

## **Admission Policy of St. Munchin's College**



**School Address: Corbally, Limerick**

**Roll number: 64240G**

**School Patron: Roman Catholic Bishop of Limerick**

### ***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 on **25<sup>th</sup> August, 2020**. 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 St. Munchin's College 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 decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of St. Munchin's College is responsible for the implementation of this Admission Policy.

### ***2. Characteristic spirit and general objectives of the school***

St. Munchin's College is a Diocesan Voluntary Catholic Secondary School for boys only with a Catholic ethos under the patronage of the Bishop of Limerick.

"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

and which school provides religious education 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.

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of St. Munchin's College 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 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.

The College motto—'*Veritas in Caritate*'—is taken from the Letter of St. Paul to the Ephesians:

*'If we live by the truth and in love, we shall grow in all ways'*

St. Munchin's College is a caring community, sharing the Christian ideal, endeavoring to create and sustain an environment through which each of our students can grow in all ways—aesthetically, emotionally, intellectually, morally, physically, socially and spiritually.

Staff, students and parents, in partnership, actively promotes an atmosphere that protects and respects the dignity and self-esteem of each individual.

By creating an environment which is favourable to learning, respects the dignity of each individual and actively promotes his self-esteem, an environment which is committed to a just and equitable treatment for all, the College tries to ensure that its students are given an education and a value system which will enable them to become responsible members of a rapidly changing society.

St. Munchin's College aims to be true to its tradition and open to new expressions of that tradition.

The founding intention in 1796 centred around preparing students to study as seminaries for the Diocese. This tradition has evolved so that the College is now mindful of its role in forming leadership for the local church and wider community. St. Munchin's College intends to enable young people to be leaders – lay and ordained - in the community of faith in the Diocese of Limerick and beyond. The College wishes to pass on to its students a solid foundation and experience of faith and an understanding of the Diocese and Church in Limerick.

All activities that occur at St. Munchin's College are centred on student learning and development.

This work is organised around 7 key pillars:

**1. College Ethos and Sharing the Christian Ideal-** St. Munchin's College is a Catholic Voluntary Secondary School under the Patronage of the Roman Catholic Bishop of Limerick. It supports the religious and educational philosophy of the Catholic Church and actively promotes an atmosphere that protects and respects the dignity and self-esteem of each individual and also promotes the Christian values of respect, justice and integrity.

**2. Learning, Teaching and Academic Attainment-** St. Munchin's prides itself on excellence in learning and teaching. Across a broad range of subjects student achievement is consistently ahead of national norms. As members of a learning community teachers strive to develop an appreciation and love of learning amongst students.

**3. Sport, Fitness and Student Well-Being-** St. Munchin's offers a broad range of sporting activities such as rugby, hurling, football and basketball. It also offers a vibrant and active Physical Education programme. The School has both a full-time Guidance Counsellor and Chaplain.

**4. Art, Culture and Heritage Promotion-** St. Munchin's promotes student involvement in various activities in the arts and culture. Students are involved in drama, music and literary activities.

**5. Community, Civic, Diocesan and Parental Links-** St. Munchin's is part of a vibrant community from which it can draw and also contribute. Parents are welcomed to the school and programmes are run to support members of the local community.

**6. Student Achievement, Expectations and College Tradition-**St. Munchin's is proud of its students, their achievements and successes. Past pupils excel in the areas of business, sport, politics and arts.

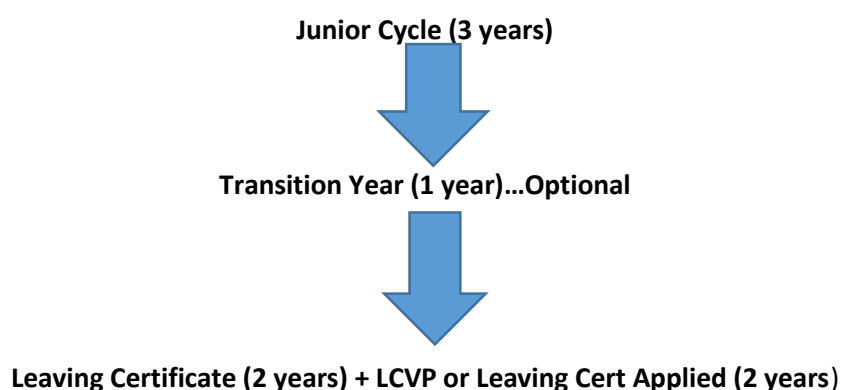
**7. Student Leadership, Creativity, Innovation and Critical Thinking-**St. Munchin's in line with its educational philosophy aims to develop leadership amongst its students. Students graduate from the school with core skills and moral foundations that enable them to contribute to the lives of others and to be leaders.

## General Information

### School Curriculum:

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

The Principal allocates students to classes. Subject to sufficient demand and resources, the Board of Management reserves the right to determine on an annual basis the range and level of subjects, including the minimum number of students to justify the offering of a particular subject class.



### Junior Cycle

In Junior Cycle the students experience a wide range of subjects. Subjects available at all levels as appropriate to the individual student.

