St. Muredach's College.

Admission Policy

Rationale for the Admission Policy:

The Admission Policy is inspired by the mission statement of St. Muredach's College.

History and Mission Statement: Aims:

St. Muredach's College is a Catholic voluntary school under the trusteeship of Archbishop Francis Duffy.

The educational ethos of St. Muredach's College is inspired by Jesus Christ's Teachings in the Sermon on the Mount (Matthew's Gospel 5.7).

The school seeks to promote a caring and inclusive Community where the values of honesty, loyalty, self-esteem and enjoyment of learning are encouraged.

Students and staff work in co-operation with each other to promote an atmosphere of learning, fairness and justice for all.

Admission Policy of St. Muredach's College

School Address: Sligo Road, Ballina, Co. Mayo

Roll number: 64510J

School Patron: Archbishop Francis Duffy

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 10 September 2026. 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. Muredach's College 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 and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Muredach's College is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of Archbishop Francis Duffy.

A Catholic educational ethos takes place in communities inspired by the Spirit of Christ, that of a love of God and neighbour. It is expressed in the distinctive quality of the daily life of the school community. It flows from gospel values and promotes dignity, self-esteem and full development of each person, student, and staff member. It provides a high quality, well rounded education for all young people, so that they develop their full uniqueness and potential, harmonise faith and culture, prepare them as builders of a better society, in which the common good is central.
Inspired by Pope Francis, it lives 'authentic faith – which is never comfortable or completely personal – (which) always involves a deep desire to change the world, to transmit values, to leave this earth somehow better than we found it. (Pope Francis. The Joy of the Gospel. n 183)

"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 St. Muredach's College 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.

St. Muredach's College is a Catholic voluntary school under the trusteeship of Archbishop Francis Duffy.
The educational ethos of St. Muredach's College is inspired by Jesus Christ's Teachings in the Sermon on the Mount (Matthew's Gospel 5.7).
The school seeks to promote a caring and inclusive Community where the values of honesty, loyalty, self-esteem and enjoyment of learning are encouraged.
Students and staff work in co-operation with each other to promote an atmosphere of learning, fairness and justice for all.

3. Admission Statement

St. Muredach's College 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. Muredach's College 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. Muredach's College 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. Muredach's College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Post-primary Denominational Schools
St. Muredach's College 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 Roman Catholic denomination in preference to others.

All Denominational Schools
St. Muredach's College is a school whose objective is to provide education in

refuses to admit as a student a person who is not Roman Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 5 below for further details)

b) the student has not completed his primary school education.

c) 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. Muredach's College provides education exclusively for boys 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. Muredach's College is a Diosean College and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

5. 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:

- Pupils from primary schools within the catchment area.
- Brother of present students.
- Brother of past students.
- Son of a staff member.
- Pupils of the feeder National Schools.
- Pupils with special educational needs/difficulties/disabilities.
- Son of past pupils.
- Newly resident students in the catchment area.
- Lottery all criteria being equal.

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:

The Board of Management reserves the right to exercise its discretion in application of the criteria and will at all times adhere to the guiding ethos of the school's education philosophy.

6. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

(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; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)

(c) a student's academic ability, skills or aptitude; (other than in relation to:
- admission to (a) a special school or (b) 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 and/or
- admission to an Irish language school, in accordance with the provisions of section 62(9) of the act

(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;
(other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)

(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, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents 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).

(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.

7. Decisions on applications

All decisions on applications for admission to St. Muredach's College will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 13 below in relation to applications received outside of the admissions period and section 14 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.

8. 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 17 below for further details).

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

In accepting an offer of admission from St. Muredach's College 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

10. 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 St. Muredach's College where—

(i) it is established that information contained in the application is false or misleading.
(ii) It is established that the child has not completed their primary school education.
(iii) 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.
(iv) 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
(v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

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. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

11. 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. Section 66(6) allows a school 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).

12. 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. Muredach's College 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. Muredach's College 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.

13. 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.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

14. 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:

- The Schools Admission Policy.
- The school being satisfied with the reasons for the transfer. To this end information will be requested from the students former or present school concerning attendance, education progress, subject choices, term reports, disability and special needs, psychological assessments if relevant, reasons for, transfer, co-operation with teachers etc. as per Section 20 of the Education Welfare Act.
- Applications cannot be processed until reports as required are furnished to the school.
- The Board of Management believing that the move will be in the best interest of the student.
- Available space and resources.
- Consultation with the Educational Welfare Officer if appropriate.
- A written understanding by parents that they find the School Code of Behaviour acceptable and will make every reasonable effort to ensure compliance by their child.

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:

The final decision shall lay with the Board of Management and shall be in accordance with the Admission Policy and Health and Safety Policy of the school.

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. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

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

The board of St. Muredach's College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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.

16. Arrangements regarding students not attending religious instruction

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

17. 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 and Youth.

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 and Youth.

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 Youth.

Ratification

The school's Admission Policy was ratified by the Board of Management

on: 10 September 2026

Signed: _____ Signed: _____

(Chairperson of Board of Management) (Principal)

Date: 10 September 2026 Date: 10 September 2026

This policy will be due for review in September 2027

Appendix 2

ST. MUREDACH'S COLLEGE

ANNUAL ADMISSION NOTICE FOR 2027/28

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2027/28 school year are available as follows: –

To download at: stmuredachscollege.ie

On request:

By emailing info@stmuredachscollege.ie or

Writing to: St. Muredach's College, Sligo Road. Ballina, Co. Mayo

1. Application and Decision Dates for admission to 1st Year for 2027/28

1.	The school will commence accepting applications for admission on	**1 October 2026**
2.	The school will cease accepting applications for admission on	**23 November 2026**
3.	Applicants will be notified in writing of the decision on their application by	**4 December 2026**
4.	Applicants must confirm acceptance of an offer of admission by	**21 December 2026**

Note: The school will consider and issue decisions on late applications in accordance with school's admission policy.

2. Number of places being made available in the 2027/28 school year

The number of places being made available in 1st year is	**96**