

St. Mary's College Dundalk



Admissions Policy

Ratified by the Board of Management on the 27th January 2026.

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 first approved by the school patron on 11th September 2020 and was reviewed on 10th June 2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St Mary's College's 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 available on the school's website and is to be completed via the online portal.

CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE COLLEGE

St Mary's College is a Catholic, co-educational, voluntary secondary school with a Catholic ethos under the trusteeship of the Marist Fathers.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- (b) a living relationship with God and with other people
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- (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 Mary'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.

1. COLLEGE PROFILE

St. Mary's College operates under the Trusteeship of the Marist Fathers. As such it supports the religious and educational philosophy of its founder, Fr. Jean-Claude Colin.

The College is managed by a Board of Management, is funded by the Department of Education and Skills (DES) and operates within the regulations and guidelines set down from time to time by that Department. The College has a very active Parents' Council and Student Council.

St Mary's College was the first foundation of the Society of Mary in Ireland and the first Secondary School for boys in Dundalk. Founded in 1861, 26 students enrolled on the first day. The site for the new College was 'Church Hill House'. The Priest responsible for the initial preparations of the College was Fr. Crouzet, a young French Marist Priest. At one time the College consisted of a Primary School and a Secondary School for boys, which catered for both boarding and day students. Many changes have taken place down through the years. In 1983 the boarding section of the College was closed, followed in 1987 by the closure of the Primary School. In 1989 the first lay Principal was appointed and in 1990 the College opened its doors to girls. On May 24th 2015 the college moved to its new contemporary building, which is set in extensive grounds and boasts a large number of specialist rooms and facilities.

St. Mary's College aims, with the resources available, to provide the best possible environment in order to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all students. We show special concern for the disadvantaged, and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the College. We realise that we must cater for the changing needs of today's world, and towards that end, we frequently review our various programmes. Being keenly aware of the ever increasing effect of outside influences on the lives of our students, we are concerned to maintain Catholic values and practices.

Working together as a College community, the Board of Management, Parents / Guardians, staff and students aim to provide an environment which will allow each student develop intellectually, physically, morally, socially and spiritually so that they will be able to grow to fulfil their role in society.

Within the context of the Department of Education and Skills regulations and programmes, the rights of the Trustees / Board of Management as set out in the Education Act 1998 (Section 15 (1), (2)), and the funding and resources available, the College supports the following principles:

- Inclusiveness, particularly with reference to the enrolment of students with a disability or other special educational needs.
- Equality with respect to maximum access and participation in the College
- Parental / Guardian choice in relation to choice of school, having regard for the characteristic spirit of the school.
- Respect for the diversity of beliefs, languages, traditions and ways of life in society.

Any queries arising from the Admissions Policy may be addressed to the College Principal, or Chairperson of the Board of Management at the College address.

2. MISSION STATEMENT

St Mary's College is a Catholic secondary school under the patronage of the Marist Fathers. The primary aim of the College through its spiritual and humanistic endeavours, is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

COLLEGE DETAILS

College Name	St. Mary's College
Address	St. Mary's Road, Dundalk, Co. Louth
Contact details	Telephone: 042 933 9977 E-mail: office@maristdundalk.ie
Principal	Mr. A. Craven
Deputy Principal	Ms. P. Brady, Mr. D. Hegarty, Ms. A White
Guidance Counsellors	Ms. A. Morgan, Ms L. McArdle, Ms A. Mulligan.
Chaplains	Fr. J. O'Connell, Ms. B. Kelly
Learning Support Co-ordinator	Ms. P. Brady
College Secretary	Ms. P. Begley
Opening Times	8.50 a.m. – 1.10 p.m. 1.50 p.m. – 3.50 p.m.

The building will be open to students 15 minutes prior to official opening time and ten minutes after official closing time. Supervision is provided only between these times and at break time and lunchtime. The College authorities will make all reasonable efforts to inform Parents / Guardians of any minor adjustments in the opening / closing times which may occur on rare occasions.