Subjects offered to Junior Certificate students			
Art	Geography	Computer Studies	Technology
Business Studies	History	Physical Education	Wellbeing
CSPE	Technical Graphics	Religious Education	Digital Media
English	Irish	Science	Coding
French	Mathematics	SPHE	German

## Senior Cycle

### ➤ Transition Year (Admissions Criteria See Appendix)

The Transition Year is a one-year optional programme which comes immediately after completion of the Junior Cycle. One group of students (the number of places available on the Transition Year Programme shall be determined by the Board of Management on an annual basis, and this will be notified at the TY information evening) is selected for the Transition Year programme. The places are allocated on the basis of application and review (please see Appendix A).

The Board of Management may, at its discretion, reserve a number of places on the Transition Year Programme for students who are applying to join the school.

Applications will be considered by the Principal, Deputy Principal, Third and Transition Year Coordinators.

The aim of the programme is:-

- To provide a good academic basis for beginning the senior-cycle course.
- To develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum
- To develop teamwork through task oriented-projects.
- To develop links between the school and the wider community.
- To encourage students to become self-motivated learners.
- To provide an opportunity for students to develop an understanding of how learning occurs generally, and with particular reference to their own learning styles.
- To introduce students to a wide range of cultural activities and sporting activities.
- To prepare students to become responsible members of society.

Subjects offered to Transition Year students			
Mathematics	English	Irish	Technology
Technical Graphics	History	Physical Education	Geography
German	French	Home Economics	Digital Media
Accounting	Business Studies	Economics	Computer Studies
Biology	Chemistry	Physics	Applied Maths

Activities offered to Transition Year students			
Musical	Mini-Company	Young Social Innovators	Work Experience
Debating	M.O.G.	Activity Weekend	Retreat
Toastmasters	Schools Quiz	School Bank	Charity Collections
"The Torch"	An Gaisce	Active School Flag	Young Economist
Stocks & Shares	Life Skills	Driver Theory Test	Green Schools

*Note:* Provision of these subjects and activities is subject to resources and annual review.

*Note:* The Board reserves the right to alter the numbers entering the Transition Year programme on an annual basis.

*Note:* A fee of €350 is requested for each student to facilitate the wide range of activities in which students are involved during this year. (This fee is subject to change on an annual basis)

### ➤ Leaving Certificate Applied

The fundamental goal of the programme is to prepare students for the transition from school to Post Leaving Certificate Courses, Higher Education Links Schemes and working life. The programme excels in that it puts an emphasis on forms of achievement and excellence, through work and learning of real life skills, which the established Leaving Certificate has not recognised in the past.

In line with the nature and requirements of the LCA programme class size in both 5<sup>th</sup> and 6<sup>th</sup> Year is limited to 14 students. School management in conjunction with the relevant year heads will identify those students who they feel would be most suitable for this programme (please see Appendix B). This restriction will help to foster positive classroom relationships, good teaching practice and assist school discipline.

<b>CURRICULUM</b>	
<b>Vocational Preparation</b>	<b>Vocational Preparation &amp; Guidance</b>
	<b>English &amp; Communications</b>
<b>Vocational Education</b>	<b>Mathematical Applications</b>
	<b>Vocational Specialisms- Agriculture/Horticulture and Graphics &amp; Construction</b>
	<b>Introduction to Information Technology</b>
<b>General Education</b>	<b>Arts Education- <i>Drama/Dance/Music/Art itself</i></b> <b>Social Education- <i>Focused on community involvement</i></b> <b>Languages- <i>Irish and French/German</i></b> <b>Leisure &amp; Recreation- <i>Has a much more practical and scientific focus. It is training for fitness and health</i></b> <b>Technology</b> <b>Science</b>

### ➤ Leaving Certificate

In Senior Cycle students are offered a wide range of subjects which prepare them for the Leaving Certificate examination. Subjects available, at all levels as appropriate to the individual student, are listed below. St Munchin's College also provides the Leaving Certificate Vocational Programme. This programme includes enterprise education and work experience.

<b>Subjects offered to Leaving Certificate students</b>		
Accounting	English	LCVP
Art, Craft and Design	French	Mathematics
Biology	Geography	German
Business	History	Physical Education
Chemistry	DCG	Physics
Economics	Irish	Religious Education/ R.S.E.
Chemistry	Applied Maths	Technology

**Co- Curricular & Extra-Curricular Activities:**

St. Munchin's College provides a wide range of artistic, cultural, social and sporting activities to develop the talents of all students and to provide them with the confidence to be involved in various activities in later life.

The school also places great emphasis on the development of team spirit for all its students.

The following activities are currently catered for:-

- ◆ Rugby
- ◆ Hurling & Gaelic Football
- ◆ Basketball
- ◆ Athletics
- ◆ Golf
- ◆ Quizzes
- ◆ Tours
- ◆ Charitable Works
- ◆ Drama / Musical etc.
- ◆ Talent Competition
- ◆ Limerick Diocesan Lourdes Pilgrimage
- ◆ Public Speaking & Debating
- ◆ Leadership Opportunities

In addition to the above, students participate in a wide variety of initiatives which are designed to motivate positive student behaviour, foster a sense of belonging, enhance self-esteem, and instil and reward a positive work ethic. These initiatives include:

- ◆ Retreats
- ◆ Annual Pilgrimage to Croagh Patrick
- ◆ Mental Health Awareness Week
- ◆ Anti-Bullying Week
- ◆ Drama Club
- ◆ Healthy Eating Talks
- ◆ Media Studies
- ◆ Community Projects
- ◆ Pay it Forward
- ◆ Sound Effects
- ◆ School Magazine "The Torch"
- ◆ Green Schools Programme
- ◆ Interview Skills
- ◆ Study Skills
- ◆ After School Study.

