

**Limerick Area**  
**Post-Primary Schools**  
**Common Application System (CAS)**  
**Information Leaflet 2025-2026**

***What is the Limerick Area Post-Primary Schools Common Application System?***

The Limerick Area Post-Primary Schools Common Application System is the process by which the transfer of sixth class primary school students to the participating post-primary schools is managed.

***Which Post-Primary Schools participate in the system?***

There are 17 participant post-primary schools in the Common Application System. The schools participating in the 2025/2026 system are as follows:

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

### ***What is the Admissions Policy?***

Each participating post-primary school has a unique Admission Policy containing its own unique admissions criteria. A copy of this policy may be obtained on the school's website or by contacting the school directly. **It is essential that parent(s)/guardian(s) make themselves aware of the Admissions Policy of the schools of their choice before submitting the CAS application form.** If parents/guardians have any queries regarding the school's Admission Policy or criteria for enrolment, please contact the school directly to seek clarification.

### ***What is the Annual Admissions Notice?***

The Annual Admission Notice contains information on a number of details regarding the admission process of a school that change from year to year. **It is essential that parent(s)/guardian(s) make themselves aware of the Admissions Notice of the schools of their choice before submitting the CAS application form.**

On this Notice you will find:

- How to obtain the school's admission policy and application form for enrolment.
- Dates when the school will begin and cease accepting applications for admission to the school for the school year concerned.
- Dates by when offers will be notified to applicants and dates by when acceptance should be confirmed to the school.
- The number of places being made available in 1<sup>st</sup> year for the academic year 2025/2026.
- In schools with special classes, the number of special class places available for 2025/2026
- In schools that were oversubscribed in 2024/2025, you will find information in relation to the number of applications received and the number and order of offers made that year.

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

Please refer to the Admissions Policy and Admissions Notice for each school you are interested in for information regarding application to a special class. This is a matter for each individual school and **does not form part of the CAS process.**

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

- In order to make an application for admission into 1<sup>st</sup> Year for the academic year 2025/2026, you must complete the Limerick Area Post-Primary Schools Common Application (CAS) Form.
- This form will be made available on all participating post-primary school websites from **1st October 2024** for all prospective 1<sup>st</sup> year students for the academic year 2025/2026.
- A copy will also be sent to all identified feeder primary schools.
- When completing the CAS form, you must indicate **11** schools to which you are applying in genuine, descending order of choice. Failure to indicate 11 choices may result in your child/ward not being offered a school place.
- All information provided by you must, to the best of your knowledge, be accurate and truthful.
- Application forms found to have inaccurate or misleading information will be withdrawn from the system and any offer made by a participating post-primary school, based on the information provided, will be deemed invalid.
- The completed Application Form, accompanied by a stamped self-addressed envelope, should be submitted to **the Principal at the Number 1 School of your choice.**
- **Early submission of forms is advisable**, but in any event, forms must be submitted no later than **12:30pm, Monday, 13<sup>th</sup> January 2025.**

### **PLEASE NOTE:**

- Only one application form per child will be permitted on the system.

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

***What can I do if I have submitted an application form but wish to change the order of my preferences?***

Changes to the order of preferences are allowed, providing that they are made prior to the closing date/time for the submission of application forms, i.e., before 12:30pm on Monday 13<sup>th</sup> January 2025.

- If the school of first preference remains unchanged you should write to the Principal of that school, enclosing the second application form, and informing him/her that you have amended choices 2 to 11 and now wish to proceed with the revised application form.
- If the school of first preference has changed you should write to the Principal of the school of your original first choice informing him/her that you are withdrawing your application. A new/revised form should then be submitted to the new school of first choice.

If you submit more than one application form and fail to notify the relevant schools of same, you will be contacted in order to determine the form you wish to proceed with. Only one application form per child will be permitted on the system.

***What happens if an application form is submitted after the closing date/time for the receipt of application?***

Completed applications forms should be returned to the **Principal at the Number 1 school of your choice no later than 12:30p.m., on Monday, 13<sup>th</sup> January 2025. This time will be strictly enforced.**

Applications presented to post-primary schools after the submission deadline will be accepted but will be marked “Late Application”. Late applications will be presented for consideration to all the schools listed on the form **at the end of the process** when all the other applications have been processed. Please note that a number of schools will be full by this time so you are advised to submit the form on time.

***What are the key dates for the CAS Process for enrolment in 1<sup>st</sup> Yr 2025/2026:***

<i>From Tuesday 1<sup>st</sup> October 2024</i>	Application Forms will be accepted by schools.
<i>Monday, 13<sup>th</sup> January 2025 at 12:30pm</i>	Closing date & time for the receipt of applications forms.
<i>Tuesday, 28<sup>th</sup> January 2025</i>	Post-primary schools will post offers of places.
<i>Wednesday 29<sup>th</sup> January 2025</i>	Post-primary schools will post letters of refusal to offer a place.
<i>Wednesday, 5<sup>th</sup> February 2025 (12.00pm)</i>	Date by which offers are to be accepted/refused.
<i>Tuesday, 25<sup>th</sup> February 2025</i>	Common Registration Night at all participating post-primary schools. ( <i>Contact the school directly re the time</i> )

***What happens to the data provided on the CAS Form?***

**It is essential that parent(s)/guardian(s) make themselves aware of the Common Application System Privacy Notice in relation to the collection & processing of data for the Limerick Common Application System.**

***What happens if my child does not receive an offer of a place from their first-choice school?***

- If your child is unsuccessful in obtaining their first-choice school, their application form will be considered by the schools listed 2-11, in order of the descending preferences outlined (*if you provide consent on page 4 of the application form*).
- If one of these schools is in a position to make an offer of a school place, they will post a letter of offer on Tuesday 28<sup>th</sup> January 2025.
- Every school listed 2-11 that receives your application and that is not in a position to offer a place, will post a letter of refusal on Wednesday 29<sup>th</sup> January 2025.

***Please note:*** Every school on your list that receives your application but is not in a position to offer a school place, must post a letter of refusal. This is in line with legislation as a requirement of the Education (Welfare) Act 2000. This may unfortunately result in an applicant receiving up to eleven letters of refusal.

***What happens if my child receives an offer of a school place but we want to refuse the offer?***

The CAS system cannot address a situation where your child has been offered a school place but you choose to refuse that offer. Please be aware that there will be very limited availability (*if any*) of school places at the end of the CAS process. Refusal of an offer may leave your child/ward without a school place.

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

- **All decisions in relation to enrolment are made by the individual schools.**
- Limerick Education Support Centre has no role in deciding on school places.
- If your child does not receive an offer of a school place from any of the schools on their list, Limerick Education Support Centre will post a letter to you informing you of same and advising you of other schools in the CAS system that may have capacity.
- If none of the schools on your list are in a position to offer your child a school place, each will send a letter of refusal and this letter will indicate where your child is on the school's waiting list.

***Where do I address my queries?***

All decisions in relation to enrolment are made by the individual schools. They are the Data Controllers. If you have any queries regarding **an offer** or **refusal** from any school on the applicant's list, please contact the school(s) directly.

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

**PLEASE NOTE**

**Limerick Education Support Centre undertakes the administration of the Common Application System on behalf of the Limerick Principals & Deputy Principals' Association.**

**Limerick Education Support Centre is the Data Processor, not the Data Controller and as such, cannot address your queries.**