



ADMISSION POLICY OF ARDSKOIL MHUIRE

SCHOOL ADDRESS: NEVILLE HOUSE, SIR HARRY'S MALL, LIMERICK.

ROLL NUMBER: 64290V

NAME OF PATRON: CEIST

CHARITY NUMBER: 20147761

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 Patron, CEIST, on the 18th of November 2025. 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 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, with the exception of students applying through the Limerick Area CAS Application Portal, 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

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.

Ardscoil 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 the Sisters of Mercy, who began this school, is of very significant importance in the life of the school.

As a CEIST school, Ardscoil 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***

Ardscoil 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). Reflective of this, Ardscoil Muire, provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person, the intellectual, moral, religious, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. Ardscoil 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 Ardscoil 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.

3. Admission Statement

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,

- (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 will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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 patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

SINGLE GENDER SCHOOLS

Ardscoil Mhuire is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

POST-PRIMARY DENOMINATIONAL SCHOOLS

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.

ALL DENOMINATIONAL SCHOOLS

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.

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

Ardscoil Mhuire has not yet been asked to open a Special Class. We will do so when asked by the NCSE.

5. Admission of Students

The school shall admit each student seeking admission except where-

1. the school is oversubscribed (please see section 6 for further details)
2. a 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.

A SCHOOL THAT ADMITS STUDENTS OF ONE GENDER ONLY

Ardscoil Mhuire provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

ALL DENOMINATIONAL SCHOOLS

Ardscoil Mhuire is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school

6. Oversubscription

In the event that the Ardscoil Mhuire 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 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, Mary Queen of Ireland GNS, Scoil Mhathair De NS, Presentation Primary School, Salesians NS, Our Lady Queen of Peace NS, Thomond Primary School and Meelick NS.
6. Whether the student attended feeder primary schools Cratloe NS, 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:

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.

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, Ardscoil 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).

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 in the following academic year, a new application must be made on behalf of that student.

Application Procedure for Admission into First Year

- Ardscoil Mhuire is one of 17 schools who operate and participate in the Limerick Area Post-Primary Schools Common Application System. The dates for the Common Application System (CAS) process for the academic year 2027/28 have been agreed and are outlined in Section 2.
- Limerick City Area Second Level Schools have agreed to operate a Common Application System for the academic year 2027-2028. For the 2027/2028 admissions process a new shared online application platform, entitled the Limerick Area CAS Application Portal will be utilised.
- Application to Ardscoil Mhuire shall be in accordance with the online Common Application Form as outlined in Section 1 and in accordance with this policy.
- Parents/Guardians and students will be invited to an Open Night, in person, on the 29th of September 2026 in accordance with the Common Application Procedure Notice as advertised in the local newspapers.
- The new Limerick Area CAS Application Portal can be accessed on school-application.ie and on the school's websites and/or social media platforms from 9.00am on the 1st of October 2026. The completed online application form is required to be returned by the date specified. Please see Section 2 for relevant dates.
- It is essential that parent(s)/guardian(s) make themselves familiar with the Common Application System Privacy Notice in relation to the collection and processing of data for the Limerick Common Application System. This notice can be accessed through the Limerick Area CAS Application Portal.
- Parent(s)/Guardian(s) are responsible for ensuring that they log onto the Limerick Area CAS Application Portal, set up a secure parent/guardian profile and submit an online application. Once the online application form has been submitted a confirmation email, with the completed form attached, will be sent to parent/guardians. Written confirmation of receipt of the online application form will be sent by the school of first choice to parents/guardians at a later date. It is the responsibility of the parent/guardian to retain this receipt.
- Changes to the order of preferences are allowed, providing that they are made prior to the closing date/time for the submission of online application forms.
- If the parent/guardian does not receive confirmation that the school of first choice has received their online application form it is their responsibility to contact the school directly, before the closing date.

