



# ADMISSIONS POLICY

24.09.2025

## Contents

1. Introduction.....	3
2. Characteristic Spirit and General Objectives of the School.....	3
3. Admission Statement .....	4
4. Admission of Students .....	5
5. Application Process for 1 <sup>st</sup> Year Students .....	5
5.1 Post-Primary Schools Participating in the System for 2026-2027.....	6
5.2 Application Procedure .....	6
5.2 Oversubscription.....	8
5.2.1 Criteria for Selection: First Year .....	8
5.2.2 Waiting List. ....	8
5.3 What will not be considered or taken into account.....	9
5.4 Decisions on applications .....	9
5.5 Notifying applicants of decisions .....	10
5.6 Acceptance of an offer of a place by an applicant .....	10
5.7 Circumstances in which offers may not be made or may be withdrawn .....	10
5.8 Sharing of Data with other schools .....	10
5.8.1 Sharing of Data with Limerick Education Support Centre (LESC) .....	11
5.9 Late Applications .....	11
6. Procedures for admission of students to other years and during the school year .....	11
7. Declaration in relation to the non-charging of fees .....	12
8. Reviews/appeals.....	12
8.1 Review of decisions by the Board of Management .....	12
8.2 Right of Appeal .....	13
9. Review and Evaluation of this Policy .....	13
10. Monitoring the implementation of the policy.....	14

## 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 parent(s)/guardian(s) of students attending the school.

The policy was approved by the school patrons on 24<sup>th</sup> September 2025. 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 Crescent College Comprehensive S.J. admission process are set out in the school's Annual Admission Notice (AAN) 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 AAN for the school year concerned.

This policy shall be interpreted in accordance with the Education Act 1998 (as amended by the Education (Admission to Schools) Act 2018) and the Equal Status Act 2000.

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.

<b>College Address:</b>	<b>Crescent College Comprehensive SJ Dooradoyle Limerick V94 W6W8</b>
<b>Telephone:</b>	<b>061 229655</b>
<b>Website:</b>	<b><a href="http://www.crescentsj.com">www.crescentsj.com</a></b>
<b>Email:</b>	<b><a href="mailto:info@crescentsj.com">info@crescentsj.com</a></b>

## 2. Characteristic Spirit and General Objectives of the School

Crescent College Comprehensive SJ. is a Catholic Comprehensive School under the joint trusteeship of;

- ***Current Minister for Education,***
- ***The current Jesuit Provincial SJ,***
- ***Assisted by the current Director of Education of the Irish Province of the Jesuit Society,***
- ***The Trustee is further assisted by a Trustee Advisory Council which is established by informing and advising on matters of policy in relation to Jesuit schools in Ireland.***

Crescent College Comprehensive SJ. is located in Dooradoyle, on the outskirts of Limerick City, it continues a tradition, going back to 1565. As a comprehensive school Crescent College blends the academic style of the traditional school and the practical disciplines of the vocational school, allowing

students a broad subject range appropriate to their abilities. The comprehensive nature of the school guarantees equality of educational opportunity for all regardless of social background.

The family, as the prime educator, through its commitment to the ethos of the school, share the responsibility for the student's education.

Crescent College Comprehensive SJ Mission Statement is grounded on the "Characteristics of Jesuit Education", and "Jesuit Schools: A Living Tradition in the 21<sup>st</sup> Century", the principles of which underline its unique Ignatian legacy and spiritual vision.

The mission of the Crescent College Comprehensive SJ community - Jesuits, staff, Board of Management, parent(s)/guardian(s), students and past pupils - is to ensure that graduates of the school will be persons of competence, conscience and compassionate commitment, re-configuring the world in a way that is more compassionate, and therefore more human and God-like.

Crescent College Comprehensive SJ has a dedicated staff who are committed to academic excellence which is the cornerstone of Jesuit Ethos. The school aims to facilitate students' religious, moral, social, intellectual, emotional, physical and cultural development to the same degree of excellence.

The school tries to ensure that the students' participation in sport, cultural activities, social outreach programmes, and retreats is characterised by the same standard of excellence.

The aim is to promote the holistic development of each pupil, as an individual cherished by God. The purpose of school is to support students in embracing and accepting their unique individuality, which in turn leads to action through the use of their personal gifts and talents for the good of others.

The expectation is that the students will develop an identity as a person-in-relationship expressed through compassionate outreach to others.

In opting to apply for and accept a place at Crescent College Comprehensive SJ which is open to all, regardless of faith tradition, it is presumed that the religious and spiritual formation of your child is a priority.

