



Limerick Educate Together Secondary School
Roll Number 68309N



C/O Educate Together
16/17 Upper Ormond Quay
Dublin 7

Admissions Policy

September 2017

ADMISSIONS POLICY

INTRODUCTION

Limerick Educate Together Secondary School (Limerick ETSS) is a multi-denominational, co-educational secondary school recognised by the Department of Education and Skills (DES). As such, it operates within the regulations laid down by the DES. This Admissions Policy was developed in accordance with the provisions of the Education Act, 1998, the Education Welfare Act, 2000, the Equal Status Act, 2000, and the Education of Persons with Special Needs Act, 2004.

The School Manager/Board of Management reserves the right to amend this number according to the accommodation available to the school in consultation with the Department of Education and Skills.

VISION

Our vision is for a new model of second-level school, one that places the student – your child – at its centre. We aim to create a vibrant, welcoming school community to which every student feels a real sense of belonging. We use the best teaching and learning methods to enable each individual student to reach their full academic and social potential.

AIM

Limerick ETSS aims to provide an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge and skills necessary to live their lives and to build their careers in the 21st century.

OUR ETHOS

Educate Together Schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and run democratically. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an ethical curriculum, which includes learning about different religions and belief systems. Our ethos provides a strong moral, ethical and spiritual framework for the whole school community, and informs all policies and practices in the daily life of the school.

In exercising this policy making and decision making responsibilities the School Manager/Board of Management upholds the characteristic spirit of the school.

Admissions Criteria –

The Admissions Policy for the school has been published in accordance with the requirements of the Education Act, 1998.

The admissions policy of Limerick ETSS will reflect at all times the educational philosophy and aims of Educate Together. The admissions policy will also, at all times, reflect the school's mission and the ethos upon which the school has been founded.

Limerick ETSS is committed to the principle of equal access. Decisions made in relation to enrolment will be governed by Department of Education and Skills regulations, staffing provisions and requirements concerning accommodation and health and safety of students.

Criteria for Admission

Applicants must have reached twelve years of age by January 1st of their first year in Limerick ETSS e.g. in the first-year students enrolling for 2018 must be 12 by 1st January 2019 and should be no older than is appropriate to their peers. For each September, applications will be accepted from students who are in 6th Class in primary school.

Students should have completed a primary school programme including 6th Class or equivalent.

The applicant's original birth certificate and two passport photos may be required at a later date, to complete the registration process.

Limerick ETSS reserves the right to limit the number of incoming first years if it is deemed necessary. While every effort will be made to cater for all eligible applicants, the school is dependent on the resources provided to it by the Department of Education and Skills.

If the number of students applying exceeds the number of places available,

Places will be offered to applicants in the following priority order:

Priority 1

Priority 1 will be given to applicant students who are siblings of children already enrolled in the school.

Priority 2

Children permanently residing at the time of application, in the Castletroy and Monaleen geographical area, as defined in the attached Department of Education and Skills map (Appendix 1). The children who do not receive offers based on this selection may be placed on a waiting list, priority will be given to those whose application is received first, i.e. on the earliest date after enrolments open.

Students who satisfy the above criterion have automatic access if places are available in the school.

If the number of students applying exceeds the number of places available, priority will be given to those whose application is received first, i.e. on the earliest date after enrolments open.

Note: The School reserves the right to verify all information provided by parents.

Priority 3

One third of places (additional to the places in Priority 2) will be reserved for priority 3 applicants, as follows:

For students who, at the time of application, attend Limerick School Project NS and Limerick Educate Together NS, Mungret. Places will be offered on a first-come-first-served basis

If the number of students applying exceeds the number of places available, priority will be given to those whose application is received first i.e. on the earliest date after enrolments open.

This Priority will be reviewed after 3 years with the view to removing this priority from the policy and reverting to priority of siblings, catchment area and all other applicants.

Priority 4

Should places remain available following the enrolment of Priority 1, 2 and 3 applicants, applications will be considered from all other applicants. Places will be offered on a first come first served basis.

If the number of students applying exceeds the number of places available, priority will be given to those whose application is received first, i.e. on the earliest date after enrolments open.

NB: Proof of residence – where residency is a criterion for enrolment, proof of residence may be sought (2 utility bills, ESB, Gas, Eircom, UPC etc.).

Parents/guardians and /or students over 18 years of age may appeal a decision to refuse to enrol, to suspend for a period of 20 days or more or to exclude to The Secretary General of the Department of Education under Section 29 of the Education Act, 1998. Such appeals should be in writing and made within 42 days of the notification of such a decision cf. Circular M48/01.

Special Needs

Students with special educational needs, who meet the above criteria for admission, are welcome to apply to the school.

Limerick ETSS is committed, within its resources, to do all that is reasonable to accommodate students with special needs.

The Board of Management must be made aware of any special needs as early as possible so that these needs can be assessed and addressed where

possible.