*Note: Provision of these activities is subject to resources and annual review.*

**Homework and Study:**

The school provides facilities for afternoon study each day (2 hours after school finishes) and also night study from 7.00 p.m. to 9.30 p.m. These periods are supervised and there is a fee per term.

The school believes that study is an exercise in self-discipline, which must be developed. It involves both written and oral work. It is essential that the students develop the habit of study. The actual

time to be spent on homework and study should be about an hour and half for first-year students, and increasing for each year up to three hours or more for senior students.

The recommended time per day for Homework and Study is:

		<u>At Least</u>
First Years	-	One and a half hours
Second Years	-	Two hours
Third Years	-	Three hours
Fifth Years	-	Three-Four hours
Sixth Years	-	Four hours

There is now an alarming growth in students having part-time jobs. The school wishes to advise parents/guardians that this militates against participation in the overall function of the school, and reduces the effectiveness of the student's classroom involvement. We seek the parent's/guardian's co-operation in trying to solve this serious problem as we feel that, in the long run, it is detrimental to the student's progress.

#### **Students' Council:**

The school has a Students' Council. The Council consists of students elected from each year in the school and the 6<sup>th</sup> year Prefects. The Co-ordinator of the Student Council is a member of the staff. The Students' Council provides a forum through which the students of the school can play a full part in the development of a partnership approach to school life and issues.

#### **Parents' Council:**

The school has an active and vibrant Parents' Council. The Parents' Council aims to promote the educational development of our students and to assist with the various school activities.

The Council meets regularly during the school year, and its AGM is held at the beginning of each academic year. Membership of the Council is voluntary.

#### **School Management and Representative Associations**

St. Munchin's College is managed by a Board of Management including four Trustee nominees, two parent nominees and two teacher nominees. The school's management structure consists of Principal, Deputy Principal, Assistant Principals 1 and Assistant Principals 2 Teachers.

Teaching Resources:-

- Subject Teachers
- Chaplain
- Career Guidance and Counselling
- Learning Support Teachers
- Special Needs Assistants

#### **School Functions and Meetings:**

Parent-Teacher meetings are held during school time once a year for each year group. These meetings are brought to the attention of the parents/guardians by letter. Parents/guardians are strongly urged to attend.

There are various functions and meetings during the year, and parents/guardians will be notified in advance of such meetings. These meetings are usually held in the evening. The following is a sample of what can take place during the year:

- ◆ Graduation Night (6<sup>th</sup> Years).
- ◆ Open Night for 6<sup>th</sup> Class Primary School Students & Parents.
- ◆ Career Talks.

- ◆ Study Skills Talks
- ◆ 5<sup>th</sup> Year Subject Choices Talk.
- ◆ Transition Year Information Night.
- ◆ LCA Information Night
- ◆ Meeting for parents of incoming 1<sup>st</sup> Years.
- ◆ Various talks on Alcohol and Drug awareness, Bullying etc.
- ◆ Parent Information Nights
- ◆ Coffee Mornings
- ◆ Remembrance & Advent Mass

### **3. Admission Statement**

**3.1 St. Munchin's College will not discriminate in its admission of a student to the school** on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned (however, where a school admits students of one gender only, it is not discriminatory to refuse to admit students not of that gender),
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, 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.

**St. Munchin's College is an all-boys school and does not discriminate where it refuses to admit a boy applying for admission to this school.**

**St. Munchin's College 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.**

#### **3.2 Declaration in relation to the non-charging of fees:**

The Board of Management of St. Munchin's College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of:

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



### 3.3 Arrangements regarding students not attending religious instruction:

A parent of a student, or a student who has reached the age of 18, who wishes to attend St. Munchin's College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request may be accommodated by the school.

## 4. Admission of Students

All decisions on applications for admission to St. Munchin's College 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. Applications for entry into First Year (through the Common Application System) must be received during the period specified in our Annual Admission Notice while there is no period specified for the receipt of applications forms for entry into all Year Groups other than First Year.
- In the case of students wishing to transfer to St. Munchin's College from another second level school, for any reason whatsoever, information concerning the prospective student's attendance record, education progress to date, behaviour record and impact on the learning environment for other students in the classroom will be required.
  - The application for admission to St. Munchin's College will be judged in light of this information and subject to a vacancy in a suitable class.
  - **Applications will not be accepted from students who are the subject of ongoing disciplinary procedures in another school which includes, but is not confined to, any ongoing statutory procedures in accordance with The Education Act 1998 or The Education (Welfare) Act 2000.**

*(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).*

In processing an application St. Munchin's College **shall not consider**:

- 4.1. The payment of fees or contributions to the school.
- 4.2. A student's academic ability, skills or aptitude.
- 4.3. The occupation, financial status, academic ability, skills or aptitude of a student's parent(s).
- 4.4. A requirement that a student or his or her parent(s), attend an interview, open day or other meeting as a condition of admission.
- 4.5. 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 having previously attended the school (however, the maximum number of places filled by this criterion- of a parent- does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year).
- 4.6. The date and time on which an application for admission was received by the school with the exception of applications into First Year (through the Common Application System) which must be received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

**St. Munchin's College will consider** the offer of a place to every student seeking admission to the school, **unless one of the following applies**:

- 4.7. 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.