- The Jesuit ethos is central to the life of the school and all students are expected to partake in religious ceremonies, student retreats, social outreach projects and Religious Education classes.
- As the school follows the NCCA Religious Education curriculum at Junior Cycle (which is approved by DES), students will be expected to fully participate in this subject. Senior students are also expected to engage with the Religious Education curriculum.

### **3. Admission Statement**

Crescent College Comprehensive S.J. 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, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Crescent College Comprehensive SJ 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 Catholic faith in preference to others.

Crescent College Comprehensive SJ may refuse to admit a student who is not of a Catholic faith where 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 5.2](#) below for further details)
- b) a parent(s)/guardian(s) of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm 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.
- c) Crescent College Comprehensive S.J may refuse to admit a student who is not of a Catholic faith where the refusal is essential to maintain the ethos of the school.

#### **5. Application Process for 1<sup>st</sup> Year Students**

The Limerick Area Post-Primary Schools Common Application System (CAS) is the process by which the transfer of sixth class primary school students to the participating post-primary schools is managed. The Limerick Area CAS Application Portal is a shared **online** application process used by participating schools. Crescent College Comprehensive SJ participates as one of these participant schools.

Application for a place in 1<sup>st</sup> year 2026/2027 can only be made using the Limerick Area CAS Application Portal. Applicants can access the Limerick Area CAS Application Portal on [www.school-application.ie](http://www.school-application.ie) and through links on our school website [www.crescentsj.com](http://www.crescentsj.com), from October 1<sup>st</sup> 2025. Applicants are required to rank the following schools in order of preference:

### 5.1 Post-Primary Schools Participating in the System for 2026-2027

- Ardscoil Mhuire (girls), Corbally, Limerick.
- Ardscoil Rís (boys), North Circular Road, Limerick.
- Castletroy College (co-ed), Newtown, Castletroy, Co. Limerick.
- Coláiste Chiaráin (co-ed), Croom, Co. Limerick.
- Coláiste Mhichil (boys), Sexton Street, Limerick.
- Coláiste Nano Nagle (girls), Sexton Street, Limerick.
- ***Crescent College Comprehensive S.J. (co-ed), Dooradoyle, Limerick.***
- Gaelcholáiste Luimnigh (co-ed, All Irish), Clare Street, Limerick.
- Laurel Hill Coláiste F.C.J. (girls, All Irish), South Circular Road, Limerick.
- Laurel Hill Secondary School F.C.J. (girls), South Circular Road, Limerick.
- Limerick Educate Together Secondary School (co-ed), Castletroy, Co. Limerick.
- Mungret Community College (co-ed), Mungret, Co. Limerick.
- Salesian Secondary College (co-ed), Pallaskenry, Co. Limerick.
- St. Clement's College (boys), South Circular Road, Limerick.
- St. Munchin's College (boys), Corbally, Limerick.
- Thomond Community College (co-ed), Moylish Park, Limerick.
- Villiers Secondary School (co-ed, Fee Charging), North Circular Road, Limerick.

### 5.2 Application Procedure

Limerick Area Post-Primary Schools as explained in [section 5](#) and [section 5.1](#) have agreed to operate an **online** Common Application Procedure for 2025-2026 Academic Year.

Application to Crescent College Comprehensive SJ shall be in accordance with the AAN and through the CAS online portal.

Applications for admission into a mainstream class for 1<sup>st</sup> Year for the academic year 2026/2027, must apply using the Limerick Area CAS Application Portal which can be accessed on [www.school-application.ie](http://www.school-application.ie) or via the link on [www.crescentsj.com](http://www.crescentsj.com) from October 1<sup>st</sup>, 2025.

To begin an application, applicants must create an account. This involves setting up a secure parent/guardian profile. To create this profile, applicants require a mobile phone number and an email address. It is important that applicants keep a record of these details and monitor this email address.

To apply, log onto the portal. Click on the mainstream application button and complete the application form. Each section of the form must be completed before one can proceed to the next section.

Applicants must indicate 11 schools to which they are applying in genuine, descending order of choice (i.e. 1 is your first preference school, 2 is your second preference school and so on). Failure to indicate 11 choices may result in your child not being offered a school place.

All information provided must, to the best of the applicants' 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.

Applicants cannot submit the form until all the required sections are completed. Once all required sections are complete, submit the form. Applicants will then receive a confirmation email with a copy of the completed form attached. Applicants will also receive a letter from your first-choice school at a later date, to confirm receipt of application.

Only one application form per child will be accepted.

Responsibility for making an application rests with the parent(s)/guardian(s). If applicants are having difficulty with the online platform, please refer to the online help page or contact the administration office at Crescent College Comprehensive SJ.

Early submission of forms is advisable, but in any event, forms must be submitted no later than Monday, 12<sup>th</sup> January 2026 by 5pm.

