



Admission Policy of Gaelcholáiste Mhuire A.G.,

School Address: An Mhainistir Thuaidh, Corcaigh

Roll number: 62531H

School Patron: The Edmund Rice Schools Trust.

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 17/09/2025. 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 Gaelcholáiste Mhuire A.G. 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 www.gcm.ie and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

“Gaelcholáiste Mhuire A.G. is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of the Edmund Rice Schools Trust

‘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; 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 Gaelcholáiste Mhuire A.G. 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.”

The school supports the principle of inclusiveness and endeavours to base its teaching on the example of the gospels and on the principles and Christian example of Blessed Éamonn Rís, the founder of the Christian and Presentation Brothers.

The five characteristics of an Edmund Rice school underpin the operation of Gaelcholáiste Mhuire A.G., namely:

- Nurturing faith, Christian spirituality and Gospel-based values means that in Gaelcholáiste Mhuire A.G., we live our Catholic Faith, experience God, respect the beliefs and values of each member of the school community and work for social and ecological justice.
- Promoting partnership means that in Gaelcholáiste Mhuire A.G., we make everyone feel welcome, build a Christian community with a shared vision and mission, recognise the voice of staff, students and parents and are involved in our locality.
- Excellence in teaching and learning means that in Gaelcholáiste Mhuire A.G., we have very high expectations of our teachers and students, nurture the development of all aspects of our lives, respond to a changing world, use technology responsibly and creatively to enhance our learning and promote learning as a life-long enterprise.
- Creating a caring school community means that in Gaelcholáiste Mhuire A.G., we show care and compassion as exemplified in the life of Jesus, respect and celebrate the dignity of each person, seek to help those who are disadvantaged or in need in society and speak up for those whose voice is not heard. **Meas & larracht** are emphasized in our 1st year Induction programme. We teach students to respect themselves; their parents; their school; their teachers; each other and the wider community. We

encourage students to make the best effort that they can to enable them to reach their potential.

- Inspiring transformational leadership means that in Gaelcholáiste Mhuire A.G., we motivate people to work towards the vision of Blessed Edmund Rice, inspire the minds and hearts of our students to have courage and confidence to stand up for what we believe in, lead by giving good example and take responsibility for our actions.

The school believes in the vital importance of good relationships between teachers, students and parents. The school recognises the need for the on-going professional development of its staff to meet the challenge of a changing world and to meet the needs of its pupils.

The school endeavours and aspires to:

- assist the pupils to develop a sense of responsibility towards their faith.
- foster the use of the Irish language by pupils.
- promote academic excellence to the full potential of each individual pupil.
- encourage the growth of self-esteem and confidence through the development of the whole person.
- recognise the needs of all pupils and cater for these in a meaningful way.
- create an environment in which the pupils grow in maturity and generosity.
- equip pupils with life-skills and develop leadership qualities.
- provide pupils with opportunities to live their faith.
- provide an opportunity for the physical development of each pupil.

3. Admission Statement

Gaelcholáiste Mhuire A.G. 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. Gaelcholáiste Mhuire A.G. will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Gaelcholáiste Mhuire A.G. 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,
- (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.

Post-primary Denominational School

Gaelcholáiste Mhuire A.G. 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.

Gaelcholáiste Mhuire A.G. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Gaelcholáiste Mhuire A.G. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Gaelcholáiste Mhuire A.G. 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 and it is proved that the refusal is essential to maintain the ethos of the school.

4. Categories of Special Educational Needs catered for in the school/special class

Gaelcholáiste Mhuire A.G. has not yet been asked to open a Special Class. We will do so when asked by the NCSE.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a 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

Gaelcholáiste Mhuire A.G. is a Catholic 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.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Parents and guardians: Please read the criteria below very carefully and make sure you have full accurate details on your child's application form. The offer of a place will be based solely on what you put on the application form.

Places will be offered to students in the following order, with places being offered to all applicants in each category whose application is received on time before places are offered to applicants in the next category. Where there are insufficient places remaining to make offers to all applicants in a given category, a lottery will apply as specified below.

Category 1: A boy or girl whose brother or sister is registered as a student in Gaelcholáiste Mhuire A.G. on the closing date for applications.

Category 2: A brother or sister of a past pupil of Gaelcholáiste Mhuire A.G.

Category 3: "A son or daughter of a Past Pupil of the A.G.¹ up to a maximum of 25% of the places available according to the annual admission statement.

Category 4: A son or daughter of a member of the staff of Gaelcholáiste Mhuire (A.G.).

Category 5: Applicants from Scoil Mhuire Fatima National School and Scoil Cholmcille, Blarney Street [ERST schools²]

¹ Past-pupil of Gaelcholáiste Mhuire A.G. or Scoil Mhuire (A.G.) This category has a maximum of 25% of the total places available.