To assist the Board of Management in meeting needs it is essential that the Board is fully informed of the student's educational history and the resources required to provide an educational service appropriate to the applicant's best interests.

Procedure for Student Entry, in the first three years

Number of places available in First Year 2018-19:	90
Number of places available in First Year 2019-20:	120
Number of places available in First Year 2020-21	120

The process of admission to Limerick ETSS will include a number of stages:

All students wishing to enrol in Limerick ETSS must complete an enrolment form through the Limerick Area Post Primary Schools' Common Application System (CAS). This is the process by which the transfer of 6th class primary school students to the participating post-primary schools is managed and one of which is Limerick ETSS. Forms are available from the Educate Together National Office and should also be available to all identified feeder primary schools.

See appendix 2 for CAS information sheet

Note: Limerick ETSS reserves the right to change any of the dates and procedures outlined below in accordance with changing circumstances.

- Admission application forms will be made available through the CAS system from September/ October each year
- Admission application forms will only be accepted in respect of first year entrants, i.e. students starting second-level in the September of that year
- The closing date for completed application forms will be January 15th at 12:30pm as per the CAS system
- Offers of places will commence shortly after the closing date
- Failure to respond to an offer of a place in writing within the time specified by CAS will result in the place being forfeited
- Places will be offered in order of priority i.e. Priority 1, Priority 2, Priority 3 and Priority 4. Please see Appendix 1 for details of the school defined catchment area
- Anyone applying after the closing date will be placed on a waiting list and offered a place only after the 4 priority categories have been cleared
- Application forms will **only** be accepted in respect of first year entrants, i.e. students starting second-level in September of each year. For Transfers please see the schools **Transfer Policy**.

Due to the exceptional CAS system, this policy will have a trial bases of three years where one third of places will be held back for students who, at the time of application, attend Limerick School Project NS and Limerick Educate Together NS, Mungret.

This is not a precedent for any other schools, it is due to the exceptional circumstances with the CAS system in Limerick.

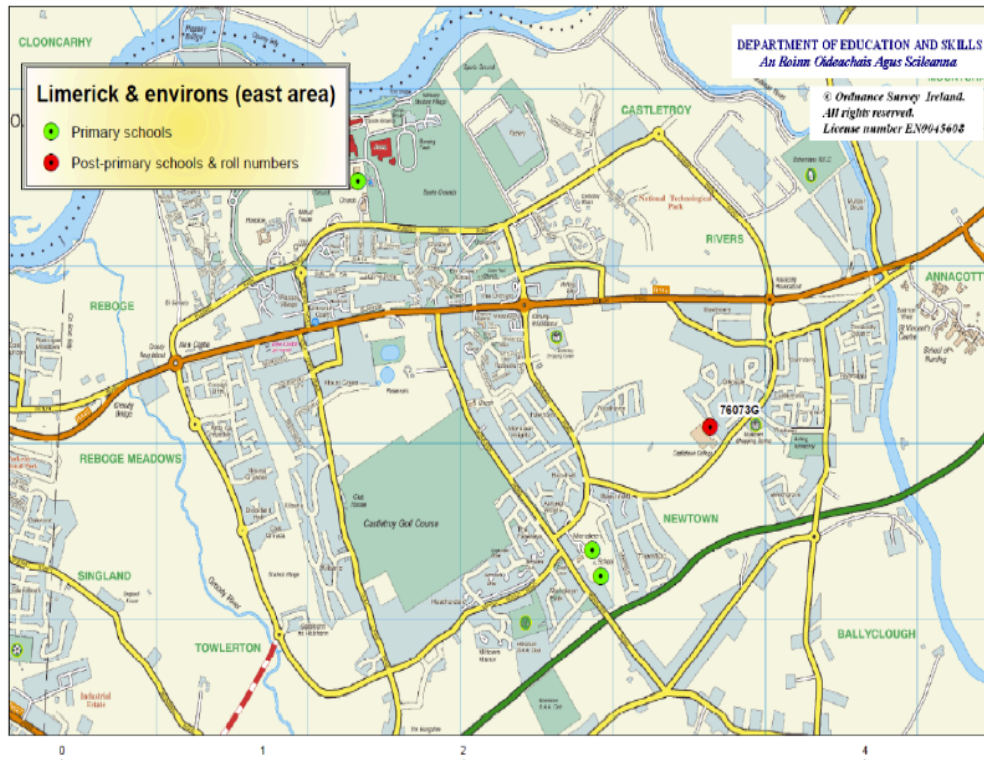
This priority will be reviewed after 3 years with the view to removing this priority from the policy and reverting to priority of siblings, catchment area and all other applicants.

This policy will be reviewed by the School Manager/Board of Management annually with final approval to be given by the patron.

Appendix 1

Catchment area map

Proposed post-primary school to serve the Limerick City & environs (east area)



Appendix 2

Limerick Area Post-Primary Schools Common Application System 2018/19 Information Sheet

What is the Limerick Area Post-Primary Schools Common Application System?

