



**Villiers School**

**Admissions Policy**

**2025 – 2026**

***Amended 10<sup>th</sup> January 2025***

# Villiers School: Admission Policy

## 1. Introduction

1.1 This document (this “Admission Policy”) sets out the policy for admission of applicants as students to the recognised secondary school, Villiers School, Limerick (“Villiers School”). This Admission Policy constitutes Villiers School’s admission policy for the purposes of the Education Act 1998 as amended, including by the Education (Admission to Schools) Act 2018 (together, the “Education Act”).

1.2 Words and phrases used in this Admission Policy and defined in section 60 of the Education Act have the same meaning in this Admission Policy as given in such section 60. Those words and phrases include (but are not limited to) recognised, admission, oversubscription, school year and student.

1.3 This Admission Policy has been drawn up and adopted in accordance with and contains requirements specified under the Education Act.

1.4 This Admission Policy may from time to time be changed in accordance with the Education Act.

1.5 This Admission Policy came into force on 30<sup>th</sup> May 2022 and was updated most recently on 1<sup>st</sup> October 2024.

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

2.1 Villiers School was founded according to the will of Mrs Hannah Villiers in 1821, to serve the Church of Ireland and Presbyterian Churches. Villiers School scheme was subsequently amended to include the Methodist Church. Villiers School seeks to provide education in an environment which promotes a Protestant ethos, however the school welcomes pupils from all religious traditions and none.

2.2 Villiers School is a co-educational day and boarding school with a Protestant ethos under the trusteeship of the Church of Ireland, Presbyterian and Methodist Churches in Limerick. The Board of Governors for Villiers School holds patron and trustee responsibility.

2.3 “Protestant ethos” in the context of Villiers School means the ethos and characteristic spirit of the Church of Ireland and Presbyterian and Methodist Churches in Ireland.

2. Villiers School was established on Henry Street, Limerick in 1821. It has been co-educational since its foundation. Villiers School relocated to its present site on the North Circular Road, Limerick, Limerick, in 1954. It is a day and boarding school established to provide a broad-based education for students in its care.

2.5 While founded to serve the Protestant communities, Villiers School welcomes students of all faiths and none, into an inclusive and caring environment. Villiers School celebrates the diverse talents of all its students. Villiers School aims to develop academic curiosity and the pursuit of excellence, confidence and independent learning. A wide range of curricular and extra-curricular opportunities is provided at Villiers School to facilitate a broad inclusive education. The Protestant ethos of Villiers School emphasises tolerance of and respect for others; it encourages social justice and responsibility.

2.6 Villiers School aims to develop a strong moral and ethical code based on Christian principles. Regular Assemblies and special services are an integral part of the life of Villiers School and enable particular celebration of Villiers School ethos. The Religious Education curriculum seeks to promote understanding and tolerance of the sincerely-held beliefs of those of all traditions; it is not a faith-formation programme. Students may thus reach a position where they may make an informed choice about personal faith in their lives.

2.7 In this Admission Policy, “Protestant” means a church within the reformed tradition of Christianity.

### 2.8 Villiers School Learner Profile

The aim of education is to prepare students for the wider world so that they can participate fully, both collaboratively and independently, in the local and international community. At Junior Cycle, all students work towards the Junior Cycle Profile of Achievement. Following on from this, almost all students will participate in Transition Year (which includes our IBDP link modules). At Senior Cycle Villiers students will sit either the Leaving Certificate or the International Baccalaureate Diploma. The aim of the International Baccalaureate Diploma Programme is to develop internationally-minded individuals who embrace their shared humanity and collective guardianship of the planet, to create a better and more peaceful world.

As educators we aim to instill the following learning skills:

- ENQUIRY  
Nurturing and developing skills for enquiry and research, both independently and cooperatively.
- KNOWLEDGE  
Developing theoretical understanding and knowledge, across a wide variety of disciplines, which impact on both a global and local level.
- THINKING  
Developing critical and creative thinking skills to analyse and act, in an ethical and rational manner, upon complex issues.
- COMMUNICATION  
Increasing competency and confidence in expressing opinions in more than one language. Developing the ability to listen to others and to share ideas and collaborate on projects.

