CEIST
Catholic Education
An Irish Schools Trust

ADMISSION POLICY OF ST. MARY'S HIGH SCHOOL

SCHOOL ADDRESS: MIDLETON, CO. CORK

ROLL NUMBER: 62380M

NAME OF PATRON: CEIST

CHARITY NUMBER: 2025053

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, CEIST, on 11 September 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 HIGH SCHOOL** admission process are set out in the school's annual admission notice which is published 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 accessible via the school's website and will be made available in hardcopy on request to any person who requests it.

2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

Mission Statement
St. Mary's High School is a school in the Presentation tradition drawing inspiration from the spirit and life of Nano Nagle. Presentation schools promote the development of a community of faith inspired by Gospel values. The school community works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self, society and the world. The dignity of each student, staff member and parent is honoured and reflected in school policies and structures, including this policy. While educational excellence is promoted, it is the needs of the learner that direct the development of the school. Where possible the school endeavours to engage with alternative approaches to education for those who are most disadvantaged, promoting a spirit of service and care.

St. Mary's High School was founded to care for the poor and disadvantaged in every sense, and to give priority to religious and moral education.

In accordance with this tradition, St. Mary's High School seeks to:

- Provide a broad curriculum catering for the needs of all students and to prepare them for their role as citizens of Europe and the world
- Help each student achieve her full potential in academic, personal, social and moral development and to provide for Pastoral Care and Remedial Education as required
- Foster the personal and professional growth of staff reflecting change in society
- Establish and welcome the investment and contribution of the total school community

• Chun ár n-oidhreacht, gur dlúth chuid di ár gcreideamh agus béasa agus bealaí ár dtìre, a chur chun cinn

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of **ST. MARY'S HIGH SCHOOL** 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 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:

- the full and harmonious development of all aspects of the person, including the intellectual, physical, cultural, moral and spiritual aspects; and
- a living relationship with God and with other people; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- the formation of the pupils in the Catholic faith 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.

ST. MARY'S HIGH SCHOOL draws on the richness of the religious and cultural heritage of the past, interpreted and lived out for students living in today's world. The charism of our founder **NANO NAGLE** who began this school is of very significant importance in the life of the school.

As a CEIST school, **ST. MARY'S HIGH SCHOOL** values teaching as one of the most important of all human activities. Our school seeks to build a quality learning community that welcomes, and bears witness to the Gospel values of Jesus Christ, expressed through the lens of the CEIST Charter. These are encapsulated in the core values which are intended to support and nourish the lives of the people who are at the heart of our schools.

- **Promoting Spiritual and Human Development**
- **Achieving Quality in Teaching and Learning**
- **Showing Respect for Every Person**
- **Creating Community**
- **Being Just and Responsible**

ST. MARY'S HIGH SCHOOL is inspired by the words of Jesus Christ to his disciples, *'I have come that they may have life and have it to the full'* (Jn 10:10). Reflective of this, **ST. MARY'S HIGH SCHOOL** provides a rich, holistic education in the Catholic tradition where engagement with and development of the whole person; the intellectual, moral, religious, physical, spiritual and psychological are at the core of our practice.

Education has as its goal the formation of a human person who is free, rational and mature in relationships. **ST. MARY'S HIGH SCHOOL** offers educational opportunities which promote excellence so that students can respond responsibly and creatively to their own lives, the lives of others and to the earth, which is our common home.

In **ST. MARY'S HIGH SCHOOL** the dignity and uniqueness of every human being as a child of God is acknowledged and affirmed. The Catholic school is an inclusive community, ideally built on love and formed by the interaction and collaboration of its various components: students, parents, teachers, non-teaching staff and members of the Board of Management. Catholic schools are also outward looking. They are connected to their local parish and Diocese and other local organisations which enrich the life of the school. Our school draws on the rich resources of the local community and, in turn, contributes to the life of the local community.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education, the school supports the formation in faith of our students through many school-based experiences of prayer and ritual. All students' spiritual growth is further enhanced through such areas as sport, language, nature, art, poetry and music.

3. ADMISSION STATEMENT

ST. MARY'S HIGH SCHOOL 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', ' discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

- **ST. MARY'S HIGH SCHOOL** 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.

- **ST. MARY'S HIGH SCHOOL** 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

SINGLE GENDER SCHOOLS

ST. MARY'S HIGH SCHOOL is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

POST-PRIMARY DENOMINATIONAL SCHOOLS

ST. MARY'S HIGH SCHOOL 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.

ALL DENOMINATIONAL SCHOOLS

ST. MARY'S HIGH SCHOOL 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.

SCHOOLS WITH SPECIAL EDUCATION CLASS(ES)

ST. MARY'S HIGH SCHOOL is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SPECIAL CLASS

ST. MARY'S HIGH SCHOOL with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Autism DSM IV/V or ICD 10/11.

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

A SCHOOL THAT ADMITS STUDENTS OF ONE GENDER ONLY

ST. MARY'S HIGH SCHOOL provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

ALL DENOMINATIONAL SCHOOLS

ST. MARY'S HIGH SCHOOL 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.

SCHOOL WITH SPECIAL EDUCATION CLASS(ES)

The special class attached to **ST. MARY'S HIGH SCHOOL** provides an education exclusively for students with Autism DSM IV/V or ICD 10/11, and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. The following evidence is required in support of such an application:

Professional report(s) outlining:

- Diagnosis of Special Educational Needs (e.g. 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.*

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:

Criteria in order of priority for allocation of places. (These will apply if applications received prior to the closing date exceed the number of available places as determined by the Board of Management).

