



St. Munchin's College

ADMISSIONS POLICY

2017-18

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ADMISSIONS POLICY

ST. MUNCHIN'S COLLEGE

School Profile

St. Munchin's College is a Catholic Voluntary Secondary School for boys only, operating under the Patronage of the Roman Catholic Bishop of Limerick. As such it supports the religious and educational philosophy of the Catholic Church.

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

History of the School.

Limerick Diocesan College, under the patronage of St. Munchin, was first founded by Most Rev. John Young, Bishop of Limerick, in 1796. After many changes, it is established here by Most. Rev. Henry Murphy, Bishop of Limerick, who placed this foundation stone on 28th April 1960.

Thus reads, in English translation, the inscription to be seen on the foundation stone of St. Munchin's College, Corbally, Limerick. St. Munchin's College is the Diocesan College of the Diocese of Limerick. It is an institution of learning with a long and noble history, stretching back over 200 years. In this time, St. Munchin's College has indeed seen many changes, both in organization and location, however its dedication to Christian education, sound moral ideals, and high academic standards has not changed.

St. Munchin'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 school. We realize, too, that we must cater for the changing needs of to-day'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 even more concerned to maintain Christian values and practices.

Working together as a school community, the Board of Management, parents, staff and students aim to provide an environment which will allow each student to

develop intellectually, physically, morally, socially and spiritually so that he will be able to grow to fulfill his 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 school 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 school.
- ◆ Parental 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 in writing to the Principal of the School (*Mr. David Quilter*) or the Chairperson of the Board of Management.

Educational Philosophy

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

The College motto—

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

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

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

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

By developing an environment that is favourable to learning and is committed to a just and equitable treatment for all, the College Community tries to ensure that its students are given an education and a value system which will enable them to become responsible members of an ever- changing society.

In keeping with the aims of its founders, the College is also mindful of its role in encouraging vocations to the priesthood and religious life.

School Details

School Name:	St. Munchin's College
Address:	Corbally Limerick
Patron:	Very Rev. Brenden Leahy Bishop of Limerick.
Trustees:	Very Rev. Brenden Leahy Msgr. Michael Lane Msgr. Eamon Fitzgibbon Fr. Tony Mullins Fr. Frank O'Connor Mrs. Noreen Caulfield Mr. Tony Sadlier
Chairperson of Board of Management:	Mr. Phil MaAuliffe
Contact Details:	Telephone : 061-348922 E-mail : stmunchins@eircom.net Website : www.stmunchinscollege.ie
Principal:	Mr. David Quilter
Deputy Principal:	Mr. Brian O'Donoghue
Chaplain:	Mrs. Brid O'Sullivan Glynn
Career Guidance:	Mr. John O'Neill
Number of Teachers:	45
School Secretary:	Mrs. Noreen Fitzgerald Mrs. Audrey Irwin
Number of Ancillary Staff:	9
Opening Times	8.50 a.m. – 3.55 p.m. Mon/Tues 8.50 a.m. – 3.20 p.m. Thurs/Fri 8.50 a.m. -- 1.35 p.m. Wed

The building will be open to students at 8.15am and closed thirty minutes after official closing time. Supervision is provided between these times only. The school accepts no responsibility for students outside these times. The school 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. Munchin's College follows the curricular programmes set down by the Department of Education and Science, which may be amended from time to time in accordance with the Education Act 1998 (Sections 9 and 30).

Junior Cycle :- (3years).

Religion,
Gaeilge,
English,
Maths,
History,
Geography,
Science,
Business Studies,
French,
German,
Art
Technical Graphics
S.P.H.E,
C.S.P.E.,
P.E.,
Computer Studies,
Technology.

Senior Cycle :- (2years).

Religion,
Gaeilge
English,
Maths,
History,
Geography,
Physics,
Chemistry,
Biology,
Applied Maths,
Business,
Accounting,
Economics
French,
German,
Art,
D.C.G.
LCVP
Guidance Counselling
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.

Traditional Junior Certificate Programme

The school offers the traditional Junior Certificate Programme (*curriculum outlined above*)

At Senior-Cycle level students may follow:

The Traditional Leaving Certificate Programme Or The Leaving Cert Applied Programme

The Leaving Cert Applied- 'A different way'

What is the Leaving Certificate Applied?

The Leaving Certificate Applied has just been introduced to St. Munchin's College this year as a new and exciting initiative in alternative education. It is a distinct, self-contained two-year programme aimed at preparing students for adult and working life. The programme excels in that it puts an emphasis on forms of achievement and excellence, through work and learning of real life skills, which the established Leaving Certificate has not recognised in the past.

