

**COLÁISTE MHUIRE SECONDARY SCHOOL**  
**ADMISSIONS POLICY**

**A. Introduction**

<i>An important document</i>	This Admissions Policy is one of the most important documents the school has produced. It is written for parents and students who wish to find out about the school and how to apply for admission to the school.
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**B. What this school is about**

<i>Coláiste Mhuire</i>	<p>Coláiste Mhuire is a Voluntary Catholic Secondary School for boys. It was established in 1856 and serves Mullingar and surrounding areas. (for list of feeder Primary Schools see Appendix 1). It also has a special Repeat Leaving Certificate year for boys and girls.</p> <p>It provides a Catholic education, with a wide range of subjects and programmes. The College has a very experienced teaching staff, a broad based curriculum and a wide range of extra-curricular activities. It is situated in College Street, Mullingar and has a school gymnasium and playing fields.</p> <p>Coláiste Mhuire encourages each student to strive to achieve his or her full potential as a person academically, physically, morally, socially and spiritually.</p> <p>The College is administered by a Board of Management under the trusteeship of the Edmund Rice Schools Trust (ERST)</p>
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<i>School Mission Statement</i>	<p>The College Board of Management, parents, staff and students, working together as a school community within the resources available, aim to provide a Catholic education in the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its students.</p> <p>Coláiste Mhuire is committed to excellence. The school provides a caring and disciplined environment in which all students are challenged to reach their academic and personal potential.</p> <p>We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the college.</p> <p>We realise too, that we must cater for the changing needs of today's world and, towards that end, we frequently review our various programmes.</p> <p>Being keenly aware of the ever-increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Catholic values and practices.</p>
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<i>Faith Development</i>	<p>The faith development of our students is given priority through an extensive and creative religious education programme. All students are expected to attend religious education classes. Non-Catholic students may attend appropriate religious education classes arranged by their faith community during the timetabled RE classes.</p> <p>Students of other faiths who are not attending religious education classes during timetabled RE classes will be required to remain in the RE classroom under the supervision of the RE teacher.</p>
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<i>Current legislation</i>	<p>Coláiste Mhuire fully subscribes to and operates within current legislation and seeks to ensure that best practice prevails in all aspects of the work of the school.</p> <p>The Colleges Mission Statement is in tune with the principles enshrined in current education legislation i.e. Partnership, accountability, transparency, inclusion, diversity, parental choice, equality of participation and access.</p> <p>In its structures and policies, Coláiste Mhuire will ensure that these principles are respected and implemented, and are guided by the following:</p> <ul style="list-style-type: none"> <li>• Education Act 1998</li> <li>• Education (Welfare) Act 2000</li> <li>• Equal Status Act 2000</li> <li>• Education for Persons with Special Education Needs Act 2004</li> <li>• And any other supplemental, modifying or amending legislation.</li> </ul>
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<b>C. Our School</b>
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<i>Location and facilities</i>	<p>Coláiste Mhuire is located in College Street, Mullingar. The school was founded in 1856 as the Hevey Institute following a bequest by a local man James Hevey who donated substantial funds for the education of boys. The Hevey Institute opened in 1856. Due to an increase in numbers another building was constructed in 1970/1971. The school gymnasium was built in 1979 on lands donated by the Bishop. Prior to this, in the mid 60's the school playing field (Harbour Field) was acquired and developed. The Hevey building is fully renovated and upgraded.</p>
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<i>Management Structure</i>	<p>Coláiste Mhuire is administered by the Board of Management, representing the trustees, staff and parents.</p> <p><b>Chairperson of the Board: Michael Madigan</b>  <b>Secretary to Board and School Principal: Joe O' Meara</b>  <b>Deputy Principal: Malachy Flanagan</b></p>
<i>School Organisation</i>	<p>Our school is organised around 6 year groups. Each group has a Year Head. Progress is monitored and contact made with parents when deemed necessary.</p> <p>Classes are organised on a mixed-ability basis, with banding arrangements in Maths, English and Irish from 2<sup>nd</sup> year onwards.</p>
<i>Teachers</i>	<p>The teaching staff is highly qualified and experienced. Staff are employed by the Board of Management and paid by the Department of Education and Science.</p>
<i>Curriculum</i>	<p>A full range of subjects and programmes is provided, including Junior Certificate, Transition Year (Optional), Leaving Certificate Established, and Repeat Leaving Certificate.</p>
<i>Parents' Council</i>	<p>Coláiste Mhuire has a very long tradition of partnership with parents and has a very active Parents' Council. The Parents' Council has a Constitution, Chairperson, Secretary, and Treasurer and is affiliated to the "National Congress of Catholic Schools Parents Associations". Some of the areas in which the Parents Council are involved are: School Policies and acting in an advisory capacity to the school.</p>
<i>Students' Council</i>	<p>The Students' Council is made up of students' representatives from each year group. It has a Constitution, a Chairperson, Secretary and a Teacher representative. It is actively involved with student issues in Coláiste Mhuire.</p>
<i>Sport and Co-Curricular Activities</i>	<p>All students are encouraged to take part in out-of-class activities. There is a wide range of sports and other activities, and full use is made of the College's facilities.</p>
<i>Opening Hours</i>	<p>The school day runs from 9.00 a.m. until 4.00 p.m. Monday to Thursday and 9.00 a.m. to 1.15 p.m. on Friday.  Morning break is from 11.00 a.m. – 11.15 a.m. and lunchtime is from 1.15 p.m. to 2.00 p.m.</p>
<i>School Calendar</i>	<p>Each year parents receive a school calendar detailing school holidays, parent-teacher meetings and other important events.</p>

