

**Admission Policy of
St Tiernan's Community School**



Address: Parkvale, Balally, Dundrum, D16 KW26

Roll Number: 91343T

School Patrons:

Le Chéile Schools Trust

The Carmelite Fathers

Dublin & Dun Laoghaire ETB

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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 patrons and with parents/guardians of children attending the school.

The Policy was approved by the school patrons on 15th September 2020. It is published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for St Tiernan's Community School admission process are set out in the school's annual Admission Notice, which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This Policy must be read in conjunction with the annual Admission Notice for the school year concerned.

The Application Form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

Our motto in St Tiernan's Community School is:

'Coigil Aithinne D'aislinge'

Which directly translates as

'Hold fast to your Dreams'

2 Characteristic Spirit and General Objectives of the School

Through a caring and collective approach, St Tiernan's Community School aims to:

- Encourage academic success, promoting quality in everything we do
- Develop a well-rounded individual with a healthy physical, social, and spiritual outlook on life
- Nurture a sense of respect and pride in each individual in the school and in the community
- Maintain a positive, caring and disciplined environment
- Provide a joyful educational experience for all

St Tiernan's Community School is a designated co-educational multi-denominational community school under the joint trusteeship of Le Chéile Schools Trust, The Carmelite Fathers and Dublin & Dun Laoghaire ETB. Together with the Board of Management, the Parents' Association, all Staff, the Student Council and our local community, we ascribe to the common acceptable definition of the purpose of education which is to promote and foster a sense of mutual respect within this community with the aim to develop each person's academic, physical, moral, cultural and spiritual potential by providing a broad-based education in a safe and supportive environment.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on 1 September 1980 on a Greenfield site. The values of Dublin & Dun Laoghaire ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of Le Chéile Schools Trust and The Carmelite Fathers are enshrined in the characteristic spirit, in the life of our school and are respected, and cherished.

The core values of St Tiernan's Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere, which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his or her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally,

regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, St Tiernan's Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

St Tiernan's Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education, which recognises the plurality of identities, beliefs and values held by students, parents/guardians and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's Mission Statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In St Tiernan's Community School, we celebrate the partnership, collaboration and empathy, which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

3 Admission Statement

St Tiernan's Community School 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.

St. Tiernan's Community School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. Tiernan's Community School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4 Categories of Special Educational Needs catered for in the School

The school recognises that the range of Special Educational Needs covers a wide spectrum and will endeavour to provide an appropriate Second Level education subject to the supports approved by the National Council for Special Education (NCSE) and provided by the Department of Education and Skills.

St. Tiernan's Community School **does not** have a special class for particular categories of Special Educational Needs. The school does welcome students with special educational needs.

After enrolment, the school will meet with the parents to discuss the student's needs. The school will use the resources provided to make reasonable provision and accommodation for students with additional learning needs/other special needs.

5 Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 6 below for further details)
- b) a parent/guardian of a student or a student 18 years or over, 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

APPLICATION PROCEDURES:

INCOMING FIRST YEAR:

1. As per the Act, the board will prepare and publish the **Admissions Notice** each year at least one week prior to the school commencing its annual admission process. The Annual Admission Notice will outline specific information (e.g. application and decision dates for admission, number of places made available for First Year students) in respect of the application process for admission to the school year in question. This notice must be published a minimum of 1 week prior to a school accepting applications for admission.
2. An Open Evening for incoming first year students will be held prior to enrolment. Details are provided through the primary schools in the school catchment area, in the local papers and in the school.
3. The number of places in First Year will be set by the Board of Management annually.
4. Applications must be made on the official Application Form available from the school office.
5. The application form must be completed and returned in line with the Admissions Notice dates for the commencement of accepting applications and the closing date for applications.
6. Parents/Guardians will be informed of the success, or otherwise, of their application within 21 days of the closing date for applications.
7. All applicants must confirm their acceptance of an offer of a place by way of a letter of acceptance, which must be returned to the school. The date for returning these will be in line with the Admissions Notice period within which applicants must confirm acceptance of an offer of admission.
8. After confirming acceptance of an offer of admission, an individual meeting with parents/guardians follows to discuss the student profile and subject choice, to evaluate any special educational needs and share any additional information about the student or the school, which may be useful. Psychological reports, Speech and Language reports or other useful reports may be presented by Parents/Guardians at this stage or sought by the school at this stage.