COURSES AND SUBJECTS OFFERED

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

Junior Cycle (3 Years).	Senior Cycle (2 Years).
<i>(Alphabetically)</i>	<i>(Alphabetically)</i>
Art	Accounting
Business Studies	Agricultural Science
C.S.P.E.	Art
English	Biology
French	Business
Gaeilge	Chemistry
German	Computer Science
History	Construction Studies
Geography	DCG
Home Economics	Economics
Wood Technology	English
Maths	French
Music	Gaeilge
French	German
P.E.	History
Computer Studies	Geography
Religion	Home Economics
S.P.H.E.	Maths
Home Economics	Music
Science	P.E.
Graphics	L.C.P.E.
Technology	Physics
	Religion
	Technology

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. Students who do not sit internal examinations may be required to sit such examinations at an alternative time, before proceeding with their course.

At Junior Cycle students follow the Traditional Junior Certificate Programme

At Senior Cycle level students are offered TY, LCVP, LCA and the Established Leaving Certificate Programme

TRANSITION YEAR

The Transition Year (TY) is an optional one-year programme which commences on completion of the Junior Cycle. Student numbers in the Transition Year programme is based on curricular needs. The following criteria apply in selecting students for the Transition Year:

- Completed Application Form.
- Evidence of positive engagement with college life.
- Evidence of positive work ethic, engagement in independent and group learning.
- Attendance and Punctuality.
- Student Behaviour.
- Performance at interview, where applicable.

The aims of the programme are:

- To Nurture: Foster the development of the student as a whole person. Create space and opportunities for meaningful, enjoyable learning experiences through which the key competencies of the student can be developed.
- To Empower: Foster independence, responsibility, and self-confidence in students, equipping them to become proactive and engaged members of society.
- To Grow: Prioritize holistic development, emphasizing emotional intelligence, interpersonal skills, and resilience.
- To Explore: Expand the student's experience and awareness. Encourage curiosity and creativity through diverse experiences, ranging from work placements and community service to innovative academic modules and extracurricular activities.
- To Support: Develop the student's capacity to sustain their growth and development through a process of lifelong learning. Promote the learning and development of the student through a reflection and renewal process.

Provision of subjects and activities is dependent on resources and annual review. An amenity subscription is required to facilitate the wide range of activities in which students are involved during this year. This subscription is set and amended as necessary by the Board of Management.

The Board of Management reserves the right in relation to the above programmes to approve the numbers entering each programme on an annual basis.

L.C.V.P. – LEAVING CERTIFICATE VOCATIONAL PROGRAMME

The Leaving Certificate Vocational Programme (LCVP) is an intervention designed to enhance the vocational dimension of the Leaving Certificate (established). The LCVP combines the academic strengths of the Leaving Certificate (established) with a new and dynamic focus on self-directed learning, enterprise, work and the community. This two year programme is part of an expanded provision that aims to cater for the diversity of participants' needs at senior cycle.

The primary goal of the LCVP is to prepare young people for adult life by ensuring that they are educated in the broadest sense, with an ability to cope and thrive in an environment of rapid change. Participants in the programme are encouraged to develop skills and competencies fundamental to both academic and vocational success.

Throughout the programme students are encouraged to:

- be innovative and enterprising
- take responsibility for their own learning
- adapt to changing circumstances
- evaluate data and devise solutions to problems
- communicate their thoughts and ideas effectively
- work with others as part of a team
- investigate and plan career options
- use information and communications technologies
- investigate local business and community enterprises
- learn from their experiences

These skills and qualities are equally relevant to the needs of those preparing for further education, seeking employment or planning to start their own business. The use of active teaching and learning methodologies is encouraged in the LCVP. Experiences such as work placements, career investigations, mini-enterprises, business and community visits are an integral part of the programme. This rich activity base requires a considerable time commitment and high degree of flexibility from the LCVP co-ordinator and teaching team in the school.