On completing the form, click on submit. the form will be submitted to the school of 1st choice and the data will be shared with Limerick Education Support Centre.

When an application form is received by Crescent College Comprehensive SJ an acknowledgement receipt of application will be issued. **If applicants do not receive confirmation that the school has received their application it is the responsibility of the applicant to contact the school directly, before the closing date.**

**Please note:**

Parent(s)/guardian(s) and perspective pupils will be invited to an Open Night in accordance with the CAS procedure. In accordance with [section 5.3](#) of this policy, attendance at the open night is not mandatory for admission to Crescent College Comprehensive SJ. Details of when the Open Night will take place will be published on the school website at the start of each academic year.

The school makes it clear also that the DES rules state that Secondary School pupils must be aged twelve years on the 1<sup>st</sup> January in the calendar year following the child's entry into 1st year. **A Birth Certificate is required** prior to acceptance of a child into the school in order to complete the registration process. A copy will be taken for our records and the original returned to parent(s)/guardian(s).

Crescent College Comprehensive SJ is obliged to make it clear that it is not possible to submit an application via the online portal after 5pm on Monday, January 12<sup>th</sup> 2026.

An aptitude test is taken by pupils who have been offered a place. The results are used to indicate pupils who may need further assessment for learning support. All pupils are obliged, unless formally exempted by the regulations of the Department of Education or in accordance with the Irish Constitution, to take all subjects offered as part of the school curriculum.

The final decision regarding all enrolment rests with the Principal and Board of Management of Crescent College Comprehensive SJ.

## **5.2 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.

### **5.2.1 Criteria for Selection: First Year**

The term 'Priority of Selection' does not constitute a right of entry. The term refers to students who will be offered a place before Random Selection begins. Priority of Selection is at the sole discretion of the Board of Management will apply in the following order:

- a) Brothers and sisters of current students,
- b) Brothers and sisters of those who completed their second level education at Crescent College Comprehensive SJ,
- c) Children of school staff,
- d) 6<sup>th</sup> Class Pupils from Our Lady of Lourdes school,
- e) The Board of Management reserves the right to offer a maximum of 5 places each year on behalf of the Jesuit Trustee:
  - 1. To siblings/or nieces/nephews, grand-nieces/grand-nephews of Jesuits.
  - 2. Where the family of a student attending a Jesuit school in Ireland or overseas is relocated to Ireland in or near Limerick, and where that student wishes to continue in a Jesuit school, a place will be made available where possible. In the event of more than one applicant, random selection will apply.
  - 3. An exceptional circumstance, where the allocation of a place would benefit the Jesuit Ethos of the school, and serve the wider community. If there were more than one applicant, random selection applies.

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:

A random selection process will thereafter apply. Random Selection will be conducted by an Admissions Committee appointed by the Board of Management. The membership of this committee will be decided at the meeting of the Board of Management immediately prior to the Random Selection.

In the case of twins, triplets etc. each sibling must make a separate application. If a twin or triplet is selected in the random selection process, the sibling will also receive a place should such a place be available at that stage of the process.

### **5.2.2 Waiting List.**

In line with section 62(7)(i) of the Education Act 1998, the school will compile a waiting list of students whose application for admission to the school was unsuccessful due to the school being oversubscribed. Students will be placed on the waiting list in accordance with the order of priority



assigned to their applications after the school has applied the selection criteria in accordance with this admission policy.

1. Each application will be considered, according to the agreed criteria.
2. The waiting list will remain valid for the school year (last day of May) in relation to which admission to the school has been sought. The school will offer any further places that become available for and during the said school year to students on the waiting list in accordance with the order of priority in which they have been placed on the list.
3. Parent(s)/guardian(s) of pupils on the waiting list will be informed whenever a suitable vacancy occurs and the parent(s)/guardian(s) will have the option to accept or refuse the place offered to their child.
4. Subsequently, should parent(s)/guardian(s) still wish their child/children to be considered for a place in Crescent College Comprehensive SJ they must reapply and complete a Transfer Application form (see [section 6](#)).

### **5.3 What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act 1998, 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:

- (a) the payment of fees or contributions (howsoever described) to the school;
- (b) a student's academic ability, skills or aptitude;
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or their parent(s)/guardian(s), attend an interview, open night or other meeting as a condition of admission;
- (e) 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 applying a selection criterion based on siblings of a student attending or having attended the school as set out in [section 5](#) above.
- (f) 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 AAN of the school for the school year concerned.

### **5.4 Decisions on applications**

All decisions on applications for admission to Crescent College Comprehensive S.J. will be based on the following:

- The school's admission policy,
- The school's annual admission notice (AAN),

- 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 5.9](#) below in relation to applications received outside of the admissions period and [section 6](#) 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.

