



Iontaobhas Scoileanna Éamainn Rís  
Edmund Rice Schools Trust

## **Admission Policy of St. Joseph's Secondary School**

**Newfoundwell, Drogheda Co. Louth**

**Roll No.63840C:**

**School Patron: The Edmund Rice Schools Trust.**



## 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 parents of children attending the school.

St. Joseph's Secondary 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. St. Joseph's Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The policy was approved by the school patron 'The Edmund Rice Schools Trust' on 08/02/2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests.

The relevant dates and timelines for St. Joseph's Secondary 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.

## 2. Characteristic spirit and general objectives of the school

‘Catholic Ethos’ in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b) a living relationship with God and with other people; and
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d) the formation of the pupils in the Catholic faith.

Our school provides religious education in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Joseph’s Secondary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.’

The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary Schools, namely:

- Nurturing faith, Christian spirituality and Gospel-based values,
- Promoting partnership,
- Excellence in teaching and learning,
- Creating a caring school community,
- Inspiring transformational leadership.

For further information on the Edmund Rice Schools Trust and the Edmund Rice Schools Trust Charter, see [www.EdmundRiceSchoolsTrust.ie](http://www.EdmundRiceSchoolsTrust.ie)

## **Our Vision**

Through quality teaching and learning in an atmosphere enlivened by the vision of Edmund Rice, we in St. Joseph's strive to empower students to achieve their full potential.

## **Mission Statement**

Our school recognizes that each pupil who enrolls is unique and has different gifts as well as different needs.

It is our wish that pupils leave us with enhanced self-confidence and with skills and attitudes which will enable them to lead lives satisfying to themselves and lives which may contribute to the betterment of society.

We recognize that a pupil's development is closely linked to a good self-image and so we strive to present the school's total curriculum in such a manner as to allow all to realize their full potential.

We see ourselves as working in partnership to develop the gifts and to meet the needs of all.

We regard our school as an educational establishment with a Christian ethos characterized by care and justice.

In St. Joseph's Secondary School, the Edmund Rice Schools Trust Charter values are underpinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds—spiritual, ethnic, language, special needs— as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and their family. We welcome and are sensitive to each one, seeking to respond to their individual needs through:

### **Pastoral Care:**

- We support and challenge our students to make the most of their time in school, providing programmes of language support, helping with study skills development, offering personal counselling where necessary, developing links with family and working in partnership with parents and guardians.
- We operate a care team system for each year group. The Student Support team comprises of the Principal, Deputy Principals, Year head, AEN Coordinator, Guidance counsellor and Chaplain. There is a weekly meeting held for each support team where students of concern in the year group are discussed and relevant supports put in place for them. We work closely with our students, parents/guardians and relevant agencies to offer ongoing pastoral care and support.

### **Faith Development:**

We have a special commitment to developing the spiritual dimension of the lives of our students.

- Faith formation and the Religious Education programme play a key role.
- Students follow the State programme in Religious Education which is suitable for students of all faiths and those of no faith.
- The school celebrates the major Christian feasts, and the major feasts of other faiths are acknowledged and celebrated in an appropriate way.

We hope that the Gospel values inherent in the culture of the school will be internalized in the values, attitudes and behaviours of all members of the school community, and will find expression in their respect and care for one another.

The school is open to and welcomes all who share this vision and wish to benefit from it.

St. Joseph's Secondary School is

- Inclusive in intake.
- Supports the principle of equality of access to and participation in education.
- Recognises and supports the rights of parents to choose with regard to admission in St. Joseph's Secondary School.
- Welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school.

### 3. Admission Statement

St. Joseph's Secondary School will not discriminate in its admission of a student to the 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.

- St. Joseph's Secondary School is a co-educational inclusive school.
- St. Joseph's Secondary School 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 the Catholic faith in preference to others.
- St. Joseph's Secondary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.
- St. Joseph's Secondary School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Categories of Special Educational Needs catered for in the school/special class**

St. Joseph's Secondary School, with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with complex and severe educational needs arising from their diagnosis of Autism Spectrum Disorder. The classes are intended for pupils who have a diagnosis of autism meeting DSM IV/V or ICD diagnostic criteria. The class is for all pupils who meet these criteria irrespective of cognitive ability.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see [section 6](#) below for further details)
- a 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.

St. Joseph's Secondary School is a Catholic school and may refuse to admit a student who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to St. Joseph's Secondary School provide an education exclusively for students with complex and severe educational needs arising from their diagnosis of Autism Spectrum Disorder. The classes are intended for pupils who have a diagnosis of autism meeting DSM IV/V or ICD diagnostic criteria and the school may refuse admission to this class where the student concerned does not have the specified category of special educational needs provided for in this class or where the placement recommended by a relevant professional recognised by the NCSE is to a different educational setting.