The Limerick Area Post-Primary Schools Common Application System is the process by which the transfer of 6th class primary school students to the participating post-primary schools is managed.

Which Post-Primary Schools participate in the system?

There are 17 participant post-primary schools. The schools participating in the 2018/19 system are as follows;-

Ardcoil Mhuire (<i>girls</i>), Corbally, Limerick.
Ardcoil Rís (<i>boys</i>), North Circular Road, Limerick.
Castletroy College (<i>co-ed</i>), Newtown, Castletroy, Co. Limerick
Coláiste Chiaráin (<i>co-ed</i>), Croom, Co. Limerick.
Coláiste Mhichil (<i>boys</i>), Sexton Street, Limerick.
Coláiste Nano Nagle (<i>girls</i>), Sexton Street, Limerick.
Crescent College Comprehensive S.J. (<i>co-ed</i>), Dooradoyle, Limerick.
Gaelcholáiste Luimnigh (<i>co-ed, All Irish</i>), Sir Harry's Mall, Limerick.
Laurel Hill Coláiste F.C.J. (<i>girls, All Irish</i>), South Circular Road, Limerick.
Laurel Hill Secondary School F.C.J. (<i>girls</i>), South Circular Road, Limerick.
Limerick Educate Together Secondary School (<i>co-ed</i>), Castletroy, Co. Limerick.
Mungret Community College (<i>co-ed</i>), Mungret, Co. Limerick.
St. Clement's College (<i>boys</i>), South Circular Road, Limerick.
St. Munchin's College (<i>boys</i>), Corbally, Limerick.
Thomond Community College (<i>co-ed</i>), Moylish Park, Limerick.
Salesian Secondary College (<i>co-ed</i>), Pallaskenry, Co. Limerick.
Villiers Secondary School (<i>co-ed, Fee Charging</i>), North Circular Road, Limerick.

What are the criteria of admission to a post-primary school?

Each participating post-primary school has unique admissions criteria, details of which can be found in the School's Admission Policy. Copies of this policy may be obtained by contacting the schools directly.

How do I make an application for 1st year student enrolment to a participating post-primary school?

In order to make an application for the academic year 2018/19 you must complete the Limerick Area Post-Primary Schools Common Application Form. This form will be made available at all participating post-primary school Open Days/Nights for prospective 1st year students. A copy has also been sent to all identified feeder primary schools.

When completing the form it is important that you indicate a minimum of **9** schools to which you are applying in genuine, descending order of choice as a failure to do so may result in your child not being


offered a school place. All information provided by you must be, to the best of your knowledge, accurate and truthful. It should be noted that application forms found to have inaccurate or misleading information will be withdrawn from the system and any offer made by a participating post-primary school, based on the information provided, will be deemed invalid.


The completed Application Form, accompanied by a stamped self-addressed envelope, should be sent to the Principal at the Number 1 School of your choice. **Early submission of forms is advisable**, but in any event, forms must be submitted no later than **12.30pm, Monday 15th January 2018**. Only one form per child will be permitted on the system.

Please note that the responsibility for making an application rests with the parent/guardian.

What can I do if I have submitted an application form but wish to change the order of my preferences?

Changes to the order of preferences are allowed providing that they are made prior to the closing date/time for the submission of application forms.

.  If the school of first preference remains unchanged you should write to the Principal of that school, enclosing the second application form, and informing him/her that you have amended choices 2 to 9 and now wish to proceed with the new/revised application form.

.  If the school of first preference has changed you should write to the Principal of the school of your original first choice informing him/her that you are withdrawing your application. The new/revised form should then be submitted to the school of first choice. If you submit more than 1 application form and fail to notify the

relevant schools of same, the Common Application System Administrative Centre will attempt to contact you in order to determine the form you wish to proceed with. In the event that staff from the administrative centre are unable to contact you the application form with the earliest date of submission will remain on the system. If all forms submitted by you are dated on the same day they will be removed from the system until the end of the process at which time they will be presented for consideration to all the schools listed on your form with available capacity.

What happens if an application from is submitted after the closing date/time for the receipt of application?

The closing date/time for the receipt of applications, 12.30 p.m., 15th January 2018 will be strictly enforced. Applications presented to post-primary schools outside the submission deadline will be accepted but will be marked “Late Application”. Late applications will not be included in the normal selection process. They will however be presented for consideration to all the schools listed on the forms with available capacity at the end of the process.

Limerick Area Post-Primary Schools Common Application System 2018 /19 Key Dates:

<i>Monday, 15th January 2018 12.30pm</i>	Closing date/time for the receipt of applications forms.
<i>Tuesday, 30th January 2018</i>	Participating post-primary schools to post offers
<i>Wednesday, 7th February 2018 12.00pm</i>	Date by which offers are to be accepted/refused
<i>Tuesday, 27th February 2018</i>	Common Registration Night at all participating post-primary schools.