscoil Mhuire to the Limerick Education Centre (LEC) as part of the process to ensure that all students applying to Limerick City schools have been placed.
- Offers of places will be posted on Tuesday the 31st of January 2023.
- Acceptance of places must be made by Wednesday the 8th of February 2023 by 12noon.
- Registration Night on Tuesday the 21st of February 2023. In order to ensure that the application process runs smoothly, it is imperative that the form is completed correctly.

Schedule Three - Limerick Area Post-Primary Schools in the Common Application System

Ardscoil Mhuire, Ardscoil Rís, Castletroy College, Coláiste Chiaráin, Coláiste Mhichíl, Coláiste Nano Nagle, Crescent College Comprehensive S.J., Gaelcholáiste Luimnigh, Laurel Hill Coláiste FCJ, Laurel Hill Secondary School FCJ, Limerick Educate Together SS, Mungret Community College, St. Clement's College, St. Munchin's College, Thomond Community College, Salesian Secondary College Pallaskenry, Villiers Secondary School.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, Ardscoil Mhuire 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:

In processing an application Ardscoil Mhuire **shall not consider**:

1. A student's prior attendance at a pre-school or pre-school service, including naíonraí.
2. The payment of fees or contributions to the school.
3. A student's academic ability, skills or aptitude.
4. The occupation, financial status, academic ability, skills or aptitude of a student's parent(s).
5. A requirement that a student or his or her parent(s), attend an interview, open day or other meeting as a condition of admission.
6. A student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the student concerned attending, or having attended the school, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.
7. The date and time on which an application for admission was received by the school with the exception of applications into First Year which must be received during the

period specified for receiving applications set out in the annual Admission Notice for that academic year.

8. Decisions on applications

All decisions on applications for admission to Ardscoil Mhuire will be based on the following:

- The school's Admission Policy.
- The school's annual Admission Notice (where applicable).
- The information provided by the applicant in the CAS application form for entry into First Year and the school's official application form for admission into all Year Groups other than First Year or late applications into First Year. Applications for entry into First Year must be received during the period specified in our annual Admission Notice while there is no period specified for the receipt of application forms for entry into all Year Groups other than First Year.

(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.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the in the Annual Admissions Notice for First Year Applications and not later than three weeks after the date on which the school received the application for all other Year Groups and late applications into First Year (See section 14).

Where a student in respect of whom an application is being sought has not been offered a school place, the reasons will be communicated in writing to the applicant, including, where applicable the following:

1. The reasons that the student was not offered a place in Ardscoil Mhuire.
2. Details of the student's ranking against the published selection criteria, if the Year Group to which the Applicant is applying is oversubscribed.
3. Details of the student's place on the waiting list, if applicable.
4. Details of the Applicant's right to seek a review/right to appeal the decision (see section 18 below for further details).

10. Acceptance of a place

If the student in respect of whom the application is made is offered a place in Ardscoil Mhuire, the Applicant will be issued with an Acceptance Form by the school. The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application into First Year, a second/third-round offer or an application into a Year Group other than First Year. This includes indicating:

- 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.
- whether or not you have applied for and are 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.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application into First Year, a second/third-round offer or an application into a Year Group other than First Year, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out in section 11. Applicants should also 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 Ardscoil Mhuire where:

1. Any of the points stated in section 5 above apply.
2. It is established that information contained in the application is false or misleading
3. The 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 for the academic year for which she is applying, or in the case of a late application into First Year, a second/third-round offer or a late application into a Year Group other than First Year, within 2 weeks.
4. 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.
5. An Applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

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:

- an application for admission to the school has been received.
- an offer of admission to the school has been made.
- an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school.
- the date on which an offer of admission was made by the school.
- the date on which an offer of admission was accepted by an applicant.
- 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

When the number of applications exceeds the number of places available, the published selection criteria as set out in section will apply. A waiting list of students whose applications for admission to Ardscoil Mhuire 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 Ardscoil Mhuire 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.

Where Ardscoil Mhuire is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list. For example if a student is in receipt of an offer of a place within Ardscoil Mhuire but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

For the avoidance of doubt, if a student does not receive a place in the school for a given academic year, but she wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that student. There is no period specified for the receipt of application forms for entry into all Year Groups other than First Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a student is admitted to the school.

14. Late applications

An application received by Ardscoil Mhuire after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. This application 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 in writing of the decision of the school in respect of their application not later than three weeks after the date on which the school received the application.

