



**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. 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 digital format only.

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, endeavouring 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 promote 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 welcome 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.

### 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 girl 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.

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 refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

### 3.2 Categories of Special Educational Needs catered for in the College / Special class.

St. Munchin's College, with the approval of the Minister for Education, has established two classes to provide an education exclusively for students with autism spectrum disorders: "The Torch 1& 2" may refuse to admit to the class a student who does not have the category of needs specified. the student must have a diagnosis of ASD as per D.S.M V / ICD 10, recommending a placement in the ASD Class (See appendix 1). Information about our ASD classes is available in Appendix 1.

### 4. Admission of Students

St. Munchin's College shall admit each student seeking admission except where -

- 4.1 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.
- 4.2 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.

- 4.3** 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.
- 4.4** The school is oversubscribed.
- 4.5** 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.
- 4.6** 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)**

#### **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 school is oversubscribed. When deciding on applications for admissions, the school will apply the selection criteria listed below to applications received within the timeline for receipt of applications as set out in the school's annual notice.

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

In order to allocate the number of places available, the subcommittee on behalf of the Board of Management shall apply the selection criteria referred to in this policy and in the Admission/Application Form, in the manner explained in this policy. The school shall apply the same in accordance with its mission statement, statutory obligations and the recommendations/ guidelines of the Patron and the Department of Education as and where arising.

The Board of Management has appointed a sub-committee of three people to handle the application and enrolments on behalf of the school. The subcommittee consists of the School Principal, a Deputy-Principal and one nominee only of the Board of Management, who is not a member of the Board of Management. The sub-committee will take responsibility for processing all applications and the random selection process.

All applications received on or prior to the closing date will be examined by the sub-committee to determine which children have maximum eligibility in accordance with the school's selection criteria as outlined in this policy as well as the mission statement and the ethos of the school. The school shall firstly select from all the applications submitted those applications made on behalf of a boy whose parents are seeking an education in the Catholic tradition. You are advised to read all relevant policies of St Munchin's College, which is available to view on the school website [www.stmunchinscollege.ie](http://www.stmunchinscollege.ie). No priority will be given, based on the date of application, provided that the application form has been submitted by the closing date.

**In the event of the school having more applications than places available, round one criteria will apply, whereby the school will select all applications firstly from Parents/Guardians seeking a Catholic education for their son and in the following priority:**

1. A boy who has a brother who is a current student in the school or a brother who previously attended the school and completed his Leaving Certificate examination at the school
2. Boys who are permanent residents in the parish of St. Nicholas, as defined by Parish boundaries and/or attends Scoil Íde NS, Clonara NS. Parteen NS
3. A boy who is the son of a current or former staff member of the school
4. A boy who is the son of a past pupil who has completed their Leaving Certificate examination at the school (up to 25% of the total places available each year, according to the annual admissions notice)
5. Boys who are nominated by the College Trustees, having regard to the Ethos of the School.
6. Random selection of pupils for the remaining places

In the event that the number of applicants in each criterion above exceeds the number of places available, then the date of birth of each child shall be used to determine maximum eligibility, starting with category one to six accordingly. The oldest child in each category will have the greatest priority.

It is the responsibility of the parent/guardian of any applicant who is claiming right of entry under any of the above categories to clearly indicate this on their application form. Where right of entry is not claimed by the applicant on the application form by the closing date, the school cannot be held responsible for that omission. Such applications will be processed under random selection.

Any applicant who designates a school other than St Munchin's College as his school of first choice on the Limerick Area Post-Primary Schools Application Form shall be deemed to have forfeited his right of entry to St Munchin's College should such exist, for first round offers.

St Munchin's College is part of the Limerick Area Post-Primary Schools Common Application System, which includes the following Limerick Area Post-Primary Schools: Ardscoil Mhuire, Ardscoil Rís, Castletroy College, Coláiste Chiaráin, Coláiste Mhichíl, Coláiste Nano Nagle, Crescent College Comprehensive S.J., Gaelcholáiste Luimnigh, Laurel Hill Coláiste FCJ, Laurel Hill Secondary School FCJ, Limerick Educate Together SS, Mungret Community College, St. Clement's College, St. Munchin's College, Thomond Community College, Salesian Secondary College Pallaskenry, Villiers Secondary School.

If there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

If the number of applicants in each of 1, 2, 3, 4 and 5 above exceeds the number of places available, then the date of birth of each child shall be used to determine maximum eligibility, starting with category one and then going to two, three, four and five. The oldest child in each category will have the greatest priority. Applicants in category 5 are selected by random selection.