- PRINCIPLES  
Take responsibility for our actions and the consequence of them, thereby ensuring that we respect the dignity and rights of others.
- OPEN-MINDEDNESS  
Develop an appreciation and understanding of the culture, values, and traditions of others, in addition to our own.
- CARE  
Demonstrate empathy, compassion, and respect for those around us and ensure that we impact those we interact with in a positive manner.
- RISK-TAKERS  
Embrace challenges with determination and prudence, working both independently and collaboratively to develop ideas and strategies.
- BALANCE  
Strive for balance academically, physically, emotionally, and spiritually.
- REFLECTIVENESS  
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses to support our learning and personal development.
- LEADERSHIP  
Take initiative when we see problems and cooperate with others to both motivate and facilitate change and guidance when needed.
- STEWARDSHIP  
Strive to make a positive difference so that the world we inhabit progresses into a more equitable and non-violent place.

#### Villiers School EDI Statement

Villiers School is committed to promoting equity, diversity and inclusion (EDI) both within our school community and in the wider community. Villiers School strives to foster a safe and inclusive culture with equality at its heart so that diversity can flourish. We embrace our diversity as a strength, and we work with sincerity to enable all in our community to grow and flourish equally.

We place inclusive principles and practices at our core and are fully committed to understanding the challenges that exist for our community under the nine grounds for discrimination identified under the Equal Status Acts 2000-2018, namely, gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community.

We seek to proactively address these, to the best of our abilities, whether this be in respect of recruitment, the curriculum or school culture:

- Through an EDI focus in our policies, practices, and procedures
- Through appropriate training, development and experiences
- Through promoting these principles across the curriculum
- Through a commitment to Global Citizenship Education (GCE)
- Through the lens of the UN Sustainable Development Goals (SDGs)

Discrimination, in any form, is not accepted within Villiers School, we aim to be a leading voice for equity, diversity and inclusion in Irish education.

### 3. Admission Statement

3.1 This Admission Statement section is included in this Admission Policy as required by the Education Act. This Admission Statement confirms that Villiers School will not discriminate in its admission of a student under the nine grounds set out in the Education Act, save where the Education Act so permits, which includes on the basis of religious affiliation.

3.2 Villiers School will not discriminate in its admission of a student to Villiers School on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,
- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- 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.

3.3.1 Villiers School is a school with an objective to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of students where it admits persons who are Church of Ireland, Presbyterian, Methodist or a member of another Protestant denomination in preference to others.

3.3.2 Villiers School is a school with an objective to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of students where it refuses to admit as a student a person who is not of Protestant denomination and it is proved that the refusal is essential to maintain the ethos of the school.

## 4. Admission of Students

Villiers School shall admit each student seeking admission other than –

- where the school is oversubscribed (please see section 5 below for further details)
- where the parent of a student, when required by the Head of Villiers School (“the Head”) in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of Villiers School is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the student, or
- where Villiers School refuses to admit as a student a person who is not of Protestant denomination and it is proved that the refusal is essential to maintain the ethos of Villiers School

## 5. Oversubscription and Admission Policy Selection Criteria

5.1 Villiers School will, when deciding on applications for admission, apply the selection criteria set out below at 5.2 in the numerical order listed there to those applications that are received within the timeline for receipt of applications as set out in the relevant annual Admission Notice.

5.2 The selection criteria referred to in 5.1 are as follows:

1. Applications on behalf of students who are Church of Ireland, Methodist, Presbyterian or members of another Protestant denomination
2. Applications on behalf of students who are enrolled in Church of Ireland primary schools
3. Applications on behalf of students who belong to a Protestant denomination and who are siblings of existing or former students at Villiers School
4. Applications on behalf of students who belong to a Protestant denomination who have not been accommodated under previous selection criteria set out above.
5. Applications on behalf of students whose parents are permanent members of the staff of Villiers School.
6. Applications on behalf of students who are siblings of existing or former students at Villiers School.
7. Applications on behalf of students who have a parent who belongs to a Protestant denomination.
8. Applications on behalf of students whose parents are past pupils of Villiers School, providing the maximum number of places filled pursuant to this criterion does not exceed 25 percent of the available places set out in Villiers School’s annual Admission Notice for the school year concerned.
9. Applications on behalf of students who have been educated for all or part of their primary education in an international school, in Ireland or overseas, and wish to continue their education in an international school.
10. Applications on behalf of students who are full time residents in the immediate vicinity of the school, to include the North Circular Road, and the Ennis Road.
11. Applications on behalf of all other students.