The aims of this programme are:

- Students will understand the world of work and gain insight into specific workplaces.
- Students will become better informed about career paths and career choices
- Students will acquire factual knowledge about the world of work locally.
- Students will become aware of their personal aptitudes and strengths.
- Students will gain an understanding of enterprise in action and set up and run their own project.
- Students will experience teamwork and develop organisational, decision-making and social skills.

L.C.A. – LEAVING CERTIFICATE APPLIED

The Leaving Certificate Applied programme has been developed by the National Council for Curriculum and Assessment. This programme is part of the expanded senior cycle provision designed to cater for the diversity of participants' needs.

The fundamental goal of the Leaving Certificate Applied is to prepare Leaving Certificate participants for transition from the world of the school/centre to that of adult and working life. This transition is complex and demanding for a variety of reasons:

- The qualities, aptitudes and personal skills required in the work-place have changed.
- Participants are remaining longer in formal education and in training than heretofore and the period of transition is also lengthier.
- In addition to the challenges in relation to education, training and jobs, participants are also faced with related, social, personal and cultural issues.

The aims of this programme are:

The Leaving Certificate Applied is a distinct, self-contained two-year 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. It is an innovative programme in the way students learn and in the way their achievements are assessed. Finally, it offers learners specific opportunities to prepare for and progress to further education and training.

Extra-Curricular Activities

St. Mary's College is committed to the development of extra-curricular activities in the College, believing they provide an identification with the College for the student body as well as lifting College morale. To this end we provide a wide range of cultural, social, sporting and artistic activities to develop the individual and co-operative talents of our students. The following activities are currently catered for:

- Local and foreign cultural tours
- School Exchanges
- Debating & Public Speaking
- Drama and Musicals
- Mini-company

- Quizzes
- Charity Support Groups
- First Year Mentoring (Buddy System)
- Leadership opportunities
- Team Games (Gaelic, Soccer, Rugby, Basketball) & Athletics
- Art Competitions
- Student Council
- Chaplaincy and Ethos Teams

Provision of these activities is subject to resources. Communication concerning involvement and achievement in extra-curricular activities is promoted through the College newsletter, website and other social media.

HOMEWORK AND STUDY

The College provides facilities for a study period from Monday to Thursday between 4.00pm and 6.15pm. These periods are supervised, and there is a weekly charge.

Homework is regarded as an extension of classwork and as a preparation for the next day's work. It is also seen as a way of measuring a student's progress. Students are expected to do all homework assigned each day by the teacher and to revise the work that is done in class to the best of their ability. *Homework* includes written homework, learning homework and revision.

- First Year: 1.5 hours
- Second Year: 2 hours
- Third Year: 2.5 to 3 hours
- Fifth Year: 3 hours
- Sixth Year: 3 - 4 hours

The College wishes to advise Parents / Guardians that part-time work militates against participation in the overall function of the College, and reduces the effectiveness of the student's classroom involvement. We seek the Parents' / Guardians' 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.

Student Council

The role of the Student Council is to represent students' voice and views to management. It will be included in the consultation process of school planning. It is a resource working in partnership with the College management to improve the atmosphere, conditions and facilities and to generate good relations between students, staff and management. The Student Council also plays an important supportive role as College ambassadors at Parent-Teacher meetings, Open Night, liturgical events, and other events that take place in the College.

Parents' Council

The College has an active and vibrant Parents' Council. Their aims are to promote the educational development of our students and to assist with the various College activities. Their AGM is held early in the academic year. They meet regularly. Membership of the Council is voluntary.

College Functions & Meetings

Parent-Teacher meetings are held once a year for each year group. Meetings take place normally between 4.15pm and 6.45pm. These meetings are brought to the attention of the Parents / Guardians through the school calendar and by a combination of letter, email, link, school Compass app, and/or webtext. Parents /

Guardians are strongly urged to attend. Students from all years are encouraged to attend parent teacher meetings. There are various functions and meetings during the year, and Parents / Guardians will be notified well in advance of such meetings. These meetings are usually held in the evening. The following is a sample of what can take place:

- Prize Nights at end of the academic year
- Graduation Night (6th Years)
- CAO Information Night / Careers Talks
- Transition Year Information Night and end of TY Year night
- Information nights for Parents / Guardians in all year groups
- Subject choices for Third Year / Transition students
- Meeting for Parents / Guardians of incoming first years
- Various talks on student related issues
- First Year Mass

3. ADMISSION OF STUDENTS

St. Mary's College Admissions Policy welcomes all students for whom the College can provide an appropriate education. The College aims to provide an integrated and an inclusive education.

