



Regina Mundi College

Admissions Policy

Sapientia et Virtute With Wisdom and Courage

Admissions Policy

This Policy/Statement of Strategy was ratified by the Board of Directors	Date 22 April 2025
This Policy will be reviewed in:	May 2026
This policy was reviewed by:	Miss S. Corrigan



Admissions Policy

Please note that this Admissions Policy is reviewed annually by the Board of Directors and may be amended subject to the guidelines as issued from time to time by the Department of Education and Skills.

1. Mission Statement

Regina Mundi College is a Voluntary Secondary School, founded by Miss Daisy Corrigan in 1961. It is under the supervision of a Board of Directors. The ethos of the school is Christian, based on the philosophy, official teaching and practice of the Roman Catholic Church, while respecting other traditions, values and beliefs.

Our aims as educators are:

- To cherish excellence in each member of the school community
- To develop in each student a strong sense of social responsibility
- To promote and encourage the potential of each student
- To accommodate and nurture the ability of all our students
- To prepare students for further education, the world of work and to become committed members of society

We aim to achieve these goals through the dynamic partnership that exists between students, parents, staff and management.

2. Introduction

Regina Mundi College is a recognised school under the Education Act, 1998, and it operates under the relevant legislation and under ministerial regulations and the Inspectorate of the Department of Education & Skills (DES). The Board of Directors of Regina Mundi College is setting out this Admissions Policy in accordance with the Education Act, 1998 the Education (Admissions to Schools) Act 2018 and the Equal Status Act 2000.

Regina Mundi College (Cork) Ltd., is a voluntary aided secondary school which provides free education for girls only. Entry is non-selective.

The relevant dates and timelines for Regina Mundi College admission process are set out in the school's annual admission notice which is published yearly 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.

3. Application Procedure

The school shall admit each student seeking admission except where –

- a) The school is oversubscribed (please see section 8 for further details).
- b) Regina Mundi College 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

New applications will be accepted from 1st October 2025 for 1st Year admission for 2026/2027 until 22nd October 2025. A fully completed application form must be received by the school on or before October 22nd 2025 for an applicant to be considered.

All 1st round offers for 2026/2027 will be made by 24th October 2025.

Following the submission of Registration Documents, places are allocated in the following order subject to (a) availability of places and (b) available accommodation at Regina Mundi College:

Students will be offered places strictly in the following order:

- **Category 1**

Sisters of current and past pupils who started 1st year in Regina Mundi College and graduated from 6th year in Regina Mundi College

- **Category 2**

Daughters of past pupils who commenced Regina Mundi College in 1st year and who subsequently graduated from 6th year Regina Mundi College

***Only 25% of places will be allocated to the above criteria, if applications exceed this figure then places will be subject to lottery.**

- **Category 3**

Residents of Endsleigh/The Willows and daughters of staff

Residents with boundary walls to Regina Mundi College

- **Category 4**

Students attending Scoil Bhríde, Eglantine have automatic entry.

However, students who transfer to Scoil Bhríde, Eglantine in 4th, 5th or 6th Class do not have automatic entry. (If a student transfers to Scoil Bhríde, Eglantine because

the family has moved into the Ballinlough, Douglas or Blackrock areas then she would gain automatic access)

If the reason for the transfer to Scoil Bhríde, Eglantine does not meet with the above those applicants will be transferred to Category 6.

- **Category 5**

Traditional Feeder Primary Schools

Applicants who are currently attending the following traditional feeder schools for Regina Mundi College will be considered under this category:

- Gaelscoil na Dúglaise (Douglas) – 1.1km
- St. Columba's Girls' National School – 1.7km
- Our Lady of Lourdes – 1.8km
- Scoil Niocláis – 4.5km
- Scoil Phádraig Naofa – 4.9km
- Scoil Barra Naofa (Monkstown) – 11.2km

If the number of applicants from these feeder schools exceeds the number of places available, places will be allocated in order of proximity, with preference given to applicants attending the feeder school located closest to Regina Mundi College.

Students who transferred into one of these feeder schools during 4th, 5th or 6th Class will be considered in the same manner as those who have attended from Junior Infants where the transfer is due to a family relocation into the associated catchment area. Where the reason for transfer does not meet this condition, such applicants will be placed in the next relevant category of the admissions process.

- **Category 6**

Other Primary Schools and Subsequent Cancellations

Having catered to applicants in Categories 1-5 any available places for 2026/2027 thereafter, including subsequent cancellations, will be in accordance with a numbered waiting list.