5.3 In the event that an application on behalf of a student satisfies and is accepted in respect of any of the above selection criteria categories, that application will not be considered under any subsequent selection criterion.

5.4 Limerick Primary Schools Common Application System

All students wishing to enrol into Form I in Villiers School and who attend primary schools in the greater Limerick area must complete an enrolment form through the Limerick Area Post Primary Schools’ Common Application System. This is the process by which the transfer of 6<sup>th</sup> class primary school students to the participating Limerick based post-primary schools is managed. Forms are available from the School Office at Villiers School and should also be available from all identified feeder primary schools in the Limerick area. The CAS Form will also be available to download from the student’s online applicant profile. In order for the conditions detailed in 5.2 above to apply **parents / guardians of applicants must select Villiers School as their first preference (number 1) on the Common Application System application form.**

## **6. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, Villiers School will not consider or take into account any of the following when deciding on applications for admission or when placing a student on a waiting list for admission to Form I of Villiers School:

6.1 (a) a student's prior attendance at a pre-school or pre-school service for the purpose of the Education Act;

(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 his or her parents, attend an interview, open day or other meeting as a condition of admission, other than in the case of admission as a boarder student where attendance at an interview, open day, or other meeting may be required by Villiers School, as permitted by the Education Act.

(e) a student's connection to Villiers School by virtue of a member of his or her family attending or having previously attended Villiers School, with the exception of the following as permitted by the Education Act;

- A sibling of a student attending Villiers School, or having attended Villiers School
- a parent of the student concerned having previously attended Villiers School

providing that the maximum number of places filled under this criterion does not exceed 25% of the available spaces as set out in Villiers School's annual Admission Notice for the school year concerned.

(f) the date and time on which an application for admission was received by the Villiers School, subject as permitted by section 62 (11) of the Education Act in which respect, see selection above.

## **7. Decisions on applications for admission to Form I**

7.1

Decision on an application for admission to Villiers School will be based on the following:

(a) The implementation of this Admission Policy; including Villiers School's annual Admission Notice for the relevant school year.

(b) The information provided by the applicant in Villiers School's Application Form received before the closing date set out in the annual Admission Notice for receiving applications

7.2

Please see section 13 below in relation to applications received outside of the admission period and section 14 below in relation to applications for places in years other than the intake group (within the meaning of section 60 of the Education Act).

## **8. Notifying applicants of decisions on applications for admission to Form I**

8.1 Applicants will be informed in writing as to the decision of Villiers School within the timeline outlined in the annual Admission Notice issued by Villiers School in respect of the relevant school year.

8.2 If a student is not offered admission, the reasons that he or she was not offered admission shall be provided 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.

- 8.3 Applicants may request the Board of Management of Villiers School to review a decision to refuse admission and a decision to refuse admission may be appealed in accordance with section 29(1)(c)(i) or (ii) of the Education Act. (See section 15 below for further details.)

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

9.1 In accepting an offer of admission from Villiers School, as required by the Education Act, an applicant shall indicate

(i) whether or not he or she has accepted an offer of admission for another school or schools and where the applicant has so accepted he or she shall provide details of the offer or offers concerned and

(ii) whether or not he or she has applied for and is awaiting confirmation of an offer of admission from another school or schools, and where the applicant has so applied, he or she shall provide details of the other school or schools concerned.

9.2 An offer of admission may not be made or may be withdrawn where the applicant has not complied with section 62 (7) (j) of the Education Act, the requirements of which are set out at 9.1 above.

## **10. Circumstances in which offers of admission to Form I may not be made or may be withdrawn**

10.1 An offer of admission may not be made or may be withdrawn by Villiers School where:

(i) it is established that information contained in the application is false or misleading in a material respect;

(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 Villiers School for the relevant school year or where appropriate, the date as otherwise determined by Villiers School in accordance with the Education Act or regulations made under the Education Act;

(iii) the parent of a student, when required by the Head of School in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of Villiers 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 not complied with section 62 (7) (j) of the Education Act, the requirements of which are set out at 9.1 above.