## 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.

### Admission Procedures

#### Offer of Places

Pupils will be offered places strictly in the following order:

- a) Applicants who have a sibling currently attending the school.
- b) Applicants who have a sibling who is a past pupil of the school
- c) Applicants from the feeder primary schools (not in any particular order):
  - St. Joseph's CBS, Sunday's Gate, Drogheda
  - Scoil Aonghusa
  - Scoil Naomh Feichin, Termonfeckin
  - Scoil Náisiúnta Muire Gan Smál, Cartown
  - Callystown NS
  - Walshestown NS
  - St. Finians NS, Dillonstown
  - St. Colmcille NS, Tullydonnell
  - St. Joseph's NS, Mell
  - Collon NS
  - Tullyallen NS
  - St. Kevin's NS, Philipstown, Dunleer
  - St. Patrick's NS, Harestown
  - St. Buites NS, Tinure.
  - St. Peter's NS, Bolton Square.
  - Educate Together, Aston Village.
  - St. Olivers N.S.
  - Presentation Primary School, Ballymakenny Rd.
  - St. Brigids & St. Patricks N.S. , Bothar Brugha.
  - St. Ita's , Crushrod Avenue.

In the case of (c) applicants must have been enrolled in the feeder school for a minimum of 3 years up to and including 6<sup>th</sup> class.

d) Other applicants.

### **Excess of applicants**

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

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

Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery.

The lottery will be conducted as follows:

- a) The lottery will be supervised by at least two of – A member of the Garda Síochána, the Principal, the Chairperson of the Parents Council.
  - b) Twins or triplets will be treated as separate applicants and allocation of a place to one does not guarantee allocation of a place to another.
  - c) Names will be drawn until all places are filled.
  - d) When all places are filled, names of applicants will continue to be drawn to establish the order of the waiting list.
  - e) If a vacancy arises it will be offered to the applicant highest on the waiting list.
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## **7. What will not be considered or taken account of**

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 student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude; other than in relation to admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned,
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or parents, attend an interview, open day or other meeting as a condition of admission;
- 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 siblings of a student attending or having attended the school
- 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 31<sup>st</sup> January 2025 only).

St. Joseph's Secondary School has made offers of school placement which have been accepted prior to the commencement of Section 62 of the Education (Admission to Schools) 2018 on 1 February 2020, the number of those places offered and accepted for first year intake group for 2023/4 is: \_\_\_\_\_

## 8. Decisions on applications

All decisions on applications for admission to St. Joseph's 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 in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) 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.

## **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 admissions notice.

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

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [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. Joseph's Secondary 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 are 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 withdraw**

An offer of admission may not be made or may be withdrawn by St. Joseph's Secondary School where—

- It is established that information contained in the application is false or misleading.

- 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.
- 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, fail to confirm in writing that the code of behaviour of the school is acceptable and that they will make all reasonable efforts to ensure compliance with such code by the student; or
- 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. Joseph's Secondary 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. Joseph's Secondary 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

admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## **15. Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

### **STUDENTS WISHING TO TRANSFER FROM OTHER SCHOOLS**

In general, it is the policy of the Board of Management not to accept transfers during the school year. However in the case of students whose family have moved into the Drogheda area, and who are not enrolled in another post-primary school within the area, their applications will be considered with reference to the procedures outlined below.

- Decisions on transfers from other second-level schools are made by the Principal on behalf of the Board of Management.
- The Principal on behalf of the Board of Management in determining the decision will consider all information provided from the previous school, other relevant sources and information provided by the parents/guardians and student to the Principal.
- Information from State agencies may also be considered. Students may only transfer to St. Joseph's Secondary School in exceptional circumstances at any time, subject to:

The provisions of the school Admissions Policy.

- Space being available in the year or class groups in question, and the school curricular provisions/option subjects being suitable for the applicant, i.e. that St. Joseph's has vacancies in all the option subjects that the student is currently studying in the school from which he wishes to transfer from.

- Parents/guardians giving consent to data access when a student is requesting to transfer to St. Joseph's Secondary School.
- Satisfactory provision of all relevant information by the former school, State agencies , parents/guardians and the student .
- St. Joseph's Student Transfer Form must be completed by a member of the school senior management of the previous school and submitted to the Principal of St. Joseph's.
- The Principal will interview the student and his parents/guardians and prepare a report. The Deputy Principal may conduct the interview in the absence of the Principal. The report will include all information provided by the student's previous school, and information provided by the parents/guardians and student at the interview with the Principal/Deputy Principal. The report may include information about the student from any relevant source.
- The transfer, in the opinion of the Principal on behalf of the Board of Management, being in the best interests of St. Joseph's Secondary School.
- The transfer, in the opinion of the Principal on behalf of the Board of Management, being in the best interests of the student.
- Consultation with the Educational Welfare Officer or other State agencies, if appropriate.
- Signed acceptance by the applicant and his parents/guardians of the school's Code of Behaviour, ethos and policies if the Principal on behalf of the Board of Management offers a place to the student. Note: The student is interviewed by the Principal/Deputy Principal in the company of all parents/guardians. Unaccompanied students will not be interviewed and their application will not be considered.



