

Limerick Area
Post-Primary Schools
Common Application System Information
Sheet 2024-2025

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.

Which Post-Primary Schools participate in the system?

There are 17 participant post-primary schools in the Common Application System. The schools participating in the 2024/25 system are as follows:

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

What is the Admissions Policy?

Each participating post-primary school has unique Admission Policy containing its own unique admissions criteria. A copy of this policy may be obtained on the school's website or by contacting the school directly. It is essential that parent(s)/guardian(s) make themselves aware of the Admissions Policy of the schools of their choice before submitting the CAS 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.

What is the Admissions Notice?

The Annual Admission Notice contains information on a number of practical details regarding the admission process of a school that change from year to year. For example:

- How to obtain the school's admission policy and application form for enrolment
- Dates when the school will begin and cease accepting applications for admission to the school for the school year concerned
- Dates by when offers will be notified to applicants and dates by when acceptance should be confirmed to the school
- In oversubscribed schools, information in relation to the number of applications received and the number and order of offers made in the previous year.

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

- In order to make an application for admission into 1st Year for the academic year 2024/25, you must complete the Limerick Area Post-Primary Schools Common Application (CAS) Form.
- This form will be made available on all participating post-primary school websites from **2nd October 2023** for all prospective 1st year students for the academic year 2024/2025.
- A copy will also be sent to all identified feeder primary schools.
- When completing the CAS form, you must indicate **11** schools to which you are applying in genuine, descending order of choice. Failure to indicate 11 choices may result in your child/ward not being offered a school place.
- All information provided by you must, to the best of your knowledge, be accurate and truthful.
- 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 **4:00pm, Monday, 15th January 2024**.

PLEASE NOTE:

- Only one active form per child will be permitted on the system.
- Responsibility for making an application rests with the parent(s)/guardian(s).
- Responsibility for ensuring that the completed CAS form is received before the closing date & time rests with the parent(s)/guardian(s).
- The school will acknowledge receipt of your application form.
- **If you do not receive confirmation that the school has received your form it is your responsibility to contact the school directly, before the closing date.**

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, i.e., before 4pm on Monday 15th January 2024.

- 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. Only one active form per child will be permitted on the system therefore you must confirm the school of 1st choice and the form to be entered on the system.

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 4:00p.m., on Monday, 15th January 2024. 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 be presented for consideration to all the schools listed on the form when all other applications are processed **at the end of the process.**

What are the key dates for the CAS Process for enrolment in 1st Yr 2024/2025:

<i>From Monday 2nd October 2023</i>	Application Forms will be accepted by schools
<i>Monday, 15th January 2024 at 4:00pm</i>	Closing date & time for the receipt of applications forms.
<i>Tuesday, 30th January 2024</i>	Post-primary schools will post offers of places.
<i>Wednesday 31st January 2024</i>	Post-primary schools will post letters of refusal to offer a place.
<i>Wednesday, 7th February 2024 (12.00pm)</i>	Date by which offers are to be accepted/refused.
<i>Tuesday, 20th February 2024</i>	Common Registration Night at all participating post-primary schools. <i>(Contact the school directly re the time)</i>

What happens to the data provided on the CAS Form?

It is most important that you read the Data Privacy Notice on each school’s website, in relation to the collection & processing of data for the purposes of the Limerick Common Application System.

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

- All offers of places will be posted by schools on Tuesday 30th January 2024.
- All Letters of refusal to offer a place will be posted by schools on Wednesday 31st January 2024.
- A letter of refusal to offer a place will be issued by each individual school where an offer of a school place is not made. This is in line with legislation as a requirement of the Education (Welfare) Act 2000.
- If your child is unsuccessful in obtaining their first-choice school, their application form will be considered by the schools 2-11, if you provided consent, in order of the descending preferences outlined.
- If one of these schools is in a position to make an offer of a school place, they will issue a letter of offer on Tuesday 30th January 2024.
- If any of the schools listed 2-11 is not in a position to offer a place, they will issue a letter of refusal on Wednesday 31st January 2024. This may unfortunately result in an applicant receiving a number of letters of refusal.

Where do I access information in relation to application to a special class?

Please refer to the Admissions Policy and Admissions Notice for each school you are interested in for information regarding application to the special class.

This is a matter for each individual school and does not form part of the CAS process.

What happens if my child does not receive an offer of a school place in any of the schools on the list?

- Limerick Education Support Centre has no role in deciding on school places.
- All decisions in relation to enrolment are made by the individual schools.
- If your child does not receive an offer of a school place from any of the schools on their list, Limerick Education Support Centre will issue a letter to you informing you of same and advising you of other schools in the CAS system that may have capacity.
- If none of the schools on your list are in a position to offer your child a school place, each will send a letter of refusal and this letter will indicate the position of your child on the school's waiting list.
- The Education Welfare Officer, Miriam Gleeson will support you in finding a school place. (Contact details below)
- Please note: The CAS system cannot address a situation where your child has been offered a school place but you choose to refuse that offer.

Where do I address my queries?

All decisions in relation to enrolment are made by the individual schools. They are the Data Controllers and as such, you should contact the school(s) directly if you have a query.

If you have any queries regarding **an offer** or **refusal** from any school on the applicant's list, please contact the school(s) directly.

- If your child/ward does not receive an offer from their school of 1st choice, please contact the school of first choice directly.
- If your child/ward does not receive an offer from a school listed 2-11 on their list of preferences, please contact the school(s) directly.
- If your child does not receive any offer of a school place, please contact the Education Welfare Officer at: Miriam.Gleeson@tusla.ie

PLEASE NOTE: Limerick Education Support Centre undertakes the administration of the Common Application System on behalf of the Limerick Principals & Deputy Principals' Association. As such, Limerick Education Support Centre is the Data Processor and cannot address your queries.