- 4.8** The student seeking admission to the school is not of the gender to which the school provides education. St. Munchin's College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.
- 4.9** St. Munchin's College is a Catholic Voluntary Secondary 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.
- 4.10** The school is oversubscribed. Where St. Munchin's College considers an application, each student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.
- 4.11** The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education."
- 4.12** It is established that the information contained in the application is false or misleading.

## **5. Admission Provisions**

Section 5.1 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group through the Common Application System.

Section 5.2 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

### **5.1 Admission Provisions First-Year Group**

#### **5.1.1 Common Applications System(CAS)**

Where St. Munchin's College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8. St. Munchin's College is one of 17 post primary schools who operate and participate in the Common Applications System.

All Limerick Post Primary Schools listed in the Common Application Form, in co-operation with the Limerick Education Centre (LEC) have put in place a system (CAS) to ensure that all students have the best possible chance of being placed in secondary schools in the transfer process for each academic school year.

All students wishing to apply to St. Munchin's College must fill in the common application form enclosed.

- Step 1:** Students wishing to secure a place in St. Munchin's College must complete the Common Application Form by placing 1 in the box beside St. Munchin's College and 2,3,4,5,6,7,8,9,10,11 beside other preferences.
- Step 2:** Applicants must return the Common Application Form to St. Munchin's College (1<sup>st</sup> choice school) by Monday the 11<sup>th</sup> of January 2021 at 12.30 p.m.
- Step 3:** Written confirmation of receipt of application form will be sent to parents.
- Step 4:** Copies of the Common Application Form will be sent by St. Munchin's College to the Limerick Education Centre (LEC) as part of the process to ensure that all students applying to Limerick City schools have been placed.

- Step 5:** Offers of places will be posted on Tuesday the 26<sup>th</sup> of January 2021.
- Step 6:** Acceptance of places must be made by Wednesday the 3<sup>rd</sup> of February 2021 by 12noon.
- Step 7:** Registration Night on Tuesday the 23<sup>rd</sup> of February 2021.  
In order to ensure that the application process runs smoothly, it is imperative that the form is completed correctly.

**Please note:**

1. Only **one** application form will be processed for each pupil. This form must contain 1<sup>st</sup> to 11<sup>th</sup> preferences.
2. Applications are freely available from the school office. The application form is required to be returned by the date specified.
3. A birth certificate is required prior to acceptance of a student into the school.  
Parents and students will be invited to an Open Night on Wednesday the 21<sup>st</sup> of October 2020. Notice will be advertised in the Limerick Post and in the city and county editions of the Limerick Leader.

### **5.1.2 Student eligibility for Admission**

In order to be eligible for admission, a boy must

- Normally have completed sixth class in primary school;
- Have reached the age of 12 years by 1<sup>st</sup> January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations) ;
- Be willing, in conjunction with his parents/guardians, to respect the school ethos;
- Be willing, with parents/guardians, to accept the school Code of Behaviour (Confirmation, in writing, is required that parent/guardians and the student accept the Code of Behaviour of the school);
- Be willing to take an assessment test.

### **5.1.3 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.
- (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).

### **5.1.4 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.5 below will apply. A waiting list of students whose applications for admission to St. Munchin's College 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 St. Munchin's College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admission Policy.

Where St. Munchin's College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list.

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

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

#### **5.1.5 Selection criteria in order of priority**

St. Munchin's College will apply the following criteria for admission to the First-Year Group:

**In the event of the school having more applications than places available, the following criteria will apply:**

1. Boys who are nominated by the College Trustees having regard to the Ethos of the School.
2. Sons and Grandsons of current and former staff members who are or have been employed by the Board of Management.
3. Boys whose brothers attend St. Munchin's College or have graduated from St. Munchin's College.
4. Boys whose fathers are past pupils of St. Munchin's College.
5. Boys who attend Scoil Ide.
6. Boys who are permanent residents in the parish of St. Nicholas as defined by Parish boundaries, regardless of which primary school he attends
7. Boys who attend Parteen / Meelick National Schools and Clonlara National School.
8. Boys from the following National Schools in no order of priority: An Mhódh Scoil, Broadford NS, Bridgetown N.S., St. Patrick's N.S., St. Mary's Boys N.S., St. Brigid's N.S., Limerick School Project, John F Kennedy Memorial School, Caherdavin Boys N.S., Cratloe N.S., Killaloe N.S., Ballina N.S., Gaelscoil Sairseal.
9. Boys from all other national schools.

A sub-committee consisting of the School Principal, Deputy-Principal and one nominee only of the Board of Management will take responsibility for processing all applications, the selection process and carrying out the lottery system due to an over-subscription.