Where Ardscoil Mhuire is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Ardscoil Mhuire is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within the school, subject to sections 5 and 11, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

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

15.1 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 Ardscoil Mhuire is not oversubscribed, each student applying for a place into any Year Group other than First Year, will be offered a school place subject to the points outlined in Section 5. All such applications to the school will be notified in writing of the decision of the

school in respect of their application not later than three weeks after the date on which the school received the application.

Selection criteria in order of priority

Ardscoil Mhuire will apply the following criteria for admission to a Year Group other than First Year:

1. If the student has siblings currently enrolled in the school:
2. If the student has siblings who were previously enrolled in the school.
3. If the student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available).
4. If the student resides in the Catchment Area. ‘**Catchment Area**’ refers to the designated residential area for application to Ardscoil Mhuire in respect of the person on whose behalf the application is being made. The catchment area for Ardscoil Mhuire is defined as Corbally and the surrounding parishes of Limerick City and County in addition to the Clare parishes of Clonlara and Parteen.
5. Applications from all other students will be considered.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

Where a student applies to a Year Group other than First Year the following considerations and procedures will apply:

- Pupils applying to Ardscoil Mhuire from another school must complete the school’s application form.
- The Principal will request to meet with the parent/guardian of the student and the student, or in the case of a student who has reached the age of 18 years, the student, to discuss her application for admission.

Oversubscription and Selection process – See Section 6

What will not be considered or taken into account– See Section 7

Decisions on applications– See Section 8

Notifying applicants of decisions– See Section 9

Acceptance of offer of a place– See Section 10

Circumstances in which offers may not be made or may be withdrawn– See Section 11

Sharing Data with other schools - – See Section 12

Waiting list in the event of oversubscription – See Section 13

Late Applications – See Section 14

Ardscoil Mhuire is currently awaiting a new school development. All Year Groups are currently full to capacity. The Board of Management has decided not to consider any further applications, outside of those received through the CAS, due to limited space and student facilities. A place will only be offered in Year Groups other than First Year if one becomes available as a consequence of students transferring to another school.

15.2 The procedures of the school in relation to the admission of students, who are not already admitted to the school, after the commencement of the school year in which admission is sought:

As Above

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

The Board of Management of Ardscoil Mhuire 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.
- (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 Ardscoil Mhuire 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. 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 to 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.

Sr. Ena Quinlan
Chairperson
Board of Management

Date: 29th November 2022

Reviewed on: 29th November 2022

Date of next review: September 2023

Appendix 1

ADMISSIONS POLICY FOR TRANSITION YEAR PROGRAMME

Applying for Transition Year Programme 2023/2024

Transition Year Mission Statement

To promote the personal, social, educational and vocational development of pupils and to prepare them for their role as autonomous, participative, and responsible members of society.

Overall Aims

The following aims are interrelated and interdependent and should be strongly reflected in every Transition Year programme:

1. Education for maturity with the emphasis on personal development including social awareness and increased social competence.
2. The promotion of general, technical and academic skills with an emphasis on interdisciplinary and self-directed learning.
3. Education through experience of adult and working life as a basis for personal development and maturity.

The Transition Year Programme at Ardscoil Mhuire is not compulsory. The maximum number of available places and class groups will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management. Class size in Transition Year in 2023 will be limited to 24 students.

For acceptance into the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that her participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee.

The Transition Year Admissions Committee

The Transition Year Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the:

- Transition Year Coordinator.
- Year Head of the current Third Year students.
- Principal
- Deputy Principal
- Career Guidance Teacher

Application Procedures

1. In January, students will be informed about all options available to them. An 'Information Afternoon' will be delivered to the Third Year Students and an evening presentation will be delivered to parents/guardians outlining all the choices, including Transition Year, Traditional Leaving Certificate, Leaving Certificate Vocational Programme (LCVP) and the Leaving Certificate Applied Programme.
2. Those wishing to apply for Transition Year must submit their application by the specified deadline. This form will be available in the school.
3. Students who wish to apply for a place in Transition Year are required to:
 - Fill out an application form.
 - Be interviewed by the Transition Year Coordinator.

4. The Admissions Committee will meet and include the following criteria in their decision making:
 - Student's Behaviour Record to date.
 - Student's Attendance Record.
 - Application to work over the last three years.
 - Recommendation of the Year Head.
 - Consultation with teaching staff.
 - Suitability of the applicant to the Programme.
 - Suitability of the Programme for individual applicants.
5. All students who apply for Transition Year will be interviewed.
6. Letters of acceptance/refusal will be posted home to parents/guardians.
7. Internal and external student applications for the Transition Year Programme are considered on an individual and equal basis.
8. Payment of the Transition Year deposit by the notified date will guarantee a place.
9. In the case of a student who is not offered a place by the Transition Year Admissions' Committee, an appeal may be made in writing to the Board of Management within 10 school days of the date places were offered. The appeal will be heard by the Board of Management at its next scheduled meeting.