Only students whose applications have been received on time will be offered places in accordance with the criteria above.

Places will only be offered to students in a given category after all students in each previous category have been offered a place.

Where there are fewer places remaining than applicants in a given category, students will be offered places if they become available for 2026/2027 according to the numbered waiting list.

It is recommended that each year group has 96 places available. This does not prevent the school from increasing/decreasing this figure should circumstances change. The Board of Directors will set the limits based on the availability of resources, facilities and staff and bearing in mind that certain maximum class sizes will pertain in certain subjects.

Parents/Guardians who wish their daughters to be included on this cancellation list must complete and submit a "Cancellation List Form" by a designated time and date.

All submitted applications for inclusion on this cancellation list will then be the subject of a lottery which will be held at a meeting which parents will be invited to attend.

Please note that, under no circumstances, will submissions be considered AFTER the designated time/date.

Note: The Board of Directors 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 Directors 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."

The school reserves the right to refuse enrolment to any student in exceptional circumstances. Such an exceptional circumstance could include the following:

1. In the opinion of the Board of Directors, the student poses an unacceptable risk to other students, to school staff or to school property
2. The student has special educational needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with the appropriate education
3. Regina Mundi College 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

4. Decisions on applications:

All decisions on applications for admission to Regina Mundi College will be based on the following

- The 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 is correct

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

In accepting an offer of admission from Regina Mundi College, you must indicate the following:

- (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 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.

6. 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 Regina Mundi College 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
- (iv) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 5 above

7. Sharing Details 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 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 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 of 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 the 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).

8. Waiting list in the event of oversubscription

In the event of there being more applicants to the school year concerned than places available, a waiting list of students whose applications for admission to Regina Mundi College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is sought.

Offers of any subsequent places that become available for and during the school year in relation to which admission is 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 waiting list.

9. 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.

10. 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 sections 14 and 15 below for further details).

11. 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 School Admissions Policy
- The school being satisfied with the reason for the transfer
- Information will be requested from the student's former/present school concerning attendance, discipline record, educational progress, disabilities & special needs, etc. Education (Welfare Act) 2000
- The school supports the move being in the best interests of the student
- Available space
- Consultation with the Educational Welfare Officer if appropriate

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

The Board of Directors of Regina Mundi College or any persons acting on its behalf will not charge fees for or seek payment of contributions as a condition of

- (i) An application for admission of a student to the school, or
- (ii) The admission or continued enrolment of a student in the school

13. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for parents of students and students (over 18) who have 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

Parent(s)/Guardian(s) of students and students (over 18) who wish to opt of RE class should make a written request to the Principal. A meeting will then be arranged with the Parent(s)/Guardian(s) or the student to discuss their options. Throughout this process the constitutional right of the Parent(s)/Guardian(s) /student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9(d)). Students who opt out of RE are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. Regina Mundi College places great importance on the religious or spiritual formation of all its students. Each student has their own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

14. Review/Appeals

The Parent(s)/Guardian(s) of a student, or in the case of a student who has reached the age of 18yrs, the student, may request the Board of Directors to review the decision to refuse admission. Such request 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 Skills.

The Board of Directors will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29 of the Education Act 1998.

When 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 Directors prior to making an appeal under section 29 of the Education Act 1998.

15. Right of Appeal

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

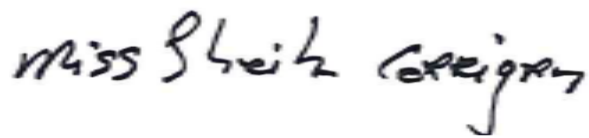
An appeal may be under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

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 Directors 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 Skills.

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 Skills.

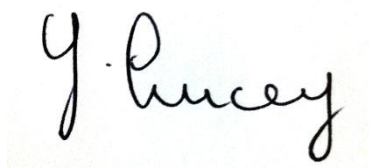
This Admission Policy was ratified by the Board of Directors at its meeting on 22nd April 2025

A handwritten signature in black ink that reads "Miss Sheila Corrigan". The signature is written in a cursive style with a large 'M' and 'S'.

Signed:

Date: 22nd April 2025

Miss Sheila Corrigan – Manager

A handwritten signature in black ink that reads "Y. Lucey". The signature is written in a cursive style with a large 'Y' and 'L'.

Signed:

Date: 22nd April 2025

Ms. Yvonne Lucey – Principal