10.2 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**

11.1 Applicants should be aware that section 66(6) of the Education Act allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a board of management 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.



11.2 The list of students referred to in 11.1 above 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**

12.1 Where Villiers School is oversubscribed, being in summary where there are more applications to Villiers School for places in a particular year than places available, a waiting list of students whose applications for admission to Villiers School were unsuccessful due to Villiers School being oversubscribed shall be compiled and shall remain valid for the school year in which admission is being sought subject to –

1. (a) Villiers School placing students on the list in accordance with the order of priority assigned to the students' applications after Villiers School has applied the selection criteria in accordance with this Admission Policy (as to which see section 5 above).
2. (b) Villiers School offering any further school 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.

12.2 The waiting list referred to in 12.1 above will remain valid for the school year in which admission is sought.

## **13. Late Applications**

13.1 All applications for admission received after the closing date set out in the annual Admission Notice for the relevant school year will be considered and decided upon in accordance with this Admission Policy, the Education Act and any regulations made under the Education Act.

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

## **14. Procedures for admission of students to certain year groups and during the school year**

14.1 The procedures of Villiers School in relation to the admission of students who are not already admitted to Villiers School, after the commencement of the school year in which admission is sought, are as follows. Should Villiers School be over-subscribed (within the meaning of section 60 of the Education Act), applications that remain on the waiting list for the school year may be accepted after the commencement of the school year only when there is a student withdrawal from Villiers School in the relevant year or class. The admission of a day pupil for a place will only be considered where a day place is available and a boarding place where a boarding place is available.

In the case of such applications, Villiers School must be satisfied with the reasons for transfer and consequently will require that, in addition to the procedures stated above, the application be accompanied by (1) copies of previous school reports, (2) name, postal address and telephone number of the Principal of the applicant's present school who may be asked to supply a reference (3) Other relevant information as requested by Villiers School. All required information for consideration for admission will be listed on Open Apply. Additionally, applicants are requested to submit all necessary documentation through Open Apply.

Students who wish to apply to transfer to Villiers School from other second level schools in Ireland should apply, using Open Apply, by May 30<sup>th</sup> 2025 for consideration for the next academic year (i.e. the school year due to begin in the following August / September). Decisions in relation to admission will issue by June 13<sup>th</sup> 2025. Early applications may be considered at the discretion of the Head of School. Late applications will only be considered if there is availability.

## 14.2 IBDP admissions procedures

14.2.1 The IB Mission statement echoes and reflects the holistic yet caring focus that already exists in Villiers School. The IBDP develops Villiers' commitment to prepare students to face the challenges ahead with knowledge and integrity. Both Villiers and the IB strive to equip and prepare young people to be active, compassionate, and lifelong learners in an international and multicultural community.

Admission to the IBDP will be determined by the IBDP team based on information obtained with respect to:

- The potential of the applicant to benefit from the programme
- The capacity of the programme to meet the educational needs of the applicant
- The results of admissions tests, where applicable, including a written language test as well as previous results from any external written assessment
- The availability of places

### 14.2.2 IBDP (Year 1)

- Admission to Year 1 of the IBDP normally follows the successful completion of Transition Year (TY) and associated IBDP link modules for existing Villiers students, or another pre-IBDP equivalent, for external candidates, to demonstrate minimum standards have been attained in preparation for the IBDP. All applicants (internal, external, TY or F3) must demonstrate the skills and core competencies outlined above before they will be offered a place in the IBDP.

### 14.2.3 IBDP (Year 2)

Admission to IBDP 2 may be permitted in exceptional circumstances as follows:

- The student has successfully completed Year 1 of the IBDP in an authorised school
- The student has:
  - Attained a minimum of 29 points
  - Attained a minimum of a Grade C in both EE and Theory of Knowledge
  - Completed required Creativity Activity Service (CAS) hours (certification needed)
  - Provide an official letter of reference from the Head Teacher in the students' most recent school
  - Provide a certificate of results from current school
  - Complete an interview with the Head and/ or IBDP Coordinator

Students for whom English is a second language and who wish to enroll in the IBDP must demonstrate at least a level B2 (CEFR) before they will be considered for admission. For this reason, these students will be expected to take an admissions examination in English to determine whether this course will be of benefit to them.