<i>Voluntary Subscription</i>	There is a significant gap between State funding to schools and the real cost of educating your son or daughter. The College prides itself on maintaining very high standards in all areas of the educational service offered. To maintain these high standards the college has to rely on voluntary subscriptions. Further details of the Voluntary Subscription are contained in the school regulations form.
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**D. Applying to come to our school**

1. The Principal and one or other member of staff visit Primary Schools to speak to 6<sup>th</sup> classes and teachers each year in January.
2. Application Forms are distributed in each Primary School by the Principal. Extra copies are left with the Primary School Principal for distribution for students who are absent.
3. 6<sup>th</sup> class students from each Primary school and their parents are invited to an Open Day for students at the College where they can see at first hand the College in operation, and experience some of the facilities available.
4. Application Forms will continue to be available at each Primary School and directly from the College up to the closing date for applications.

**General Requirements for all students applying**

<i>Eligibility</i>	<p>To be eligible for admission to the school a student must have reached 12 years of age on the 1<sup>st</sup> January in the calendar year following the student's entry into the school.</p> <p>It will be expected that the student will have completed sixth class in Primary school or equivalent in another jurisdiction.</p>
<i>Requirements</i>	<p>As part of the Admissions Process, parents will be expected to</p> <ul style="list-style-type: none"> <li>✓ Complete an Application Form and submit it before the closing date</li> <li>✓ Ensure that all the required information is submitted to the College</li> <li>✓ Accept in writing the College ethos as outlined in part B of this document</li> <li>✓ Accept in writing the College Code of Behaviour (separate document) and undertake to make "all reasonable" efforts to ensure their son/daughter's co-operation with the Code.</li> <li>✓</li> </ul>
<i>Assessment Test</i>	<p>An assessment test to ascertain learning needs will be conducted after students are enrolled in the school. All students must participate in this test which will provide information to enable the school to make the best possible education available to each student.</p>