## **5.5 Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the AAN and CAS process.

If a student is not offered a place in the school, the reasons why a place was not offered will be communicated in writing to the applicant, along with details of the student's place on the waiting list (see [section 5.2.2](#)) 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 8](#) below for further details).

## **5.6 Acceptance of an offer of a place by an applicant**

In the event that a pupil is allocated a place, Crescent College Comprehensive SJ makes it clear that it is conditional upon the prospective student and their parent(s)/guardian(s) accepting the place by the notified date and time. Failure to accept a place by this time and not returning the completed documentation will result in the place being offered to another student.

## **5.7 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 Crescent College Comprehensive S.J. 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(s)/guardian(s) of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm 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
- (iv) an applicant has failed to comply with the requirements of the; 'application process' (see [section 5](#)) and/or 'acceptance of an offer' (see [section 5.6](#)).

## **5.8 Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admissions to Schools) Act 2018 allows for the sharing of certain information between schools to facilitate the efficient admission of students.

#### **5.8.1 Sharing of Data with Limerick Education Support Centre (LESC)**

Data is shared with LESC for the efficient admission of students applying to schools participating in the Limerick Area Post-Primary Schools Common Application System (CAS).

1. A copy of the application and the data provided therein.
2. If the applicant is not offered a place in this school. This form and the data provided therein will be shared by LESC with schools ranked 2-11 in the CAS, as required, in line with the preferences indicated by the applicant.

For any further information please see *Data Protection Policy & Records Retention Schedule* on the school website.

#### **5.9 Late Applications**

It is not possible to submit an application form through the Limerick Area CAS Application Portal after 5pm on Monday, January 12<sup>th</sup> 2026.

All applications for admission received after the closing date as outlined in the AAN will be decided upon in accordance with our school's admission policy, the Education (Admissions to School) Act 2018 and any regulations made under the Act.

Please note: for admissions at the end or outside of the CAS timeframe when all the other applications have been processed, applicants must apply as per [section 6](#) below.

#### **6. 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, after the commencement of the school year in which admission is sought, are, subject to the Education Act 1998, as amended by the Education (Admission to Schools) Act 2018, as follows: Transfer for students from other Post-Primary Schools or equivalent to Crescent College Comprehensive SJ are subject to:

- (i) The schools Admissions Policy.
- (ii) Applicants seeking placement must complete **in full** a transfer application form. Applicants may contact the school to request a form or may download the form from the school's website. Only applications made on the 2025-2026 application form will be accepted. Incomplete applications will not be considered. The school will not follow up on incomplete forms.
- (iii) Available space. Where there is a vacancy in the year concerned, the applicant will be admitted in line with this policy, where no vacancy exists the student's name will be added to a waiting list for any vacancies arising during the school year in question.
- (iv) The school being satisfied with the reason(s) for the transfer. Information will be requested from the child's previous school(s) concerning attendance, educational progress, subject choices, term reports, disabilities and special needs, reasons for transfer as per Section 20 of the

Educational Welfare Act and discipline record (see Transfer Application form on the school website).

- (v) The school regarding the move to be in the best interest of the child and to be in the best interest of existing students.
- (vi) The school's curricular provision being suitable for the student.
- (vii) Health, safety and welfare considerations.
- (viii) 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. An application for admission may be refused, therefore, where the admission of the applicant would pose an unacceptable risk to the health and safety of the applicant or students and staff of the school.
- (ix) Where an application is accepted, the Board of Management reserves the right to decide the appropriate year group to which the student is assigned.
- (x) The school will communicate offers of a place to the address given on the application form.

## **7. Declaration in relation to the non-charging of fees**

The Board of Crescent College Comprehensive SJ or any persons acting on its behalf will not 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.

## **8. Reviews/appeals**

### **8.1 Review of decisions by the Board of Management**

The parent(s)/guardian(s) 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.

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.

## **8.2 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 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 to 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 [section 8.1](#))

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 [section 8.1](#))

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 for Education under section 29B of the Education Act 1998 which are published on the website of the Department of Education.

## **9. Review and Evaluation of this Policy**

This policy will be evaluated and reviewed annually with the school stakeholders, the Principal, the school Patron and the Board of Management.

#### **10. Monitoring the implementation of the policy**

The implementation of the policy shall be monitored by the Principal, the school Patron and the Board of Management.

***This policy was ratified by the Board of Management of Crescent College Comprehensive SJ:***



***Helen O'Donnell, Chairperson  
Board of Management***



***Diarmuid Mullins, Secretary  
Board of Management***

***This Policy was approved by School Patrons on 24 September 2025.***