## **6 What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- i. the payment of fees or contributions (howsoever described) to the school;
- ii. a student's academic ability, skills or aptitude;
- iii. the occupation, financial status, academic ability, skills or aptitude of a student's parent(s)/guardian(s);
- iv. a requirement that a student, or his parent(s)/guardian(s), attend an interview, open day or other meeting as a condition of admission;
- v. a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, (1) siblings of a student attending or having attended the school and completed the Leaving Certificate in the school/ (2) parent(s)/guardian(s) of a student having attended the school and completed the Leaving Certificate in the school.
- vi. In relation to (2) parent(s)/guardian(s) having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice.
- vii. the date and time on which an application for admission was received by the school; this is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## **7 Decisions on applications**

All decisions on applications for admission to St Munchin's College will be based on:

- (a) St Munchin's College Admission Policy
- (b) St Munchin's College Annual Admission Notice (where applicable)
- (c) The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice

Selection criteria that are not included in St Munchin's College Admissions policy will not be used to make a decision on an application for a place in the school

## **8 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 below for further details).

## **9 Acceptance of an offer of a place by an applicant**

In accepting an offer of admission to St Munchin's College, you must indicate:

- 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.

## **10 Circumstances where offers may not be made or may be withdrawn**

An offer of admission may be withdrawn by St Munchin's College where:

- I. it is established that the information contained in the application is false or misleading.
- II. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- III. the parent(s)/guardian(s) 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 and that he shall make all reasonable efforts to ensure compliance with such code by the student; or
- IV. an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.
- V. 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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

## **11 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 certain information between schools in order to facilitate the efficient admission of students.

## **12 Waiting list in the event of oversubscription**

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

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

### **13 Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be decided upon in accordance with our school's admission policy, the Education Admissions to School Act 2018 and any regulations made under the Act. As one of the participating schools in the Common Applications System, any late application will be forwarded to the CAS office for further processing.

### **14. Procedures for admission of students other than first year & during the academic year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

#### Transfer of Students from Other Post-Primary Schools

Students may transfer to St Munchin's College subject to:

- The school's Admission Policy
- The school is satisfied with the reason(s) for the transfer. Information will be requested from the student's previous school(s) concerning attendance, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer as per Section 20 of the Educational Welfare Act and discipline record
- The school regarding the move is in the best interest of the child
- The school regarding the move is in the best interest of existing students
- Available space
- The school's curricular provision is suitable for the child
- Health, safety and welfare considerations
- Information concerning the child's disciplinary record
- Consultation with the Educational Welfare Officer if appropriate
- 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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

### Transfer of Students from Other Post-Primary Schools

Pupils may transfer to St Munchin's College subject to:

- The school's Admission Policy
- The school is satisfied with the reason(s) for the transfer. Information will be requested from the child's previous school(s) concerning attendance, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer as per Section 20 of the Educational Welfare Act and discipline record
- The school regarding the move is in the best interest of the child
- The school regarding the move is in the best interest of existing students
- Available space
- The school's curricular provision is suitable for the child
- Health, safety and welfare considerations
- Information in relation to the child's disciplinary record
- Consultation with the Educational Welfare Officer if appropriate
- 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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.

### **15. Declaration in relation to the non-charging of fees**

The board of St Munchin's College or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of an application for admission of a student to the school, and/or the admission or continued enrolment of a student in the school.

### **16. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parent(s)/guardian(s) of students and students (over 18) who wish to opt out of RE class should make a written request to the Principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process, the constitutional right of the parent/ student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9(d)). At St Munchin's College the allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. St Munchin's College places great

importance on the religious or spiritual formation of all its students. Each student has his own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

### **17. Review/Appeal**

The parent(s)/guardian(s) 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, and must be made in accordance with Section 29C of the Education Act 1998. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. Such requests must be made in accordance with Section 29C of the Education Act 1998 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

### **18. Right of Appeal**

Under Section 29 of the Education Act 1998, the parent(s)/guardian(s) 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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with this policy.

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.

**This policy was adopted by the Board of Management on the 30 September, 2025**

Signed:   
Chairperson of Board of Management

Signed:   
Principal

Date: 30/09/2025

Date: 30/09/2025

It is the policy of the Department of Education and Skills that a maximum of six students are enrolled in the AS Class. Students may follow the five/six year programme as provided in mainstream classes.

The AS Class is a valued part of St Munchin's College. The AS education programme aims to develop opportunities for the integration of its students in the various aspects of school life. Due consideration is also given to the needs of the students in the AS Class and their capacity to integrate comfortably with their peers. The school authorities will determine the appropriate programme for each child, having consulted with parents and the professionals/team working with pupils e.g. psychologists/psychiatrists/speech and language therapists, teachers and Special Needs Assistants, etc. The Principal and AS Co-ordinator will examine all applications and determine if the applicant meets the criteria.

Applications for admission to the AS class will not be accepted during the school year save in exceptional circumstances.

All applications to the AS Class will be reviewed by the Principal and AS Co-ordinator

The student applying for a place in the AS Class must have a psychological/psychiatric report which clearly specifies a diagnosis of A.S.D. (without significant intellectual disability) to be the primary impediment to a student's ability to learn in a mainstream classroom setting,

The diagnostic criteria for Autistic Spectrum Disorder, as outlined in the DSM-V/ ICD 10 will apply and/or other DES requirements

All reports completed in respect of the applicant's diagnosis must be made available to the school. These reports must include a recommendation that the applicant should have access to an AS class.