1. Girls assessed as having a primary diagnosis of Autism meeting DSM IV/V or ICD 10 diagnostic criteria and a recommendation that they require the support of a special class in a mainstream setting, subject to the overall limit of available spaces in the special class (The Hub). A Hub can accommodate six students in total. In the event of demand for places in the special class (The Hub) exceeding the number of available places, offers will be made on the basis of the criteria below. Please note also that applicants under this category will also be asked if they wish to be considered for a mainstream place in the event of not securing a place in the special class subject to the criteria below (provided application is in by due date).

2. Sisters of present/past students (provided application is in by due date).

3. Daughters of eligible staff of the school (provided application is in by due date). Staff members will be deemed to be eligible if they are in the employment of the Board of Management on a non-casual basis, during normal school hours, for at least twelve months, at the time their daughter applies to St. Mary's High School.

4. Daughters of Past Pupils (provided application is in by due date). In the event that, having catered to applicants in categories 1 – 3 above, there are remaining places available - 25% of ALL the available places as set out in the school's annual admission notice will be allocated to students in Category 4. e.g. If 120 places are available in 1st Year and 80 have been allocated in categories 1- 3 above and there are 40 places remaining, then 25% of 120 will be allocated to Category 4 which is equivalent to 30 places. The number of places will be rounded down to the nearest whole number in the event of the calculation of the 25% presenting a decimal/fraction in the outcome. Note: If there are more applicants in Category 4 than there are places available, then a Lottery will take place.

5. Girls currently (at the time of application) enrolled in Sixth Class in a primary school which has traditionally provided students for St. Mary's High School, Midleton provided application is in by due date. The following is a list of schools which have traditionally provided pupils for St. Mary's High School:

- St.Brigid's Presentation National School
- Scoil Naomh Eoin N.S. Ballincurrig
- Bishop Ahern N.S. Leamlara
- Ballintotis N.S.
- Scoil Iosagain N.S. Aghada
- Scoil Realt na Mara Ballycotton
- Ballycroneen N.S.
- St.Joseph's N.S. Castlemartyr
- St.Colman's N.S. Cloyne
- St.Peter's N.S. Dungourney
- Gaelscoil Mhainistir na Corann
- Kilcredan N.S.
- Kyle N.S.
- Holy Family N.S. Shanagarry
- St.John the Baptist N.S. Midleton
- Scartleigh N.S. Saleen
- Whitegate N.S.
- Inch N.S.
- St Fergal's N.S. Killeagh
- Glounthaune N.S.
- Knockraha N.S.
- Midleton Educate Together N.S.
- Scoil na N-Óg Glanmire

6. All other applicants

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:

All applications received prior to the closing date will be allocated places on the basis of a lottery, supervised by a nominee of the Parents Association, a nominee of the Student Council, a nominee of the Board of Management and an independent observer, external to the school. Applicants who do not receive a place at this stage will be placed on a numbered waiting list in the order in which they were drawn in the lottery. Parents shall be informed of their daughter's place on the waiting list. If a vacancy arises it will be offered to the applicant highest on the waiting list.

In all cases, when a lottery is being conducted, applications received on behalf of twins, triplets, or sisters from the same family unit will be treated as one applicant. This will neither increase nor reduce the chances of any applicant being offered a place.

IN ADDITION IF THE SPECIAL CLASS IS OVERSUBSCRIBED PRIORITY MAY BE GIVEN TO

- Students already enrolled in the school with the required diagnosis as outlined in Section 4 and the supporting evidence as outlined in Section 5.

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) 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 school;

(c) a student's academic ability, skills or aptitude other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned

(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) 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, that provided for in Section 6.2 and Section 6.4 above. In relation to daughters of past pupils the school may only apply this criteria to a maximum of 25% of the available spaces as set out in the school's annual admission notice)

(g) 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 **St. Mary's High school** 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 **St. Mary's High school** 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 certain information between schools in order to facilitate the efficient admission of students. Section 66(6) allows a board 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).

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to ensure that there is made available to each person resident in the State a level and quality of education appropriate to meeting the needs and abilities of that person and to plan and co-ordinate the provision of education in recognised schools, having regard to the resources available.'

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 **St. Mary's High School** 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 High School** 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

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:

- Application Forms are available from the school office. An offer of a place can only be made if there is space in the year group in question.
- If there is no place available the student will be placed on the school's Waiting List.
- All such applications for admission 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.

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:

- Application Forms are available from the school office. An offer of a place can only be made if there is space in the year group in question.
- If there is no place available the student will be placed on the school's Waiting List.
- All such applications for admission 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.

16. Declaration in Relation to the Non-Charging of Fees

This rule applies to <u>all</u> schools.

The board of **St. Mary's High School** 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.

Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements Regarding Students Not Attending Religious Instruction

The following are the school's arrangements for students, where the parent~~s~~ or in the case of a student who has reached the age of 18 years, the student, who has 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.

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

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.

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.

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.

Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education.

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 & Youth.

This Admission Policy was ratified by the Board of Management of **ST. MARY'S HIGH SCHOOL** on **14/09/2026**

Chairperson of the Board of Management

Secretary to the Board of Management