The College shall not discriminate in its admission of a student to the College on:

- a) The gender ground of the student or the applicant in respect of the student concerned.
- b) The civil status ground of the student or the applicant in respect of the student concerned.
- c) The family status ground of the student or the applicant in respect of the student concerned.
- d) The sexual orientation ground of the student or the applicant in respect of the student concerned.
- e) The religion ground of the student or the applicant in respect of the student concerned.
- f) The disability ground of the student or the applicant in respect of the student concerned.
- g) The ground of race of the student or the applicant in respect of the student concerned.
- h) The Traveller community ground of the student or the applicant in respect of the student concerned.
- 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.

The College does not discriminate in relation to the admission of students where it admits persons of a particular religious denomination in preference to others or it refuses to admit as a student a person who is not of that denomination and, in the case of a refusal, it is proved that the refusal is essential to maintain the ethos of the College. In this section '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 of 2000.

The College will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. The College will comply with any direction served on the board or the patron under section 37A and 67(4)(b)."

Each year the Board of Management is obliged to decide in advance the number of First Year students for whom the College can provide an appropriate education, having regard to the facilities, personnel, plant and resources.

The St Mary's College Admissions Policy is available on the College website. It is also available in hardcopy on request from the College Office.

4. Student eligibility for Admission.

In order to be eligible for admission, a student must:

- Have applied to the school within the window for applications for the particular academic year.
- Attain the required age of 12 by 1st January in the calendar year following their entry into first year.
- Have completed sixth class in primary school.

- Be willing, in conjunction with his / her Parents / Guardians, to uphold and support the College ethos.
- Be willing, with Parents / Guardians, to accept the College's Code of Behaviour and Discipline which contains details of College rules and sanctions, including suspension and expulsion.
- Confirmation in writing is required that Parents / Guardians and the student have read and accepted the College's Code of Behaviour & Discipline.
- Be willing to take an assessment test.
- Accept all other College Policies, in writing where applicable.

5. Admission of students.

This college shall admit each student seeking admission except where:

- a) the college is oversubscribed (please see section on Oversubscription below for further details)
- b) 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 college 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.

St Mary's College is a Catholic school and may refuse to admit a student where it is established that they are not prepared to uphold the characteristic spirit of the school as outlined in Section 15 (2)(b) of the Education Act 1998; or where it is proved that the refusal is essential to maintain the ethos of the school.

6. Oversubscription.

In the event that the school is oversubscribed, the College will, when deciding on applications for admission, prioritise eligible applicants. The following selection criteria in the order listed below apply.

Applicants will be ranked in order, on the basis of the following categories:

1. Siblings preference, for applicants who have brothers or sisters who are registered students of the College on the admission closure date (as set out in the school's annual admission notice).
2. Siblings preference, for applicants who have brothers or sisters who previously attended the College. A maximum of 10% of the available spaces are made available under this category.
3. Applicants whose Parent / Guardian is an employee or member of the Board of Management of the College.
4. The first child in the family to attend post-primary school and who attends the feeder schools listed in the appendix. A maximum of 10% of the available spaces are made available under this category.
5. Applicants whose Parents are past students. A past student is defined as any student who completed at least three years in St. Mary's College. A maximum of 10% of the available spaces (as set out in the school's annual admission notice) are made available under this category.
6. Other students.
7. Late applications will only be considered after all applications, received in time, have been processed.

It is the responsibility of parents/guardians to indicate on the application form (or by contacting the college before the closing date) where their child meets any point on the selection criteria. Failure to notify the college will result in the exclusion of the candidate from that point of the selection criteria.