Who would benefit most from the Leaving Certificate Applied?

The Leaving Certificate Applied is intended to meet the needs of those students who are not adequately catered for by other Leaving Certificate programmes or who choose not to opt for such programmes. School management in conjunction with the relevant year heads will identify those students who they feel would be most suitable for this programme.

Do students have a choice within the Leaving Certificate Applied?

Each course consists of a number of modules that students can study; all of which are geared towards practical, real life learning and experience. A module generally represents a half-year's work and there is provision for some choice of modules. The following are offered this current academic year.

- Vocational Prep and Guidance - *Tasks Only*
- English and Communication - *Tasks & Terminal Exam*
- Mathematical Applications - *Tasks & Terminal Exam*
- I/C Technology - *Tasks & Terminal Exam*
- Arts Ed - *Tasks Only*
- Social Ed - *Tasks & Terminal Exam*

- Gaeilge Chumarsaideach - *Tasks & Terminal Exam*
- Modern Language - *Tasks & Terminal Exam*
- Leisure and Recreation - *Tasks*
- Religious Ed - *Tasks*

Do Leaving Certificate Applied students receive a Leaving Certificate?

Yes. Students who successfully complete the programme will receive a Leaving Certificate from the State Examinations Commission. All credits awarded will be recorded on the Leaving Certificate Applied parchment.

Transition Year

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

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

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

The aim of the programme is:-

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

Activities will be selected from the following list :

Musical	Mini-Company
Young Social Innovators	School Bank
Debating	Public Access to Law
Mock Trial	M.O.G.
Activity Weekend	Paintballing
Retreat	Schools Quiz
Toastmasters	Mock Interviews
Visiting Guest Speakers	Work Experience
Charity Collections	The Torch (School Magazine)
Home Economics	An Gaisce (The President's Awards)

TRANSITION YEAR SUBJECTS

Religion	Gaeilge
English	Mathematics
History	Geography
French	German
Physical Education	

In modular form the following subjects:

Biology/Chemistry/Physics/Applied Maths

Business/Economics/Accounting

Art / Technical Graphics/ Technology

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

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

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

Extra-Curricular Activities

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

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

The following activities are currently catered for:-

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

Note: Provision of these activities is subject to resources, including an annual review, and further details are outlined in the school's Extra- Curricular Activities Policy.

Homework and Study

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

The school believes that study is an exercise in self-discipline, which must be developed. It involves both written and oral work. It is essential that the students develop the habit of study. The actual time to be spent on homework and study should be about an hour and half for first-year students, and increasing for each year up to three hours or more for senior students.

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

Students' Council

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

Parents' Council

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

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

School Functions and Meetings

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

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

- ◆ Graduation Night (6th Years).
- ◆ Open Night for 6th Class Primary School Students & Parents.
- ◆ Career Talks.
- ◆ Subject choices for third-year students.
- ◆ Transition Year Information Night.
- ◆ Meeting for parents of incoming first years.
- ◆ Various talks on Alcohol and Drug awareness.
- ◆ Parent Information Nights
- ◆ Coffee Mornings
- ◆ Remembrance & Advent Mass

Admissions Policy

St. Munchin's College Admissions Policy welcomes boys for whom the school can provide an appropriate education. The school aims to provide an integrated and an inclusive education. In all cases, the reference to students in this policy means male students.

The school has 133 places available for first year enrolment in the 2017-2018 school year. In order to allocate the number of places available, the BOM shall apply the selection criteria referred to in this Policy and in the admissions/applications form, in the manner explained in this policy, and the school shall apply same in accordance with its mission statement, the law and the recommendations and guidelines of the Patron and the DES as and where arising.

The Board of Management has appointed a sub-committee of three people to handle the application and enrolments on behalf of the school. The subcommittee consists of the School Principal, Deputy-Principal and one nominee only of the Board of Management. The sub- committee will take responsibility for processing all applications and the selection process.

On application, the parents/guardians will be informed of the number of classes/students the school proposes to enroll.

Student eligibility for Admission

In order to be eligible for admission, a boy must

- Normally have completed sixth class in primary school;
- Be willing, in conjunction with his parents/guardians, to accept the school ethos;
- Be willing, with parents/guardians, to accept the school Code of Behaviour.

Confirmation, in writing, is required that parent/guardians and the student accept the Code of behavior and the Ethos of the school.

- Be willing to take an assessment test.

