

## Limerick Area Post-Primary Schools Common Application System 2023/24 Information Sheet

### ***What is the Limerick Area Post-Primary Schools Common Application System?***

The Limerick Area Post-Primary Schools Common Application System is the process by which the transfer of sixth class primary school students to the participating post-primary schools is managed.

Limerick Education Centre undertakes the administration for the Common Application System on behalf of the Limerick Principals & Deputy Principals' Association.

All decisions in relation to enrolment are made by the individual schools. If you have any queries regarding the process, please contact the school of first choice.

### ***Which Post-Primary Schools participate in the system?***

There are 17 participant post-primary schools. The schools participating in the 2023/24 system are as follows:-

Name of School	Website Address	Contact Number
<b>Ardcoil Mhuire (girls)</b> , Corbally, Limerick.	<a href="http://www.asmlimerick.ie/">http://www.asmlimerick.ie/</a>	061-349014
<b>Ardcoil Rís (boys)</b> , North Circular Road, Limerick.	<a href="http://www.ardscoil.com">http://www.ardscoil.com</a>	061-453828
<b>Castletroy College (co-ed)</b> , Newtown, Castletroy, Co. Limerick	<a href="http://castletroycollege.ie/">http://castletroycollege.ie/</a>	061-330785
<b>Coláiste Chiaráin (co-ed)</b> , Croom, Co. Limerick.	<a href="http://www.cco.ie/">http://www.cco.ie/</a>	061-397700
<b>Coláiste Mhichil (boys)</b> , CBS Sexton Street, Limerick.	<a href="http://www.cbssextonstreet.ie/">http://www.cbssextonstreet.ie/</a>	061-416628
<b>Coláiste Nano Nagle (girls)</b> , Sexton Street, Limerick.	<a href="http://www.colaistenanonagle.ie/">http://www.colaistenanonagle.ie/</a>	061-410390
<b>Crescent College Comprehensive S.J. (co-ed)</b> , Dooradoyle, Limerick.	<a href="http://www.crescentsj.com/">http://www.crescentsj.com/</a>	061-229655
<b>Gaelcholáiste Luimnigh (co-ed, All Irish)</b> , Sir Harry's Mall, Limerick.	<a href="http://gcluimnigh.com/">http://gcluimnigh.com/</a>	061-404959
<b>Laurel Hill Coláiste F.C.J. (girls, All Irish)</b> , South Circular Road, Limerick.	<a href="http://laurelhillcolaistefcj.ie/">http://laurelhillcolaistefcj.ie/</a>	061-313 636
<b>Laurel Hill Secondary School F.C.J. (girls)</b> , South Circular Road, Limerick.	<a href="http://laurelhillsecondary.com/">http://laurelhillsecondary.com/</a>	061-319383
<b>Limerick Educate Together Secondary School (co-ed)</b> , Castletroy, Co. Limerick. <i>Current Location: Fernbank, North Circular Road, Limerick</i>	<a href="http://limericketss.ie/">http://limericketss.ie/</a>	061-457595
<b>Mungret Community College (co-ed)</b> , Mungret, Co. Limerick.	<a href="https://mungretcommunitycollege.ie/">https://mungretcommunitycollege.ie/</a>	061-308880
<b>Salesian Secondary College (co-ed)</b> , Pallaskenry, Co. Limerick.	<a href="http://salesiancollege.ie/">http://salesiancollege.ie/</a>	061-393105
<b>St. Clement's College (boys)</b> , South Circular Road, Limerick.	<a href="http://www.stclements.ie/">http://www.stclements.ie/</a>	061-315878
<b>St. Munchin's College (boys)</b> , Corbally, Limerick.	<a href="http://stmunchinscollege.com/">http://stmunchinscollege.com/</a>	061-348922
<b>Thomond Community College (co-ed)</b> , Moylish Park, Limerick.	<a href="http://thomondcommunitycollege.ie/">http://thomondcommunitycollege.ie/</a>	061-452 422
<b>Villiers Secondary School (co-ed, Fee Charging)</b> , North Circular Road, Limerick.	<a href="http://villiers-school.com/">http://villiers-school.com/</a>	061-451447

***What are the criteria of admission to a post-primary school?***

Each participating post-primary school has unique admissions criteria, details of which can be found in the School's Admission Policy. A copy of this policy may be obtained on the school's website or by contacting the school directly.