Should the college be oversubscribed, places will be offered starting with category 1 as listed above, and then proceeding to category 2, 3 etc in the order listed above. If the number of applications in a category exceeds the total number of places remaining to be allocated, then a lottery basis will apply for the allocation of the remaining places for that category. The lottery will be overseen by the sub-committee appointed by the Board of Management consisting of the School Principal, Deputy-Principal and one nominee only of the Board of Management. All lottery proceedings will also be overseen by an independent observer appointed by the Board.

**The closing date for receipt of completed application forms is: Monday 11th January 2021 at 12.30p.m.**

**Late applications will only be considered after all applications received in time have been processed.**

## **Addendum to School's Admission Policy 2021/2022**

There are 17 Post-Primary schools participating in the Limerick Area Post-Primary Schools' Common Application System (CAS). This system is supported by participating post-primary schools, the Limerick Principals and Deputy Principals Association, feeder Primary schools, the Department of Education and Skills and by Limerick Education Centre, which provides the Common Application System with administrative support.

On 7th January 2021, a meeting of Principals and Deputy Principals was convened virtually through the Limerick Education Centre. At this meeting the closing date for receipt of applications was discussed in light of the unprecedented covid-19 pandemic and level 5 restrictions.

It was unanimously agreed to extend the closing date for receipt of applications to Thursday 21<sup>st</sup> January 2021 at 12:30pm to facilitate students / parents / guardians in these unprecedented times.

As a result of this extension a new timetable was agreed as laid out below.

**Thursday 21<sup>st</sup> January 2021 (12:30pm)**

Amended closing date / time for receipt of application forms

**Friday 5<sup>th</sup> February 2021**

Participating schools to issue letter of offer

**Friday 12<sup>th</sup> February 2021 (3pm)**

Date by which offers are to be accepted / refused

**Week ending Friday 5<sup>th</sup> March 2021**

Common Registration process to be completed by all participating Post-Primary schools

### **5.1.6 Selection process**

St. Munchin's College will apply the selection process as follows:

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.

Where two or more applications are tied in the foregoing selection process, St. Munchin's College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **5.1.7 Late applications**

An application received by St. Munchin's College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

**Late applications will only be considered after all applications received in time have been processed.**

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

Where St. Munchin's College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and 4.8, and the same process as applies to Applicants whose applications were received before the closing date will be applied.

### **5.1.8 Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within St. Munchin's College but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

### **5.1.9 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 5.1.11 below for further details).

### **5.1.10 Acceptance of a place**

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

- whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- 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.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below. Applicants should also be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

### **5.1.11 Refusal**

Where a student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- The reasons that the student was not offered a place in St. Munchin's College.
- Details of the student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed.
- Details of the student's place on the waiting list, if applicable.
- Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8 an offer of admission may not be made where: **The information contained in the application is false or misleading in a material respect.**

### 5.1.12 Withdrawal of an offer

An offer of admission may be withdrawn where:

- The information contained in the application is false or misleading in a material respect.
- The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks.
- An Applicant has not indicated:
  - (i) whether or not he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s).
  - (ii) whether or not he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.7 above.

### 5.1.13 Appeals

For information relating to an Applicant's right to appeal a decision of St. Munchin's College regarding admission to the First-Year Group, see section 6.

## 5.2 Admission Provisions (Year Groups other than First-Year Group)

Where St. Munchin's College is not oversubscribed, all students will be offered a school place, subject to sections 4.7 and 4.8. All applications to the school with the exception of applications to First Year, received within the dates for the receipt of applications published by the school and set out in the schools Admissions Notice, are a matter for the Board of Management of St. Munchin's College. These applications are brought to the Board of Management for their consideration at the next scheduled meeting subsequent to the application being received. Applicants will be informed in writing as to the decision of the school after the Board of Management meeting has taken place. In the case of students wishing to transfer to St. Munchin's College from another second level school, for any reason whatsoever, information concerning the prospective student's attendance record, education progress to date, behaviour record and impact on the learning environment for other students in the classroom will be required.

- The application for admission to St. Munchin's College will be judged in light of this information and subject to a vacancy in a suitable class.
- **Applications will not be accepted from students who are the subject of ongoing disciplinary procedures in another school which includes, but is not confined to, any ongoing statutory procedures in accordance with The Education Act 1998 or The Education (Welfare) Act 2000.**

### 5.2.1 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;
- (iii) a student's personal details including his name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

### **5.2.2 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2.3 below will apply. A waiting list of students whose applications for admission to St. Munchin's College 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 St. Munchin's College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admission Policy.

Where St. Munchin's College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list.

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

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

### **5.2.3 Selection criteria in order of priority**

St. Munchin's College will apply the following criteria for admission to a Year Group other than First Year:

1. If the student resides in the catchment area;
2. If the student has siblings currently enrolled in the school;
3. If the student has siblings who were previously enrolled in the school;
4. If the student had a parent who previously attended the school (to a maximum of 25% of the places available);

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

### **5.2.4 Selection process**

St. Munchin's College will apply the selection process as follows:

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.

Where two or more applications are tied in the foregoing selection process, St. Munchin's College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.