Selection Criteria

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

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

In addition to the above, the Board of Management reserves the right to allocate a small number of discretionary places, to allow for special family circumstances that might arise from time to time.

Should the college be oversubscribed, places will be offered starting with category 1 as listed above, and then proceeding to category 2, 3 etc in the order listed above. If the number of applications in a category exceeds the total number of places remaining to be allocated, then a lottery basis will apply for the allocation of the remaining places for that category. The lottery will be overseen by the sub-committee appointed by the board of management as outlined above.

The closing date for receipt of completed application forms is: Monday 16th January 2017 at 12.30p.m.

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

Application Procedures

- Limerick City Area second Level Schools have agreed to operate a Common Application Procedure for 2017-2018.
- Application to St. Munchin's College shall be in accordance with the Common Application Form known as "Schedule One" and in accordance with the Policy.
- Applications shall be given to all Feeder Schools during the first term. Completed Application forms must be returned to St. Munchin's College on or prior to the closing date.
- Parents and students will be invited to an Open Night on September 21st 2016. Notice will be advertised in the Limerick Post and in the city and county editions of the Limerick Leader.
- Application forms are freely available from the school office and school website. The application form is required to be returned by the date specified. Please see Schedule Three for relevant dates.
- Parent(s)/Guardian(s) are responsible for ensuring that application forms are received by the school. The school will issue a receipt for all applications received within 7 days of the receipt of an application. **This receipt is not an offer of a place in St. Munchin's College.**
- A Birth Certificate will be required prior to acceptance of a student into the school.
- In the event that a pupil is allocated a place, the school makes it clear that it is conditional upon the prospective pupil attending a meeting at the school for the purpose of sitting an assessment test. The assessment test is taken by students who have been offered a place and it is used to facilitate the allocation of students into their classes in first year. The results are also used to indicate students who may need further assessment for learning support. .
- In the event that the pupil does not attend the assessment test without a satisfactory explanation then following discussions with the parent(s)/guardian(s) the prospective pupil may lose his allocated place.
- Places are allocated as soon as is practicable but not later than twenty one (21 days) after the closing date.
- One application form only may be returned for each child.
- The final decision regarding all enrolment rests with the Board of Management.

- The Board of Management reserves the right to refuse application for admission in exceptional circumstances.

Special Educational Needs

In welcoming applications from students with special educational needs, the school will use the resources, both financial and personnel, provided by the Department of Education and Skills, to make reasonable provision and accommodation for all such students, and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable. While recognising and fully supporting parents' rights to have a school of their choice for their children, the school's ability to accept students with particular needs are dependent on the provision of resources, suitable to the needs of the individual student, being provided by the Department of Education and Skills.

School management and parents must co-operate, from the earliest possible time, to establish the special educational needs of the student, the resources required to meet those needs and the submission of a well-researched request to the Department of Education and Science/ Special Education Needs Organiser (SENO) seeking the allocation of appropriate resources. Parents are encouraged to contact the school well in advance of the admissions process should they feel that their son/daughter has special-education needs, as considerable delays have been experienced by schools in receiving a response from the Department of Education and Science to a request for special resources.

In making provision for special-educational need students, the following information is required.

Has the student had access to any of the following resources? :

1. Special-needs assistant or classroom assistant.
2. Special class.
3. Help, for specific needs, from any resource teacher.
4. Assistance with behavioral modification.
5. Psychological assessment. Report to be provided.
6. Any additional resources to help with his special needs.
7. Help in areas including, visual impairment, hearing impairment, general learning disability or emotional disturbance.
8. Any resource in relation to travel or mobility, etc.

If an expert report is provided, it should include a workable strategy for addressing the needs, allowing for the resources available.

The Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the special-needs students can be met.

Final confirmation of a place may, in exceptional cases, have to be withheld until the Department of Education and Skills confirms that the necessary resources are to be allocated.

Review and Appeal Procedures

Section 29 of the Education Act 1998 provides for an appeal process to the Secretary General of the Department of Education and Skills. In general such an appeal must be made within 42 days of the notification of refusal by the school.

Transfer of a student from another school

The school will make every reasonable effort to facilitate a student seeking a transfer to our school. The Board of Management will decide on applications for admission to any other year other than First Year by applying the following criteria:

All relevant information having been made available from the applicant's previous school, the Board will decide whether or not a transfer:-

- ◆ Is in agreement with the school's Admissions Policy
- ◆ Is in the best interest of the student
- ◆ Is in the best interest of the school
- ◆ Is of educational benefit to the student taking into account the schools curricular provision
- ◆ Is in agreement with Health & Safety Provisions

It may be necessary for a consultation with the Educational Welfare Officer to take place.