<b>Entry into First Year</b>	
<i>Application Form</i>	<b>An Application Form must be completed for each student seeking enrolment in the college. All the relevant information must accompany the Application. False/inaccurate information will render an application invalid.</b>
<i>Closing Date</i>	<p><b>The closing date for applications is contained in the Application Form. The submission of an application does not imply that the student has been admitted to the College.</b></p> <p><b>All applications, which have been submitted by the closing date, will be processed by the Principal and Deputy Principal.</b></p>
<i>Enrolment</i>	<b>The College will reply within 21 days after the closing date indicating whether the student has been accepted for enrolment, and offering a place in Coláiste Mhuire.</b>
<i>Information Meeting</i>	<b>A meeting of parents/guardians of incoming first year students will be held on the night first years start in Coláiste Mhuire. Attendance at this meeting, by all parents/guardians, is strongly encouraged.</b>
<i>Late Applications</i>	<p><b>Late Applications for First Year will be accepted subject to the following:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Such applicants will be placed on a separate waiting list and can only be considered when the enrolment process is completed.</b></li> <li>✓ <b>Availability of a place in the school</b></li> <li>✓ <b>Application Form and all relevant information being submitted</b></li> <li>✓ <b>The criteria for admission will be applied by the Principal and Deputy Principal.</b></li> <li>✓ <b>The final decision regarding admission to Coláiste Mhuire lies with the Board of Management.</b></li> <li>✓ <b>The College will, as far as is practicable, reply within 21 days, indicating whether the student has been accepted for enrolment, and offering a place in the college.</b></li> </ul>

<p><i>Criteria for admission</i></p>	<p>The Board of Management will determine the number of places it can offer to First Year students. There are 130 places for students commencing first year in 2016.</p> <p>The open day for 2016 is on the 16<sup>th</sup> January 2016. Application forms will be available on the open day from the school office. The closing date for receipt of completed forms is Thursday 21st January, 2016 All applications will be replied to within 21 days of the closing date. All applicants must fulfil the general requirements as set out in this document</p> <p>In the event of there being more applications than the number of places available, places will be allocated in the following way:</p> <p>(A) 33% of places will be allocated to students in 6<sup>th</sup> class in Scoil Mhuire who fulfil the general requirements as set out in this policy.</p> <p>(B) The remaining 67% of places will be allocated to applicants from Coláiste Mhuire's other feeder schools (Appendix A) who fulfil the general requirements as set out in this policy.</p> <p>If there are more applicants than places available in either category (A or B) the places will be allocated according to the following criteria and in the following order – with those in category one getting first priority etc.</p> <ol style="list-style-type: none"> <li>1. Brothers of past or present pupils of Coláiste Mhuire.</li> <li>2. Sons of past pupils of Coláiste Mhuire.</li> <li>3. Sons of serving staff of Coláiste Mhuire.</li> </ol> <p>Where the school is oversubscribed under any of the above criteria the final determining factor in allocating places will be date of birth of the applicant with places being allocated to older applicants first.</p> <p>If after considering the above criteria there are more applicants than places available a waiting list will be formed based on the date of birth of the applicants with places on the list being allocated to older applicants first. In the event of a tie the allocation of the place will be decided by lottery.</p>
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<p><i>Students with Special Needs</i></p>	<p>Coláiste Mhuire welcomes students with special needs and will use the resources, both financial and personnel, provided by the Department of Education and Science to make reasonable accommodation for students with disabilities or special educational needs up to a nominal cost so that these students are free to participate in the life in the school in so far as it reasonably practicable.</p> <p>While recognising and fully supporting parents' rights to have a school</p>
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of their choice for their children, Coláiste Mhuire's ability to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student, being supplied by the Department of Education and Science.

The College welcomes applications from students with special educational needs unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

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.

Parents are requested to outline the details of a child's special educational needs on the Application Form.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of these students can be met.

Contact will be made with the National Council for Special Educational Needs regarding special needs resources to which the student may be entitled.

The Principal may request a meeting with the parents of the student to discuss the application and the student's needs.

The parents of the student may request a meeting with the Principal to discuss the student's educational or other needs.

*N.B. It may take some time for the Department of Education and Skills to process applications for special provisions. Hence Parents are strongly advised to inform the College as early as possible and discuss their particular situation well in advance of making application.*

As soon as is practicable, but not later than 21 days, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. (Education Welfare Act (Section 19 (3)).

### **Entry to a class other than First Year**

*Transfer from other schools*

The college will make every reasonable effort to facilitate a student seeking a transfer to our College. The Board of Management will decide on an application for admission to any other year other than First Year by applying the following criteria:

1. There must be an available place after the general admissions criteria have been applied.
2. It is in agreement with the College Admissions Policy.
3. The transfer must be in the best interest of the student.
4. The transfer must be in the best interest of the College and the

other students in the College.