#### **5.2.4 Second/third-round offers of a place**

Where a Student is in receipt of an offer of a place within St. Munchin's College but does not accept the offer or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places within the school have been filled.

#### **5.2.5 Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Admissions policy.

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 6 below for further details).

#### **5.2.6 Acceptance of a place**

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form within 2 weeks of issuing by the school. This includes indicating whether or not he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school within 2 weeks of issuing by the school may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

#### **5.2.7 Refusal**

Where a student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- The reasons that the student was not offered a place in St. Munchin's College.
- Details of the student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed.
- Details of the student's place on the waiting list, if applicable.
- Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8 an offer of admission may not be made where: **The information contained in the application is false or misleading in a material respect.**

#### **5.2.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- The information contained in the application is false or misleading in a material respect.
- The Applicant fails to confirm acceptance of an offer of admission within 2 weeks of receipt of an offer of a school place.
- An Applicant has not indicated:
  - (i) whether or not he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s).
  - (ii) whether or not he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the student on whose behalf the application was made shall lose his place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application.

#### **5.2.9 Appeals**

For information relating to an Applicant's right to appeal a decision of St. Munchin's College regarding admission to a year-group other than First-Year, see section 6.

## **6 Appeals**

### **6.1 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.

### **6.2 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 and Skills.

#### **6.2.1 Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the Board of Management of St. Munchin's College at St. Munchin's College, Corbally Limerick or [www.stmunchinscollege.ie](http://www.stmunchinscollege.ie). Such an appeal must be brought within 21 calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

#### **6.2.3 Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to St. Munchin's College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the Board of Management of St. Munchin's College. Such an appeal must be brought within 21 calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the Board of Management is not satisfied with the decision of the Board of Management, the Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education and Skills under Section 29A of the Education Act 1998.

### **6.3 Basis for appeal:**

As required by Section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

**This policy was adopted by the Board of Management on the 25<sup>th</sup> August, 2020**

Signed: \_\_\_\_\_  
Chairperson of Board of Management

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Date of next review:** September 2021

## Appendix A

### Transition Year Admissions Procedure:

The Transition Year is a one-year optional programme which comes immediately after completion of the Junior Cycle. Transition Year is a valuable educational experience for students where educational, personal, social and vocational development takes place in the absence of terminal state examinations. ***As it is an optional year, Transition Year students need to be suitable for the programme in order to benefit from and contribute to the shared learning experience of the group.***

The Board of Management of St. Munchin's College wishes to make the Transition Year programme available to students who would like to avail of a sixth year of second level education and who are deemed suitable due to the active and responsible nature of the activities provided during the year. Students should have the Junior Certificate/ Cycle or equivalent completed.

One group of students (the number of places available on the Transition Year Programme shall be determined by the Board of Management on an annual basis, and this will be notified at the TY Information Evening) is selected for the Transition Year programme. The places are allocated on the basis of application and review.

The Board of Management may, at its discretion, reserve a number of places on the Transition Year Programme for students who are applying to join the school.

Applications will be considered by TY Selection Committee- the Principal, Deputy Principal, Third and Transition Year Coordinators.

The aim of the programme is:-

- To provide a good academic basis for beginning the senior-cycle course.
- To develop aspects of the curriculum which tend not to be catered for elsewhere in the school curriculum
- To develop teamwork through task oriented-projects.
- To develop links between the school and the wider community.
- To encourage students to become self-motivated learners.
- To provide an opportunity for students to develop an understanding of how learning occurs generally, and with particular reference to their own learning styles.
- To introduce students to a wide range of cultural activities and sporting activities.
- To prepare students to become responsible members of society.

Subjects offered to Transition Year students			
Mathematics	English	Irish	Technology
Technical Graphics	History	Physical Education	Geography
German	French	Home Economics	Digital Media
Accounting	Business Studies	Economics	Computer Studies
Biology	Chemistry	Physics	Applied Maths

Activities offered to Transition Year students			
Musical	Mini-Company	Young Social Innovators	Work Experience

Debating	M.O.G.	Activity Weekend	Retreat
Toastmasters	Schools Quiz	School Bank	Charity Collections
“The Torch”	An Gaisce	Active School Flag	Young Economist
Stocks & Shares	Life Skills	Driver Theory Test	Green Schools

*Note:* Provision of these subjects and activities is subject to resources and annual review.

*Note:* The Board reserves the right to alter the numbers entering the Transition Year programme on an annual basis.

*Note:* A fee of €350 is requested for each student to facilitate the wide range of activities in which students are involved during this year. (This fee is subject to change on an annual basis)

## **F.A.Q.**

### **What is Transition Year?**

A one year programme taken after the Junior Certificate/Cycle and before the Leaving Certificate Programme.

### **What’s the purpose of the Transition Year Programme?**

To promote maturity:

- Maturity in studies by making students more self-directed learners through the development of general, technical and academic skills
- Maturity in relation to work and careers by developing work-related skills
- Personal maturity by providing opportunities to develop communication skills, self-confidence and a sense of responsibility
- Social maturity by developing greater ‘people’ skills and more awareness of the world outside school
- Maturity that will help the student make a more informed choice of subject for their Leaving Certificate studies

### **Who decides on the Transition Year Programme?**

Each school devises its own TY programme. The teaching staff draws up a programme in the light of the Transition Year Guidelines and the Resource Material published by the Department of Education and Science. They also consider students’ needs, parents’ views, employers and the wider interests of the local community. Each year the programme should be evaluated, with inputs from all these parties, and revised by the teaching staff.