The Principal and AS Co-ordinator will be given the Psychologist's report outlining the levels of need and the care required by the student in this special class. Where the Principal and AS Co-ordinator deem a report to be out of date, it will require that the family obtain an up-to-date Educational/Psychological report.

Assessment reports must indicate that the student has complex and severe learning needs that require the support of the special AS class and the reasons why this is the case. will benefit from participation in an 'Autism Class' setting in a mainstream school and may also access mainstream classes.

The Parents/Guardians and the student concerned will be consulted following the application.

Staff of the College will then contact previous placement/s and observe the prospective student in his current educational setting if required. The school may ask for further reports or information, which may impact the planning for the applicant's educational progress.

The Board of Management reserves the right to make the final decision in respect of all applications in the interest of the applicant and of the school as a whole. The student's continuing enrolment will be reviewed periodically in the light of his/her progress and adaptation to the school.

Each AS Class will cater to a maximum of six (6) students in any given academic year. The Board of Management reserves the right to appoint other members to the Admissions application process as necessary and to seek the advice of external experts if required. As per circular 39/2025 a waiting list will apply in the event of oversubscription

The final decision on any individual enrolment matter will be made by the Board of Management.

Review Process: All placements will be reviewed at the request of parents of the school. The review will be carried out by the school with parental and student involvement, as appropriate. In the event that a placement is found

to be unsuitable the school will liaise with the appropriate agencies in an effort to obtain a more suitable placement.



## St. Munchin's College

### ANNUAL ADMISSION NOTICE FOR 2026-2027

Copies of the school's **Admission Policy** and the **Common Application Form for Admission (CAS)** for the 2026/27 school year are by a digital application only, available at [www.school-application.ie](http://www.school-application.ie)

#### Application and Decision Dates for admission to 1<sup>st</sup> Year for 2026/27

|   |   |
|---|---|
| CAS Application Forms are available on post-primary school websites. Application Forms can be accepted by post-primary schools. | <b>Wednesday 1st October 2025</b>                     |
| The school will cease accepting applications for admission on   | <b>Monday 12<sup>th</sup> January 2026</b>            |
| Participating schools will post offers  | <b>Tuesday 27<sup>th</sup> January 2026</b>           |
| Participating schools will post letter(s) of regret (refusal)   | <b>Wednesday 28<sup>th</sup> 2026</b>                 |
| Applicants must confirm acceptance/refusal of an offer of admission by  | <b>Wednesday 4<sup>th</sup> February 2026 by 12pm</b> |
| Common Registration Evening   | <b>Tuesday 24<sup>th</sup> February 2026</b>          |

Failure by an applicant to accept an offer by **Wednesday 4<sup>th</sup> February 2026** may result in the offer being withdrawn.

**Note: Applications presented to post-primary schools outside the submission deadline will be accepted but will be marked "Late Application". Late applications will not be included in the normal selection process. They will however, be presented for consideration to all the schools listed on the forms with available capacity at the end of the process.**

Once the online portal closes, late applications must be made directly to the school

#### Special Class Application and Decision Dates for admission to 2026/27

**Application and Decision Dates for admission to Autism Class 2026/27:** The Autism Class has a maximum pupil enrolment of 6 pupils. St. Munchin's College has two Autism classes

|   |                                   |
|---|-----------------------------------|
| CAS Application Forms are available on post-primary school websites. Application Forms can be accepted by post-primary schools. | <b>Wednesday 1st October 2025</b> |
|---|-----------------------------------|

|  |  |
|--|--|
| The school will cease accepting applications for admission on          | <b>Monday November 10th 2025 by 12.30pm</b>                  |
| Participating schools will post offers                                 | <b>Offers posted Monday November 24<sup>th</sup> 2025</b>    |
| Participating schools will post letter(s) of regret (refusal)          | <b>Refusals posted Tuesday November 25<sup>th</sup> 2025</b> |
| Applicants must confirm acceptance/refusal of an offer of admission by | <b>Thursday December 4<sup>th</sup> 2025</b>                 |

**\*Failure to accept an offer within the prescribed period above may result in the offer being withdrawn**

Once the online portal closes, late applications must be made directly to the school

**Number of places being made available in the 2026/27 school year**

|   |           |
|---|-----------|
| The number of places being made available in 1 <sup>st</sup> year is                                | <b>90</b> |
| The number of places being made available in the special class catering for students with Autism is | <b>0</b>  |

**Note: The figures set out in relation to the special class are subject to change dependant on whether current students in the special classes retain their place in the school and whether a student transfers in to the school after the publication of this notice.**

**Number of places in 1<sup>st</sup> year for the 2025/26 school year which were offered and accepted before 1 February 2024**

|  |          |
|--|----------|
| The number of places for 1 <sup>st</sup> year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2024 is | <b>0</b> |
|--|----------|

Signed: 

**Chairperson, Board of Management**

Date: 30-09-2025