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, his former school (taking into account the student's disciplinary record, attendance etc), the education 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 Board of Management have set a maximum number of students per year as follows:

2 nd Year:	109
3 rd Year:	115
Transition Year:	75
5 th Year:	100
6 th Year:	100

Transition Year Programme Admissions Policy

Students wishing to participate in the Transition Year Programme must satisfy the following criteria:

- Have completed their Junior Certificate.
- Have completed a written application form.
- Have a record of cooperation with the school, its policies and its code of behaviour.
- Have a record of good, positive engagement with the school and the programmes/activities it offers.

Application forms for Transition Year will be made available at the information evening concerning the Transition Year Programme. Completed forms must be returned to the Transition Year Coordinator on or before the specified deadline. Incomplete forms will be returned to the applicant. Forms which are submitted after the specified deadline will not be considered until all other applications have been processed.

The number of places available on the Transition Year Programme shall be determined by the Board of Management on an annual basis, and this will be notified at the information evening.

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

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

Offers of acceptance and refusals shall be made in writing.

All offers must be accepted in writing within ten (10) school days of the offer being made. Failure to accept an offer within this time will result in the offer being withdrawn.

A contribution of €350 is payable upon acceptance of an offer. This money is strictly used to cover the cost of some of the programmes and activities which are offered in Transition Year.

Appeals against a refusal to admit a student to the Transition Year Programme should be made in writing to the Board of Management not later than ten (10) school days after notification of the refusal of offer of a place has been received by the parents of the child.

Enrolment Procedure

There will be an Assessment Test in March 2016, which all incoming First Year students must sit. Failure to sit for this test without satisfactory explanation may result in the forfeiture of a place in the school. This test is used to assess attainment levels in order to best cater for students according to their needs. It takes place many months after the enrolment process has been completed, and, consequently, has no bearing on a decision to enroll a student or not.

On completion of the enrolment process, a request will be made for all relevant information to be made available from the student's previous school, including such matters as attendance record, behaviour issues, special-education needs etc. This will assist the school in making appropriate education provision for each student.

Parents will be presented with the following when they are applying for an Application Form :-

- Admissions Policy.
- Code of Behaviour.
- School policy on Substance (alcohol, tobacco, drugs) Misuse.
- Child-Protection Policy documents of school.
- Transition Year Information.
- Complaints Procedures.

The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.

Review Procedures

The Board of Management will review the Admissions Policy annually in line with evolving legislation and practice, including the Education Acts, the Equal Status Act and all related statutory and regulatory requirements.

Appeals

The Board of Management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15 (2) (d) of the Education Act 1998. Education (Welfare) Act 2000. (Section 19 (1).)

Should a student's application for admission to the school be refused, the parents/guardians have the right to appeal to the Secretary General of the Department of Education and Skills, (Education Act 1998, Section 29 (d).) The parents/guardians must be informed in writing of the Board's decision, and the reasons why the student was not accepted should be clearly stated. The parents/guardians right to appeal should be restated on the application form provided. (Circular M48/01). The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians concerned. (Circular, M48/01).

An appeal may be made to: *The Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1.*

Note: Parents/guardians must be informed that an appeal should be made in writing on the Application Form supplied.

Parents/guardians must inform the school in writing of the decision to appeal.

Note: Having regard to the desirability of resolving grievances within the school where possible, the parties to an appeal under Section 29, i.e., the appellant and the school's Board of Management, will be asked to consider the matter in the first instance at local level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under Section 29 where the parties are unable to resolve the issue at local level (Circular M48/01).

Appendix A

Limerick Area Second Level Schools

Ard Scoil Mhuire
Ard Scoil Rís
Castletroy College
Colaiste Chiaráin, Croom
Coláiste Mhichíl, Sexton Street
Salesian Secondary School, Pallaskenry
Crescent College Comprehensive SJ
Laurel Hill Coláiste FCJ
Laurel Hill Secondary School
Coláiste Nano Nagle
St. Clement's College
St. Munchin's College
Thomond Community College
Gaelcholáiste Luimnigh
Villiers Secondary School
Limerick City & Environs (South-West Mungret)

Dates for Enrolment 2016-17

Open Night St. Munchin's College:	21 st September 2016
Closing date for receipt of Completed Application Forms:	16 th January 2017 (12.30 p.m.)
Offers to be posted:	31 st January 2017
Acceptance of places:	8 th February 2017 (12 Noon)

Common Registration Night – Tuesday 28th February 2017