Admission Policy of Coláiste Muire

School Address: College Road, Ennis, Co. Clare.

Roll number: 61930Q
Charity Number: 20204904

School Patron/s: CEIST

Approved by the Patron, CEIST

SEPTEMBER 2025

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, CEIST, on 12 September 2025. 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 Coláiste Muire 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.

A new Unified Admissions Policy (UAP) for admissions to first year was introduced by all the post-primary schools in Ennis for the school year 2022/2023. This is a collaborative unified process to serve the needs of the Ennis community for the forthcoming years. Coláiste Muire is a participating post-primary school.

2. Characteristic spirit and general objectives of the school

Coláiste Muire is a Catholic all girls voluntary secondary school with a Catholic ethos under the patronage 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 Coláiste Muire 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.

Coláiste Muire 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 the founder, Catherine McAuley of the Mercy Congregation who began this school is of very significant importance in the life of the school.

As a CEIST school, Coláiste Muire 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 School Crest 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

Coláiste Muire 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). Because of this Coláiste Muire 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.

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

Mission Statement

'Coláiste Muire is committed to developing a dynamic Christian school community which fosters spiritual and personal development. We strive for academic excellence and seek to nurture a sense of self-worth, while having a particular concern for the needs of the academically and socially disadvantaged'.

3. Admission Statement

Coláiste Muire 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.

Coláiste Muire will co-operate 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.

Coláiste Muire 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
Coláiste Muire 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
Coláiste Muire 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 Catholic in preference to others.

All denominational schools
Coláiste Muire 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 Catholic 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

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

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 5 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

A school that admits students of one gender only
Coláiste Muire 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
Coláiste Muire is a Catholic school and may refuse to admit as a student a person who is not 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 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:

1. Sisters of present/past students (provided application is in by due date).
2. Daughters of eligible staff of the school (provided application is in by due date). (Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis, during normal school hours, for at least six months, and are reasonably expected to be still employed by the Board of Management at the time their daughter commences in Coláiste Muire.
3. Girls currently (at the time of application) enrolled in sixth class in a primary school within the catchment area of the County of Clare (provided application is in by due date).
4. All other applicants provided application is in by the due date.

In the event that there are two or more students tied for a place or places (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Procedure that will apply when the number of applicants exceeds the number of remaining available places. In the event that the number of applications from girls attending schools within the above-defined catchment area exceeds the number of remaining available places, these places will be allocated on the basis of a lottery. This lottery will be supervised by two observers, external to the school. In this circumstance, girls (from within the catchment area) who are not allocated a place at this stage, will be placed on a numbered waiting list in the order in which they were drawn in the lottery. Subsequent places on the waiting list will be filled in the order in which applicants are drawn in a lottery of all remaining valid applicants. Parents shall be informed of their daughter's place on the waiting list. In all cases, when a lottery is being conducted, applications received on behalf of twins, triplets or sisters from the same family unit will be treated as one applicant. This will neither increase nor reduce the chances of any applicant being offered a place.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) 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;

(c) a student's academic ability, skills or aptitude;

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, or his or her 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 her family attending or having previously attended the school other than as Section 6 above – sisters of present/past students.

(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 Coláiste Muire will be based on the following:

- Our school's admission policy
- The school's annual admission notice.
- 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 18 below for further details).

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

In accepting an offer of admission from Coláiste Muire, 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.

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 Coláiste Muire 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—

(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 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 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 Coláiste Muire 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 Coláiste Muire 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.

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.

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 admission policy, the Education Admissions to School Act 2018 and any regulations made under the 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

The board of Coláiste Muire 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.

Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

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, who has requested 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 Coláiste Muire without attending religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. 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 & Youth. This policy had been approved by the directors of CEIST.

This policy was ratified by the Board of Management on September 9th 2025

Signed: Mary Crawford Date: 9th Sept 2025

Ms. Mary Crawford
Chairperson

Signed: _____ Date: 9th Sept 2025

Ms Jean Pound,
Secretary