Transition Year places will be allocated based on the above criteria.

Appendix 2

Leaving Certificate Applied Admissions Procedure

Applying for Leaving Certificate Applied Programme 2023/2024

The Leaving Certificate Applied programme is a two-year Leaving Certificate programme aimed at preparing students for adult and working life. The programme sets out to recognise the talents of all students and to provide opportunities for developing personal responsibility, self-esteem and self-knowledge, and helps students apply what they learn to the real world. The two-year programme consists of four half-year blocks called sessions. Achievement is credited in each session. Courses are offered in three main areas: Vocational Preparation; General Education; and Vocational Education.

Assessment takes place on the completion of modules. A final examination in each of the following subject areas is completed during the Leaving Certificate examinations:

1. English and Communication
2. Two Vocational Specialisms
3. Mathematical Applications
4. Language – Irish and German
5. Social Education

Marks are awarded in the form of credits in the following manner:

- Satisfactory completion of modules with **90%+ Attendance**
- 7 Student Tasks
- Final Examinations

Note: Strong attendance is essential to successfully complete the LCA programme. Students who successfully complete the programme are awarded a Leaving Certificate from the Department of Education and Science. The certificate is awarded at three levels: Pass, Merit, and Distinction.

Role of the School

1. To organise an information meeting about the Leaving Certificate Applied to parents as parent of a Senior Cycle information evening.
2. To provide information to all interested students.
3. To provide all interested students with an application form.
4. To interview all students who are interested in participating in the programme.
5. To provide the parents of all successful applicants with a letter offering a place in the programme.
6. To provide parents and students with an outline of the conditions for participating in the Leaving Certificate Applied.

Role of Students

1. Students need to fill out an application form and have it submitted by the closing date.
2. All third year and Transition Year students are eligible to apply.
3. If offered a place on the programme, the student must accept or reject the offer by a prescribed date. Please note that places are offered on the condition that the student is willing to engage in the mandatory Work Experience element of the programme. Students who are unable to secure a suitable work placement, as determined by the Programme Coordinator, must be willing to engage in a work placement that is deemed suitable by the Programme Coordinator.
4. To partake as fully as possible in all aspects of the programme and to sign a

declaration to this effect.

5. Comply with the Code of Behaviour of Ardscoil Mhuire.

Role of Parents

1. To help their daughter to make an informed decision with respect to their participation in the Leaving Certificate Applied.
2. Sign and return all the necessary documentation relating to the programme.
3. Ensure their daughter participates fully in the Leaving Certificate Applied Programme.
4. Ensure that their daughter adheres to the Code of Behaviour of Ardscoil Mhuire.

The Leaving Certificate Applied Admissions Committee

The Leaving Certificate Applied Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the:

- Leaving Certificate Applied Coordinator.
- Year Head of the current Third Year students.
- Principal
- Deputy Principal
- Career Guidance Teacher
- Special Education Needs Coordinator

The LCA Admissions Committee will meet and include the following criteria in their decision making process:

- Discipline/Behaviour Record
- Attendance Record
- Future Career Aspirations
- Project Work Record
- Academic Record and Suitability
- Willing to engage in the mandatory Work Experience element of the programme. Students who are unable to secure a suitable work placement, as determined by the Programme Coordinator, must be willing to engage in a work placement that is deemed suitable by the Programme Coordinator.

Letters of acceptance/refusal will be posted home to parents/guardians.

Students with Special Needs

The Leaving Certificate Applied planning team will work closely with the Special Educational Needs Department to ensure a smooth transition into Leaving Certificate Applied Programme for students with special needs. Any learning support entitlements of these students based on their psychological assessments should carry through to Senior Cycle.

Withdrawal of an Offer

Any serious breach of the school's Code of Behaviour prior to and during the commencement of the Leaving Certificate Applied Programme may result in the withdrawal of the offer of a place on the programme.

Change of Mind

A student who accepts a place on the Leaving Certificate Applied Programme and subsequently withdraws from the programme is advised that her application for subject options in 5th year will be limited due to the subject lines having been built and certain subjects having reached their student capacity.

Appeals Procedure

In the case of a student who is not offered a place by the Leaving Certificate Admissions' Committee, an appeal may be made in writing to the Board of Management within 10 school days of the date places were offered. The appeal will be heard by the Board of Management at its next scheduled meeting.