### **What subjects are studied?**

This varies from school to school but in every school students follow a timetable as they do in other years. Most programmes work towards getting a balance between some continuation of essential core subjects, a tasting and sampling of other subjects, a variety of distinctive courses designed to broaden students’ horizons and some modules and activities specifically aimed at promoting the maturity that is central to the whole Transition Year ideal.

**Even if all these programmes are different, surely there are some features common to the programme in a lot of schools?**

Many schools offer modules, short courses on particular topics. Most schools offer a work experience programme. Mini-company, where students set up and operate a real business, is a popular way of learning. The use of visiting speakers, as well as trips beyond the classroom, are features of many programmes. Project work, where students undertake independent research, usually more extensive than traditional 'homework', is also common to many programmes.

**What about exams?**

Assessment is a key part of any worthwhile learning programme. Transition Year is an opportunity to move beyond the narrow focus of end-of-year, written exams. The emphasis is on varied and on-going assessment with students themselves becoming involved in diagnosing their own learning strengths and weaknesses. Project work, portfolio work and exhibitions of students' work are also encouraged. Each individual school makes its own arrangements for reporting to parents and for the certifications of students who complete a TY programme.

**Can the Transition Year be part of a three-year Leaving Certificate programme?**

The Transition Year programme is a school-designed, distinctive programme and **should not constitute year one of a three-year Leaving Certificate**. TY is part of the Senior Cycle experience and lays a solid foundation for Leaving Certificate studies. TY programmes should challenge students intellectually, give them an orientation to the world of work and cater for the development of their personal and social awareness. Research has shown that students who take TY achieve, on average, higher points in the Leaving Certificate exam; this is perhaps due to the development of their general study skills as well as the skills required for each individual subject.

**Is Transition Year suited to all students?**

With its emphasis on development and maturity, all young people can benefit from the programme. What your son puts into Transition Year is exactly what he will get out of Transition Year. Transition Year, in particular, can allow for the development of an individual's multiple intelligences-linguistic, logico-mathematical, spatial, musical, bodily-kinesthetic, interpersonal, intrapersonal and naturalist. The Transition Year programme can also develop key skills for the 21st century such as the **three Ts: thinking, teamwork and technology**.

**How are parents involved?**

Parents' understanding of and support for student learning in TY is a key factor in a successful Transition Year experience. Parents are invited to discuss any ideas they might feel would be beneficial to the Transition Year programme. Parents are encouraged to contribute. Some parents make their particular expertise available to the school during the TYP. Parents are encouraged to become involved in the school's evaluation of its programme. Parents should encourage their sons to avail of the numerous opportunities offered by this unique programme.

## TRANSITION YEAR

An Opportunity To Develop...

3Rs 3Ts 3Ls



**READING**



**THINKING**



**LIFESKILLS**



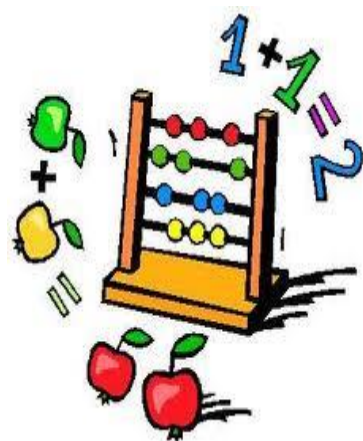
**WRITING**



**TEAMWORK**



**LEARNING**



**ARITHMETIC**



**TECHNOLOGY**



**LEISURE**

The following information lays out the Application Procedure for a place in Transition Year:

1. Students wishing to participate in the transition Year Programmes must satisfy the following criteria.
  - Have completed their Junior Certificate/Cycle or equivalent.
  - Have completed a written Application Form.
  - Have a record of co-operation with the school, its policies and its codes of behaviour.



2. Application Forms are made available at the Transition Year Information Evening to all students and their parents.
3. The Application Form and any other relevant documentation must be returned to the school on or before the specified closing date. It is the responsibility of each student and his parents/guardians to ensure that the Application Form is returned in full and on time. Incomplete forms will be returned to the applicant.
4. Late applications will be processed only after all applications submitted on time have been processed and finalised.
5. All students who apply for Transition Year will be considered and reviewed by the TY Selection Committee- the Principal, Deputy Principal, Third and Transition Year Coordinators. The Application Form is an opportunity for students to make the Selection Committee aware of their reasons for applying to the programme as well as highlighting any goals that may be associated with the student's individual application.
6. The review by the TY Selection Committee looks at areas like student participation with school academic life and school activities both co and extra-curricular and the overall attendance, behaviour & discipline record of each student to date, as well as excellent conduct and excellent work ethic & motivation.
7. At the Selection Process, the following marking criteria and rating scale apply for each student.  
Rating Scale:

<b>20 Marks - Marking scheme:</b>	0 – 6: Fair	7 – 13: Good	14 – 20: Excellent
-----------------------------------	-------------	--------------	--------------------

Marking Criteria:

Behaviour – 20 Marks: Notes relating to behavior issues/disturbing learning are looked at as well as records from Behaviour on VShare from first to third year.
Work ethic/motivation – 20 Marks: Notes and teacher's comments relating to homework completion, bringing materials to class and general work ethic are looked at.
Attendance – 20 Marks: The total number of days missed from first to third year is looked at and reasons for absenteeism are reviewed for each student.
Application Form – 20 Marks: Students are expected to prepare and fully complete to a high quality the application form for Transition Year. Reasons for applying, goals to be achieved and answers to questions are looked at.
Participation with School Life & Activities – 20 Marks: TY Selection Committee looks at areas like student participation with school academic life and school activities both co and extra-curricular.