- Online application forms found to have inaccurate or misleading information will be withdrawn from the system and any offer made by the school, based on the information provided, will be deemed invalid.
- Places will be allocated within the dates specified in the school's admissions notice and the Common Application System (CAS) process for the academic year 2027/28.
- Only one application form will be accepted for each applicant.
- The final decision regarding all First Year enrolments through the Common Application System (CAS) rests with the Principal.

Section 1: 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 make an online application using the new Limerick Area CAS Application Portal which can be accessed on school-application.ie and on the school's website and/or social media platforms from the 1st of October 2026

Section 2: Dates relating to Application 2026-2027

The timeline for the Common Application Process for the academic year 2027-2028 is as follows:

- Ardscoil Mhuire's Open Night takes place on the 29th of September 2026.
- In order to make an application for admission to 1st Year in Ardscoil Mhuire for the academic year 2027/2028, parents/guardians must make an online application using the new Limerick Area CAS Application Portal which can be accessed on school-application.ie and on the school's website and social media platforms from 9.00am on the 1st of October 2026.
- When completing the online application form, 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 beside other preferences.
- Once the online application form has been submitted a confirmation email, with the completed form attached, will be sent to parent/guardians.
- Written confirmation of receipt of the online application form will be sent by the school to parents/guardians at a later date.
- Early submission of online application forms is advisable, but in any event, online application forms must be submitted no later than, 5.00pm on Monday the 11th of January 2027.
- On submission, the online application form will also be shared the Limerick Education Support Centre (LESC) who facilitate the process.
- Offers of places will be posted and emailed on Tuesday the 26th of January 2027.
- Refusal letters will be posted on Wednesday the 27th of January 2027.
- Acceptance of places must be made by Wednesday the 3rd of February 2027 by 12.30pm.
- Registration Night on Tuesday the 23rd of February 2027.

- In order to ensure that the online application process runs smoothly, it is imperative that all information provided by the parent/guardian, to the best of their knowledge, is accurate and truthful.
- Online application forms found to have inaccurate or misleading information will be withdrawn from the system and any offer made by the school, based on the information provided, will be deemed invalid.

Section 3 - 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, Educate Together 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**:

- a. A student's prior attendance at a pre-school or pre-school service, including naíonraí,
- b. The payment of fees or contributions (however described) to the school,
- c. A student's academic ability, skills or aptitude.
- d. The occupation, financial status, academic ability, skills or aptitude of a student's parent(s),
- e. A requirement that a student or his or her parent(s), attend an interview, open day or other meeting as a condition of admission,
- f. 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,
- g. The date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

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

- Our school's admission policy.
- The school's annual admission notice (where applicable).
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to 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 annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Ardscoil Mhuire 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.

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 -

- (i) it is established that information contained in the application is false or misleading.

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

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, or
- 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).

This data may be further shared with the Department of Education and Youth for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to ensure that there is made available to each person resident in the State a level and quality of education appropriate to meeting the needs and abilities of that person and to plan and co-ordinate the provision of education in recognised schools, having regard to the resources available.'

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to 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.

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

14. Late applications

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

15. 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:

- Application Forms are available, from the school office. An offer of a place can only be made if there is space in the year group in question.
- If there is no place available the student will be placed on the school's Waiting List.
- All such applications for admission 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.

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, are as follows:

- Application Forms are available from the school office. An offer of a place can only be made if there is space in the year group in question.
- If there is no place available the student will be placed on the school's Waiting List.
- All such applications for admission 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.

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

This rule applies to all schools.

The board of Ardscoil Mhuire or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

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

17. Arrangements regarding students not attending religious instruction

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, the student, 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 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 that request may be accommodated by the school.

18. Review/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.

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/guardian 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.

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.

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.

The Admission Policy was ratified by the Board of Management of Ardscoil Mhuire on the 9th of September 2026.

Sr. Ena Quinlan
Chairperson of the Board of Management

Brid Herbert
Secretary to the Board of Management