² If any other feeder school comes under the Trusteeship of the Edmund Rice Schools Trust by the closing date for applications, applicants from that school will be placed in Category 5.

Category 6: Applicants where the school is satisfied that the student has attained a level of fluency in the Irish language and that the said fluency would be likely to regress were the student not admitted to an Irish language school.

Category 7: Applications from North Presentation Girls Primary School and St. Vincent's Convent National School [Cathedral Parish Schools], from Scoil Íosagáin National School and Scoil Aiseirí Chríost [feeder schools in close proximity to Gaelcholáiste Mhuire A.G.], from Strawberry Hill National School, Scoil Mhuire Rathpeacon National School, Scoil Oilibhear National School, Scoil Padre Pio National School, and pupils of other traditional feeder schools.

Category 8: all other applicants.

Why do we use these criteria?

We have decided to give preference in the following order to:

- **Family connection with Gaelcholáiste Mhuire A.G.: Applicants who have a family connection with Gaelcholáiste Mhuire A.G. [Categories 1,2,3 and 4]**
- **The Edmund Rice network of schools: Applicants who have received an Edmund Rice Education locally at primary level [Category 5]**
- **An Ghaeilge** Applicants who wish to continue their education trí Ghaeilge **[Category 6]**
- **Our parish:** Applicants who attend other primary schools in the **Cathedral Parish [Category 7]**
- **The local community:** Applicants who attend **feeder schools located in close proximity to Gaelcholáiste Mhuire A.G. [Category 7]**
- **Our other feeder primary schools:** Applicants who attend our **other feeder primary schools [Category 7]**

This explains why we use the categories set out in section 3 above

In the event that 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:

A lottery will apply in allocating places within that category.

The lottery will be supervised by **at least 2 of:**

- a nominee of the Board of Management who is not a member of the Board of Management
- the Principal,

- a nominee of the Parent Council,

All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled. Twins and triplets will be treated as a single application, although both names or all 3 names will be entered in the lottery. If the name of one is drawn, the others will automatically be allocated places.

When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.

Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.

If a vacancy arises and an applicant is offered a place from the waiting list, the place will be offered to the applicant highest on the list. If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.

7. 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:

- a Student's prior attendance at a pre-school or pre-school service, including naóinraí
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude; other than in relation to:
admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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/or (2) parents of a student having attended the school. In relation to (2) parents 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.
- 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.

8. Decisions on applications

All decisions on applications for admission to Gaelcholáiste Mhuire A.G. 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 received during the period specified in our annual admission notice for receiving applications

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

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.

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 18](#) below for further details).

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

In accepting an offer of admission from Gaelcholáiste Mhuire A.G., 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.

11. 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 [school name] 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 school.
- (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 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; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. 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.

13. 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 Gaelcholáiste Mhuire A.G. 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 Gaelcholáiste Mhuire A.G. 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.

14. 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 school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

Transfers:

Requests for transfers of pupils from other schools must be made in writing giving the reasons for the transfer.

Transfers will be subject to:

- The general terms and conditions of this policy
- An interview with the applicant and the parents/guardians to ascertain their proficiency *sa Ghaeilge*.
- The presentation of the reasons for transfer.
- Availability of space within the particular year group so that the total number of students in the year group will not exceed the maximum number set for that year group in the admission policy for first year entry approved for publication by the Edmund Rice Schools Trust or subsequently set by the Board of Management for senior cycle classes.
- The school authorities regarding the move in the best interest of the pupil seeking the transfer and the best interest of the staff and pupils of Gaelcholáiste Mhuire A.G.
- Consent of Parents/Guardians to release appropriate and relevant information from the current school to Gaelcholáiste Mhuire A.G.
- A report from the present school and sight of all records pertaining to the pupil seeking the transfer, if requested.
- Consultations with any other agencies who may have had contact with the pupil.

Applications on behalf of pupils who wish to transfer to Gaelcholáiste Mhuire A.G. will be decided by the principal on behalf of the Board of Management stating the reasons for recommending or not recommending the transfer. Parents/guardians will be informed in writing as to the outcome of the application within three weeks of the date of the letter days of receipt of the written application and any supporting documentation required by Gaelcholáiste Mhuire A.G.

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.

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

The board of Gaelcholáiste Mhuire A.G or any persons acting on its behalf will not 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

17. 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.

Parents 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 Gaelcholáiste Mhuire A.G. 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. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, Gaelcholáiste Mhuire A.G. places great importance on the religious or spiritual formation of all its students. Each student has his/her 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.

18. 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 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

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** within three weeks of the date of the letter 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** within three weeks of the date of the letter 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.

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** within three weeks of the date of the letter 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 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** within three weeks of the date of the letter 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 Section 9 of 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.