In the event of applications exceeding places available in any sub-category, applications will be drawn by random selection, conducted in the presence of the Principal and an independent nominee. Applications will be placed on a list (the Application List) in the order they are drawn. Places will then be offered to applicants, based on their place on the Application list until there are no more places available. The remaining applicants will be informed that their application was not successful but that they will be placed on the current year *Waiting List* for that academic year in the order they appeared on the Application List.

Application Procedure

- (a) Parents should note that Applications will only be accepted in respect of the following academic year. Applications are only accepted from the date outlined in the Annual Admission Notice.
- (b) Application forms will be available online, and by downloading from the school website.
- (c) Students are offered a place in 1st year during the dates as outlined in the Annual Admissions Notice of the year preceding the year of entry, the number of which will have been decided by the Board of Management. First round of offers will be communicated to parents/guardians. **Parents/guardians must accept the offer by the date stated. Failure to do so will be taken as a refusal to accept the offer of a place.** This process will continue until all available places are offered and accepted.
- (d) Once all places have been filled, the remaining applicants will be informed placed on the current year *Waiting List*.
- (e) Parents/Guardians of incoming 1st year students will be invited to attend an Information and Induction programme. Parents/guardians and their children are strongly encouraged to attend this meeting.
- (f) On completion of the admission process a request will be made from St. Mary's College for all relevant information to be made available from the student's previous school, including a student passport and special education requirements etc. This will assist the school in making appropriate education provision for each student.

7. Eligibility Criteria for Enrolment in a Special Class for Autism

A student may be accepted for admission into the Special Class for Autistic Students when all of the following criteria are met: The student has a professional report(s) outlining

- A Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)
AND
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports
AND
- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.
AND
- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

Enrolment Policy for the Special Class for Autistic Students

The total capacity for the class is restricted to six students as determined by the NCSE and the DEY. All applications for the Special Class for Autistic Students will be considered within the context of St Mary's College Admissions Policy.

Application Process:

- An application should be made through the general St Mary's College Application Form and made in line with the College Admissions Policy.
- A separate application form should be submitted for a place in the Special Class for Autistic Students.
- Supporting documentation will be submitted to the College by a date specified in advance. If the documentation is not submitted, the offer of a place may be withdrawn.
- Applications for enrolment will be considered for eligibility by the Senior Leadership Team.
- Prior to acceptance, parents/guardians will meet with a member of the SLT and Co-ordinator for the Special Class for Autistic students to ensure that the needs of their child can be met within the resources available to the school.

Selection criteria in the event of oversubscription to Special Class:

In the event that the school is oversubscribed, the College will, when deciding on applications for admission, prioritise eligible applicants. The following selection criteria in the order listed below apply.

Applicants will be ranked in order, on the basis of the following categories:

1. Current students enrolled in the College.
2. Applicants whose parent/guardian is an employee or member of the Board of Management of St Mary's College.
3. Siblings' preference, for applicants who have brothers or sisters who are registered students of the College on the admission closure date.
4. Siblings' preference for applicants who have brothers or sisters who have attended the College.
5. Applicants whose parent/guardian is a past pupil of the College. A past student is defined as any student who completed at least three years in St. Mary's College.
6. All other applicants.
7. Late applications will only be considered after all applications, received in time, have been processed.

It is the responsibility of parents/guardians to indicate on the application form (or by contacting the college before the closing date) where their child meets any point on the selection criteria. Failure to notify the college will result in the exclusion of the candidate from that point of the selection criteria.

8. What will not be considered or taken into account.

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí.
- (b) the payment of fees or contributions (howsoever described) to the college.
- (c) a student's academic ability, skills or aptitude.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents.

- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission.
- (f) the date and time on which an application for admission was received by the college.

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 college for the school year concerned.

9. Decisions on applications.

All decisions on applications for admission to St Mary's College will be based on the following:

- Our college's admission policy.
- The college's Annual Admission Notice (where applicable).
- The information provided by the applicant in the college's official application form received during the period specified in our Annual Admission Notice for receiving applications.