9. The school does not have an entrance test for admission. However, the CAT4 test will be administered to incoming First Year students solely to ascertain the student's academic needs and will have no bearing on their application for admission.
10. Members of the teaching staff may visit or make contact with the Primary Schools to discuss the results of the assessment test and to gain a fuller profile of the student with a view to facilitating the transition into a second level school.
11. By applying to enrol, all students and their parents/guardians are accepting that they shall participate fully in all aspects of school life and are accepting the following:
School ethos, philosophy, policies, code of behaviour and sanctions, practices and traditions, etc. that constitute our school.
12. All applicants should have completed a full course of primary education or have followed an approved course or its equivalent if the student is from abroad.
13. All applications for enrolment will require the approval of the Principal prior to admission of students to the school.
14. The Board of Management decides the capacity of the first year intake of students, basing the limit on the availability of places, the compatibility of subjects and levels, the composition of the year group and the allocation of resources.

ENROLMENT CRITERIA (FIRST YEAR)

The catchment area for St Tiernan's Community School is the area covered by the parishes of Balally, Dundrum and Sandyford/Kilternan/Glencullen.

Applicants who attend the local primary schools in the catchment area are priority enrolment applicants. The following schools constitute the list of schools that traditionally have sent students to St Tiernan's Community School. They are listed in alphabetical order:

- Ballinteer Educate Together,
- Curtlestown NS, Enniskerry
- Divine Word NS, Marlay
- Edmondstown NS, Edmondstown
- Enniskerry NS, Enniskerry
- Good Shepherd NS, Churchtown
- Holy Cross NS, Dundrum
- Holy Trinity National School, Glencairn
- Kilternan NS, Kilternan
- Our Lady of the Wayside, Kilternan
- Our Lady's Boys' NS, Ballinteer
- Our Lady's Girls' NS, Ballinteer
- Queen of Angels, Wedgewood
- Ranelagh Multinational School, Ranelagh
- Scoil Mhuire NS, Whitechurch
- St Attracta's NS, Meadowbrook
- St Columbanus NS
- St Mary's NS, Lamb's Cross, Sandyford

- St Olaf's National School, Balally Drive
- St Patrick's NS Glencullen
- Taney NS
- St Laurence's National School, Stillorgan
- Whitechurch NS, Whitechurch

6 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:

Selection Criteria

Students are admitted to the school, subject to resources, with priority given to the following students:

1. Applicants who are siblings of present and past students
2. Children of former students (up to a maximum of 25%)
3. Children of staff members
4. Students outside the catchment area will be accepted as capacity permits

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), a draw will be held.

7 What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians, (with the exception of children of staff members as stated above)
- (e) a requirement that a student, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school (other than in the case of the school being oversubscribed)
- (g) the date and time on which an application for admission was received by the school

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8 Decisions on Applications

All decisions on applications for admission to St Tiernan's Community School will be based on the following:

- Our school's Admission Policy
- The school's annual Admission Notice (where applicable)
- The information provided by the applicant on the school's official Application Form received during the period specified in our annual admission notice for receiving applications

(Please see section 14 in relation to applications received outside of the admissions period and section 15 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.

9 Notifying Applicants of Decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual Admission Notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

10 Acceptance of an offer of a place by an Applicant

In accepting an offer of admission from St Tiernan's Community School, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11 Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St Tiernan's Community School 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/guardian of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'Acceptance of an offer' as set out in section 10 above.