All students will be interviewed by the Head and/ or the DP Coordinator to determine their suitability for the course and to discuss the subject options available to them. Students may be asked to demonstrate core competencies for individual subjects prior to admission to the IBDP.

In the event of oversubscription, a waiting list of suitable and qualified candidates will be drawn up. Qualified applicants will be admitted on a "first come/first served" basis as space becomes available, if and when the individual needs of each candidate can be met.

Although the IBDP is one that everybody can benefit from, it is not necessarily one in which all students automatically achieve success. In some instances, a student may be advised to withdraw from the Diploma Programme. The decision to do so is made in conjunction with a student's parents, teachers, head of languages, school guidance counsellor and the IBDP Coordinator. The School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that re-admission or re-enrolment would not be in the best interest of the applicant or the School.

14.3 An offer of admission may not be made or may be withdrawn by Villiers School where:

- (i) it is established that information contained in the application is false or misleading in a material respect;
- (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 Villiers School for the relevant school year or where appropriate, the date as otherwise determined by Villiers School in accordance with the Education Act or regulations made under the Education Act;
- (iii) the parent of a student, when required by the Head of School in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of Villiers 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 not complied with section 62 (7) (j) of the Education Act, the requirements of which are set out at 9.1 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.

## **15. Fees and charges**

15.1 Villiers School charges fees and charges as a condition of attendance for a student and his or her participation in certain activities and availing of certain services. Fees and charges are payable as detailed in the Fees Terms and Conditions Statement published annually. In addition, Villiers School requires a deposit in advance of allocating a place and an advance full or part payment of the fees for admission beyond Form I where a family is sending a student to Villiers School for the first time. Payment of the required deposit and the advance payment will be a condition of allocation of a place in Villiers School.

15.2 The fees and charges outlined at 15.1 above are in accordance with section 6 of the Education Act. The Board of Management of Villiers School or person acting on its behalf shall not, except in accordance with such section 64, charge fees for or seek payment or contributions (however described) as a condition of:

- (a) an application for admission of a student to Villiers School; or
- (b) the admission or continued enrolment of a student in Villiers School.

## **16. Reviews and / or appeals**

Review of decisions by the Board of Management:

16.1 The parent of a student, or in the case of a student who has reached the age of 18 years, the student, may request the Board of Management of Villiers School to review a decision to refuse admission in accordance with Section 29C of the Education Act.

16.2 The timeline within which such a review must be requested and other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act which are published on the website of the Department of Education and Skills.

16.3 The Board of Management of Villiers School will conduct such reviews in accordance with the requirements of the procedures determined under section 29B and with section 29C of the Education Act.

16.4 Where an applicant has been refused admission due to Villiers School being oversubscribed, the applicant must request a review of that decision by the Board of Management of Villiers School prior to making an appeal under section 29 of the Education Act.

16.5 Where an applicant has been refused admission due to a reason other than Villiers School being oversubscribed, the applicant may request a review of that decision by the Board of Management of Villiers School prior to making an appeal under section 29 of the Education Act.

#### 16.6 Right of Appeal

Under Section 29 of the Education Act, the parent of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of Villiers School to refuse admission.

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

16.6.2 Where an applicant has been refused admission due to Villiers School being oversubscribed, the applicant must request a review of that decision by the Board of Management of Villiers School prior to making an appeal under section 29 of the Education Act. (See Review of decisions by the Board of Management above.)

16.6.3 Where an applicant has been refused admission due to a reason other than Villiers School being oversubscribed, the applicant may request a review of that decision by the Board of Management of Villiers School prior to making an appeal under section 29 of the Education Act. (See Review of decisions by the Board of Management above.)

16.6.4 Appeals under Section 29 of the Education Act will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

16.6.5 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.

### **17. Special Educational Needs**

Villiers School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.”

Villiers School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

## **18. Final Matters**

18.1 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 Admission Policy, the Board of Management of Villiers School has consulted with staff of Villiers School, the patron of Villiers School and with parents of students attending Villiers School.

18.2 This Admission Policy was approved by the patron on 1<sup>st</sup> October 2024. This Admission Policy is published on the Villiers School website and will be made available in hardcopy at the administration office of Villiers School, on request.