It is essential that parents/guardians make themselves aware of the admissions policy of the schools of their choice before submitting the application form. If parents/guardians have any queries regarding the school's admission policy or criteria for enrolment, please contact the school directly to seek clarification.

***How do I make an application for 1st year student enrolment to a participating post-primary school?***

In order to make an application for the academic year 2023/24 you must complete the Limerick Area Post-Primary Schools Common Application Form. This form will be made available on all participating post-primary school websites from 3<sup>rd</sup> October for all prospective first year students. A copy will also be sent to all identified feeder primary schools on the 3<sup>rd</sup> October.

When completing the form it is important that you indicate **11** schools to which you are applying in genuine, descending order of choice as a failure to do so may result in your child not being offered a school place. All information provided by you must be, to the best of your knowledge, accurate and truthful. It should be noted that application forms found to have inaccurate or misleading information will be withdrawn from the system and any offer made by a participating post-primary school, based on the information provided, will be deemed invalid.

The completed Application Form, accompanied by a stamped self-addressed envelope, should be submitted to the Principal at the Number 1 School of your choice. **Early submission of forms is advisable**, but in any event, forms must be submitted no later than **12.30pm, Monday, 16 January 2023**. Only one active form per child will be permitted on the system.

***Please note that the responsibility for making an application rests with the parent/guardian.***

***What can I do if I have submitted an application form but wish to change the order of my preferences?***

Changes to the order of preferences are allowed providing that they are made prior to the closing date/time for the submission of application forms.

- If the school of first preference remains unchanged you should write to the Principal of that school, enclosing the second application form, and informing him/her that you have amended choices 2 to 11 and now wish to proceed with the new/revised application form.
- If the school of first preference has changed you should write to the Principal of the school of your original first choice informing him/her that you are withdrawing your application. A new/revised form should then be submitted to the new school of first choice.

If you submit more than one application form and fail to notify the relevant schools of same, you will be contacted in order to determine the form you wish to proceed with. If confirmation of your school of first choice (and the application form outlining this) is not received, then the multiple forms will be deemed as invalid. In this event, the multiple forms which you have submitted will be removed from the system until the end of the process at which time they will be presented for consideration to all the schools listed on

*What happens if an application form is submitted after the closing date/time for the receipt of application?*

**Completed applications forms should be returned to the Principal at the Number 1 school of your choice by, 12.30 p.m., on Monday, 16 January 2023. This timetable will be strictly enforced.**

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

***Limerick Area Post-Primary Schools Common Application System 2023/24 Key Dates:***

<i>Monday, 16 January 2023 (12.30pm)</i>	Closing date/time for the receipt of applications forms.
<i>Tuesday, 31 January 2023</i>	Participating post-primary schools to post offers.
<i>Wednesday, 8 February 2023 (12.00pm)</i>	Date by which offers are to be accepted/refused.
<i>Tuesday, 21 February 2023</i>	Common Registration Night at all participating post-primary schools.

*What happens if my child does not receive the school of his/her first choice?*

If your child does not receive the school of his/her first choice, you will be informed by the school of this decision by post after the 1<sup>st</sup> February 2023. Letters of refusal will be issued by individual schools where offers of school places are not made. This is a requirement by the Education (Welfare) Act 2000. If your child is unsuccessful in obtaining the first choice, their application form will be considered by the schools in order of the descending preferences outlined.

In the unlikely event that your child does not receive an offer of a school place (from the schools outlined in your preferences 1 – 11 on your application form), please contact Ms. Miriam Gleeson, Senior Education Welfare Officer in Tusla, Ballycummin Avenue, Raheen Business Park, Raheen, Limerick (061-513020) who will assist you in identifying schools with capacity to enrol your child.

***Where do I access information in relation to application and decision dates for admission and special class application decision date?***

Please refer to the Admissions Notice for each school available on the school websites listed on page 1 of this document.

**If you have questions regarding an offer/refusal, please contact the school directly.**