12 Sharing of Data with other Schools

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

13 Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students, whose applications for admission to St Tiernan's Community School were unsuccessful due to the school being oversubscribed, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Tiernan's Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this Admission Policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14 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 Admission Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

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

15 Procedures for admission of students to a year group other than First Year and/or to any year group 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:

- Where parents wish to make an application for their son/daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application.
- Applications made for a place in Transition Year or Fifth Year (all programmes) in the forthcoming academic year will be refused until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. As an exception to Section 7(g), such applications will be placed on a waiting list in date order of receipt until the number of available places in the relevant year group has been established by the Principal.
- Before accepting the offer of a place in the school, the parents and their son/daughter are invited to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their son/daughter. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason, parents and their son/daughter are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their son/daughter given the curricular provision, subject choices/levels and facilities available at the time.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year.

The parents/guardian must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission the parents/guardian must indicate—

(i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

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

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn.

An offer of admission may not be made or may be withdrawn by the school:-

- (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 within three weeks of the date of the offer of a place;
- (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 above;
- (v) 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 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; or
- (vi) the application is made for a place in Transition Year or Fifth Year (all programmes) in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see [Section 6](#) above. In exception to Section 7(g), the date of receipt of a properly completed Application Form will determine the position on this waiting list within each of the criteria. In the unlikely event that there are two or more students tied for a place or places in any of the selection criteria categories set out in [Section 6](#) above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by an independent party.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

Sharing of Data with other schools:

Applicants should note that the provisions of [Section 12](#) above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

Section 66(6) of the Education (Admissions to Schools) Act 2018 allows a school to provide a patron or another Board of Management with a list of the students in relation to whom —

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

APPLICATIONS FOR ADMISSION INTO TY, LCA AND LCVP

Transition Year (TY)

Students having completed the Junior Certificate or equivalent have the option of Transition Year. Most students transfer from the Junior Cycle to Transition Year. Students and parents are invited to an Information Evening prior to the commencement of Transition Year. A completed application form is required. Each case will be considered on an individual basis. In making a decision regarding a student's suitability for TY the following considerations may be taken into account: Student's Age, Career Aspirations, Subject Choices, Attendance & Punctuality record, Behavioural record. Priority is given to our own students.

Leaving Certificate Applied Programme (LCA)

The provision of the LCA programme is based on appropriate demand. The programme is offered every year. Students who express an interest in following the LCA programme or those for whom the School believes the LCA is the most appropriate programme are given relevant information and support by the Guidance Counsellor and when appropriate the SEN Department. Each applicant is dealt with on an individual basis and the decision to place a student on the LCA programme is made in consultation with the Student, Parents, Year Head, Guidance Counsellor, SEN Department (if appropriate) and Principal/Deputy Principal. A completed application form is required. St Tiernan's LCA programme is designed to meet the needs of existing students of the school and is offered primarily to these students. If availability allows, outside applications will be considered dependent on the composition of the group and in line with the criteria outlined in this policy.

Leaving Cert Vocational Programme (L.C.V.P)

This is a senior cycle programme, which students may take along with the traditional Leaving Certificate. The programme is offered to those students who wish to take the LCVP as an extra option, in addition to their seven Leaving Certificate subjects. The requirements for LCVP as outlined by the DES are as follows:

- LCVP students must take a minimum of five Leaving Certificate subjects. Two of these must be from the designated Vocational Subject Groupings.
- A Leaving Certificate modern language or a beginners course in a modern European language or a vocational language module.
- Students studying LCVP are required to participate in a short work experience programme during the February or Easter holiday of 5th Year. Information with regard to this is made available to students and parents as part of the Subject Choice process.

16 Declaration in relation to the non-charging of Fees

The Board of Management of St Tiernan's Community School or any person(s) 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.

17 Arrangements regarding students not attending Religious Instruction

St Tiernan's Community School offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos, as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between '*religious education*' and '*religious instruction*':

- **Religious Education** is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- **Religious Instruction** is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels, the legal requirement to advise of the option to opt-out of religious instruction does not arise.

18 Reviews/Appeals

Review of decisions by the Board of Management

The parent/guardian of the student or, in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested, and the other requirements applicable to such reviews, are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

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

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Right of Appeal

Under Section 29 of the Education Act 1998, the parent/guardian 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 Review of decisions by the Board of Management).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (See Review of decisions by the Board of Management).

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and 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.