Each student is marked out 100 marks and students who score the highest marks are deemed the most suitable students for this programme of study.

8. The decision to deem an applicant suitable or not for the TY Selection Committee- the Principal, Deputy Principal, Third and Transition Year Coordinators who will review applications and other relevant information and take into account each of the following:
  - The information supplied on the application form
  - The students behaviour record

- The students attendance record
  - The recommendation of the students teachers
  - The students motivation/work ethic
  - The students participation with School Life & Activities
9. Following the Application process, all students will be informed by letter of the following (dependent on which of the following three situations applies to that student):
- They have secured their place in the programme for the following academic year subject to the following conditions *1) payment of their €350 before the end of the academic year and 2) willingness to engage in the mandatory Work Experience element of the programme. Students who are unable to secure a suitable work placement, as determined by the Programme Coordinator, must be willing to engage in a work placement that is deemed suitable by the Programme Coordinator.*
  - They will be monitored until the end of the academic year - Some students will be informed that their attendance/behaviour/motivation/participation/homework etc. will be monitored until the end of the school term before a decision will be made. This is to give students an opportunity to take responsibility for their actions be it behavior/ attendance/ homework/ participation to deem themselves suitable for the programme.
  - They have been deemed as unsuitable for the programme and are advised to complete subject options for 5<sup>th</sup> Year.
10. Parents/Guardians of a student who is not offered a place in Transition Year and who take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management within 5 days of receiving notification by outlining in details and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.
11. Any serious breach of the schools Code of Behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.
12. A student who accepts a placed in Transition Year and subsequently withdraws from the programme is advised that his application for subject options in 5<sup>th</sup> year will be placed after the students who have applied first.

## Appendix B

### Leaving Certificate Applied Admissions Procedure

1. The Leaving Certificate Applied programme is a two-year Leaving Certificate programme aimed at preparing students for adult and working life.

The programme sets out to recognise the talents of all students and to provide opportunities for developing personal responsibility, self-esteem and self-knowledge, and helps students apply what they learn to the real world.

The two-year programme consists of four half-year blocks called sessions. Achievement is credited in each session. Courses are offered in three main areas: Vocational Preparation; General Education; and Vocational Education.

Assessment takes place on the completion of modules, and there is also a final examination in each of the following areas:

- English and Communication
- Two vocational specialisms
- Mathematical Applications
- Language
- Social Education

#### Assessment

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

**Note:** Strong attendance is essential to successfully complete the LCA programme.

Students who successfully complete the programme are awarded a Leaving Certificate from the Department of Education and Skills. The certificate is awarded at three levels: Pass; Merit; and Distinction.

#### 2. Role of the School

- To organise an information meeting about the Leaving Certificate Applied to parents.
- To provide information to all interested students.
- To provide all interested students with an application form.
- To provide the parents of all successful applicants with a letter offering a place in the programme.
- To provide parents and students with an outline of the conditions for participating in the Leaving Certificate Applied.

### **3. Role of Students**

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

### **4. Role of Parents**

- To help their son to make an informed decision with respect to their participation in the Leaving Certificate Applied.
- Sign and return all the necessary documentation relating to the programme.
- Ensure their son participates fully in the Leaving Certificate Applied Programme.
- Ensure that their son adheres to the Code of Behaviour of St Munchin's College.

### **5. Selection Criteria**

The decision to deem an applicant suitable or not for the Leaving Certificate Applied Programme will be made by the Deputy Principal, the relevant Year Head, the Guidance Counsellor, the Leaving Certificate Applied coordinator and the Special Education Needs Coordinator who will review applications and take into account each of the following:

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

6. The panel will then advise the Principal and a final decision made.

### **7. Students With Special Needs**

The Leaving Certificate Applied planning team will work closely with the Special Educational Needs Department to ensure a smooth transition into Leaving Certificate Applied for students with special

needs. Any entitlements of these students based on their psychological assessments should carry through to Senior Cycle.

8. Any serious breach of the schools Code of Behaviour prior to and during the commencement of the Leaving Certificate Applied Programme may result in the withdrawal of the offer of a place on the programme.
9. A student who accepts a place on the Leaving Certificate Applied Programme and subsequently withdraws from the programme is advised that his application for subject options in 5<sup>th</sup> year will be placed after the students who have applied first.
10. Parents/Guardians of a student who is not offered a place on the Leaving Certificate Applied Programme take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management within 5 days of receiving notification by outlining in details and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.