(Please see below in relation to applications received outside of the admissions period in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school's admission policy will not be used to make a decision on an application for a place in our college.

10. Notifying applicants of decisions.

Applicants will be informed in writing as to the decision of the college, within the timeline outlined in the Annual Admissions Notice.

If a student is not offered a place in our college, 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 college's decision. See below for further details.

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

In accepting an offer of admission from St Mary's College, you must indicate:

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the college. It is the applicant's responsibility to retain proof of acceptance of offer of a place.

12. Circumstances in which offers may not be made or may be withdrawn.

An offer of admission may not be made or may be withdrawn by St Mary's College where:

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice of the college. In cases where an applicant refuses the offer of a place at any point during the offer window, that place is **immediately** forfeited and the place will automatically and immediately be offered to the next applicant on the waiting list. Should the applicant who has forfeited the place desire to re-apply, the application will be considered as a late application, under Point 7 of ranking criteria.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the college is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

13. Sharing of Data with other schools.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom:

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school.
- (ii) the date on which an offer of admission was made by the school.
- (iii) the date on which an offer of admission was accepted by an applicant.
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

14. 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 Mary'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 Mary's College is in the order of priority assigned to the students' applications after the college 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.

15. Late Applications.

All applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our college's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the college received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

16. Procedures for admission of students to other years and during the school year.

The following section relates to students wishing to transfer from other schools to a year group other than 1st Year, students who are currently not enrolled in any school, and students who wish to transfer into 1st Year after the start of the school year, provided no waiting list is in place from the initial enrolment process. Where a waiting list is in place, applicants for 1st Year will be added to the end of the waiting list, provided the application is made in accordance with all other procedures and criteria detailed in this policy.

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

The Board of Management will decide on applications for admission to any year other than First Year. While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged in the overall interests of the continuity of the student's education. Students seeking to transfer will not be considered for enrolment into year groups due for State Examination the following June (3rd & 6th Year). This is in order to ensure we can adequately meet students' needs, ensure all elements of the required curriculum are covered, and to know the student individually should difficulties arise, particularly around examination time. However, in such cases transfer students may be afforded the opportunity to apply for admission into 2nd / TY / 5th Year, subject to the criteria outlined in this policy. Applications for these year groups will be accepted up until **the 1st of March** of year preceding entry. Such applications will not be considered for transfer into any year group until our current students' options have been satisfied.

All relevant information having been made available from the applicant's previous school(s), the Board of Management will decide whether or not a transfer should be accepted based on the following principles:

- That it is in agreement with the College's Admissions Policy.
- That there is a vacant space available in the relevant year group including vacancies in the appropriate subject options and levels.
- That the applicant follows a full curriculum in the relevant year group.
- That any appropriate documentation is completed and signed by previous school authorities and the parents / guardians.
- That a signed written commitment to the Code of Behaviour and Discipline has been provided.
- That the student engages in a full induction programme, prior to admission.

Incomplete documentation will not be considered. Misleading or untruthful information will render an application invalid.

Where a student is considered for a place, the decision will be taken by the Board of Management, in consultation with the student's Parents / Guardians, their former school, (and where appropriate) the Educational Welfare Officer, whether such a place may be offered immediately, or whether it would be better to wait until the beginning of the next academic year. The decision of the Board of Management on each transfer request will be communicated to the parent/guardian in writing. Applicants will be informed of their right to appeal such a decision to the Department of Education & Skills, if necessary.

17. Declaration in relation to the non-charging of fees.

The Board of Management of St Mary'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, or
- (b) the admission or continued enrolment of a student in the school.

18. 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 Mary's College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

19. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

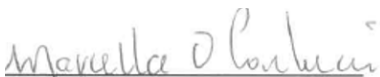
The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998, which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

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.

Signed: 

Chairperson, Board of Management, St. Mary's College

Date: 27th January 2026.