5. The transfer must be of educational benefit to the student (e.g. it may not be possible to offer the student certain subject combinations, a place in a certain programme etc.)
6. The College Application Form must be completed.
7. All relevant information from the applicants former school(s) must be made available, including:
  - (a) Copies of the two most recent school reports for the student
  - (b) Copies of results of any State Examinations taken by the student.

In arriving at its decision the Board will consult with the student's parents/guardians, his or her former school(s) and the educational welfare officer.

The student will be interviewed (usually in the presence of his/her parent) by the Principal and one other member of staff in accordance with the criteria outlined above.

The Board of Management will examine the Principal's recommendation and decide on the application.

As soon as is practicable, but not later than 21 days, after a parent/guardian has provided the relevant information requested at 6 and 7 above, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof.

(Education Welfare Act 2000 (Section 19 (3))).

*Students who are suspended or expelled from another Post-Primary school*

A student who has either been suspended or expelled from another Post-Primary school and who wishes to be considered for a place at Coláiste Mhuire shall take the following steps:-

- (a) Request the standard Application Form from the school.
- (b) Complete the said Application Form fully and provide such reasonable details or documentation as may be requested by the school.
- (c) Complete an interview in the company of the parent(s)/guardian(s) with the school principal and one other staff member.
- (d) The parent(s)/guardian(s) shall be required to require and furnish to Coláiste Mhuire a copy of the student's school records, psychological reports and any other relevant documentation and furnish same to Coláiste Mhuire.
- (e) A copy of all written communications between the school from which the student was either suspended or expelled. A copy of reports or decision as a consequence of any disciplinary hearing at the school from which the student was expelled.

Further in respect of such application the following shall apply:-

1. The Board of Management reserves the right to refuse an

	<p>application for admission. This decision shall be reached having considered the documentation and subsequent to the conclusion of the application procedures set out by the school.</p> <ol style="list-style-type: none"> <li>2. Where the Board of Management is of the view that the student is a danger to the safety and welfare of other students or staff it may decline to accept the student.</li> <li>3. The final decision to admit a student who has been expelled from another school shall rest with the Board of management of Coláiste Mhuire. The school shall be mindful in reaching this decision of the needs and requirements of existing students and staff together with the availability of resources. In reaching this conclusion the Board of Management shall be mindful of its legal obligations to maintain discipline and safety within the school. The Board shall also be mindful in reaching this decision to consider and to ensure that good order and discipline are maintained in the school and that the safety of students and staff is secured.</li> <li>4. Regarding students who are suspended or expelled from another school the Board of Management shall have regard to its obligation to enable each student within the school to learn well and develop his or her full potential as a student and as a citizen while having regard to the characteristic spirit of the school.</li> </ol> <p>The Board of Management will not accept applications from students currently in other Secondary Schools, during the school year, except where the family is moving into the local area.</p>
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<p><i>Right to refuse admission</i></p>	<p>The Board of Management reserves the right to refuse to enrol a student who has applied for admission to the College.</p> <p>In the event of refusal, the parent has a right to appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act (1998).</p>
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<p><i>Review Procedures</i></p>	<p>The Board of Management will review the Admissions Policy annually in line with evolving legislation and practice, including the Education Acts, the Equal Status Act and all related statutory and regulatory requirements.</p>
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## APPENDIX A

### *Primary Schools:*

**All Saints  
Ballinagore  
Ballynacargy  
Boher  
Castletown Geoghegan  
Castletown-Finea  
Clonard  
Collinstown  
Clonmellon  
Coole  
Coralstown  
Crownstown  
Curraghmore  
Dalystown  
Dysart  
Rathwire/Edmonton Killucan  
Educate Together  
Empor  
Gael Scoil  
Gainstown  
Loughegar  
Loughnavalley  
Milltown  
Moyvalley  
Multyfarnham  
Oldcastle  
Rathowen  
Scoil Mhuire  
Sonna  
St. Colmans, Bellview  
St. Ernans, Delvin  
St. Etchens, Kinnegad  
St. Kennys  
St. Mary's Collinstown  
St. Mary's Raharney  
St. Michael's Castlepollard  
St. Tolas, Delvin  
Taughmon  
The Downs**