18.3 The relevant dates and timelines for Villiers School's admission process are set out in the annual Admission Notice which is published each year on the Villiers School website at least one week before the commencement of the admission process for the school year concerned. This Admission Policy must be read in conjunction with the annual Admission Notice for the school year concerned.

18.4 The Application Form for admission is published on Villiers School's website and will be made available in hardcopy at Villiers School's administration office on request.

Produced by the Board of Governors, Villiers School, Limerick, 1<sup>st</sup> of October 2024

## Appendix One:

### Annual Admission Notice for 2025-2026

Copies of Villiers School's Admission Policy and Application Form(s) for Admission for the 2025-2026 school year are available as follows:

- To download at [www.villiers-school.com](http://www.villiers-school.com)
- On request by emailing [admissions@villiers-school.com](mailto:admissions@villiers-school.com) or phoning the school office at +353 61 451447 or by writing to Admissions, Villiers School, North Circular Road, Limerick V94 F983

### Important Information/ Key Dates for Limerick's Common Application System

Parents and Guardians who wish to enrol their child at Villiers School for a Form I day place for September 2025 must complete the Common Application Form. Forms are available from any / all of the following:

1. Admissions, Villiers School, North Circular Road, Limerick V95F983  
[admissions@villiers-school.com](mailto:admissions@villiers-school.com)  
+353 61 451447
2. Your child's primary school (primary schools located in Limerick only)
3. Limerick Education Centre, Marshal House, Dooradoyle Road, Limerick

Forms to be posted to:

Ms Jill Storey, Head of School, Secretary, Board of Management, Villiers School, North Circular Road, Limerick V94F983

Forms may also be emailed to [admissions@villiers-school.com](mailto:admissions@villiers-school.com), or uploaded electronically to your child's applicant profile at <https://villiersschool.openapply.com/> after submitting an admissions enquiry.

### Addendum to School's Admission Policy & Admissions Notice 2025/2026

There are 17 post-primary schools participating in the Limerick Area post-primary schools' Common Application System (CAS). This system is supported by participating post-primary schools, the Limerick Principals and Deputy Principals Association (LPDPA), feeder primary schools, the Department of Education and by Limerick Education Support Centre which provides the Common Application System with administrative support.

On January 9th 2025, a meeting of Principals and Deputy Principals was convened virtually through Limerick Education Support Centre. At this meeting the closing date for receipt of applications was discussed in light of the adverse weather conditions and resultant school closures.

It was unanimously agreed to extend the closing date for receipt of applications to Monday 20th January 2025 at 12:30pm. As a result of this extension, a new timetable was agreed as follows:

#### AMENDED DATES

##### Monday 20th January 2025 at 12:30pm

Amended closing date and time for receipt of CAS application forms.

##### Tuesday 4th February

Participating schools to issue letter of offer.

*(As part of Villiers School's commitment to the Sustainable Development Goals, in particular SDG #12: Sustainable Consumption and Production, successful applicants will not receive a printed copy of this offer in the post).*

##### Wednesday 12th February

Date by which offers are to be accepted/refused.

**Appendix 2:**

Number of Places being made available in the 2025 – 2026 school year.

(Please note that while Villiers School will have 88 Form I places in September 2025, due to the unique nature and ethos of our school within the CAS, it is not possible to allocate all of these through the CAS. The Board of Management will retain 23 places outside of the CAS, reserved until July 2025 for overseas and residential applicants who otherwise would not be able to enrol in the school in accordance with Sections 2, 3, 4 and 5 of this Policy).

The number of places being made available in Form I 2025-2026	<b>88</b>
The number of residential places in Form I 2025-2026	<b>23</b>
The number of non-residential places in Form I 2025-2026	<b>65</b>
The number of places (residential and non) being made available through the CAS	<b>65</b>

**Previous Year (only required if the school was oversubscribed in the previous year)**

The number of places in Form I in the 2024-2025 school year which were offered and accepted before February 1 <sup>st</sup> 2024	N/A
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<b>Information regarding the admission process for the intake Group for Form I for the 2024/2025 school year</b>	
<b>Breakdown of places allocated for the 2023-2024 school year:</b>	
Number of places available:	N/A
Number of applications received:	N/A
Number of offers made and accepted under each criterion:	N/A
Total number of offers made:	N/A
Number of names placed on waiting list for the school year concerned	N/A