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 as follows:

**Students wishing to transfer (mid-term) from other schools:**

Students wishing to transfer from another post-primary school to St. Joseph's Secondary School are normally enrolled if:

- (a) There is available space.
- (b) They can furnish a legitimate and satisfactory reason for the transfer.
  - St. Joseph's Secondary School reserves the right to consult with the senior management of their previous school and request school reports and information regarding attendance, behaviour, educational progress and special needs.
  - The student will be interviewed in the company of all parent(s)/guardians. Unaccompanied students will not be interviewed and their application will not be considered.
  - Subject choices may be limited and any transfer must be regarded as being in the best interest of the student. An application will not be accepted if all of the option subjects cannot be matched to the subjects that the student is studying in the school from which they wish to transfer from.
  - The interest, wellbeing and health and safety of all the members of St. Joseph's school community will also be taken into account.
  - If a place is offered it will be a condition that before registering a student from another school, St. Joseph's Secondary School will provide the parents/guardians with a copy of the Code of Behaviour. As a condition of registering such a pupil, parents/guardians will be asked to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such Code by their child.

The following documentation is required and must be supplied by the parents/guardians in advance of the interview with the Principal/Deputy Principal of St. Joseph's:

1. Attendance records.
2. Reference.

3. Subject Reports.

4. Student Transfer Form.

Satisfactory provision of all this relevant information is required from the former school. St. Joseph's Student Transfer Form must be fully completed by a member of the school senior management of the previous school and submitted to the Principal of St. Joseph's. Should any part of the form be left blank it will not be accepted.

The Principal will interview the student and all parents/guardians and prepare a report. The report will include all information provided by the student's previous school from the Transfer Form, and information provided by the parents/guardians and student at the interview with the Principal. Information from State agencies or any other relevant source will also be provided in the report by the Principal.

The Principal on behalf of the Board of Management will consider all relevant information before deciding on offering a place to the student or not.

**Students who are suspended or expelled from another Post-Primary School.**

- After formal contact has been made with St. Joseph's Secondary School by the parents/guardians of the student, the Principal of St. Joseph's will determine whether a vacancy exists for the applicant or not.

The following conditions apply:

- Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which includes any on-going statutory appeals procedures in accordance with the Education Act 1998 or the Education for Persons with Special Education Needs Act 2004.
- An application will not be accepted if all of the option subjects cannot be matched by St. Joseph's to the subjects that the student was studying in his previous school.

In the event of a place being available (a) in the year group in St. Joseph's and (b) in each of the subjects that the student was studying in his last school, the student is interviewed in the company of all parents/guardians by the Principal and Deputy

Principal, subject to availability. The student is required to be absolutely honest and truthful about his discipline record in the school from which he was suspended/expelled.

If it is established by the Principal/Deputy Principal of St. Joseph's Secondary School that the student and/or parents/guardians have not made a full disclosure of all relevant information on the application form, at the interview or in any written submission then the Principal on behalf of the Board of Management will not offer a place to the student.

Contact will be made with the Principal/Deputy Principal of the school from which the student was suspended/expelled. A member of school management of the previous school must fill in a Student Transfer Form. All parts of the form must be filled in. Partially filled in forms are not acceptable and the application for a place will not be processed. The Principal of St. Joseph's will endeavour to establish that there is no danger whatsoever to St. Joseph's students or staff. Satisfactory provision of all relevant information to the Principal of St. Joseph's Secondary School by the former school and the parents/guardians of the student and the student is mandatory.

The Principal and Deputy Principal of St. Joseph's, subject to availability, will interview the student and all parents/guardians and prepare a report. The report will include all information provided by the student's previous school from the Transfer Form, information from any relevant source and information provided by the parents/guardians and the student himself at the interview with the Principal and Deputy Principal. The Principal may also seek information from State agencies where appropriate.

The Principal on behalf of the Board of Management of St. Joseph's Secondary School will consider all the information in the Principal and Deputy Principal's report and relevant information from any other relevant source such as State agencies when determining if a place is to be offered to the student or not. The Principal on behalf of the Board of Management reserves the right to refuse an application for admission where the Principal on behalf of the Board of Management believes there is a risk to the health and safety to any member of the school community or where the school cannot meet the educational needs of the student from its resources.

The final decision to admit a student who has been suspended or expelled from another school will rest solely with the Principal on behalf of the Board of Management of St. Joseph's Secondary School (subject to the appeal procedures in section 18).

A copy of the School's Code of Behaviour and School Rules will be given to the parents/guardians of the student if a place is being offered to the student. The Parents/guardians and the student must sign an enrolment form whereby signing it they accept the Code of Behaviour and all relevant school Policies.

Before enrolment, the educational needs of the student must be assessed. It is also essential at this stage to establish if the resources of the school can meet the student's needs.

**Leaving Certificate Repeat Students:**

Repeat Leaving Certificate students from other schools may be accepted if there is a place for them. They must apply in writing and satisfy the school that a repeat is in their best interests. St Joseph's Secondary School reserves the right to consult with the authorities of the school in which the student sat the Leaving Certificate. Before registering, a repeat student will be provided with a copy of the Code of Behaviour and the School Rules. Parents/Guardians or the student, if over 18 years of age, must confirm that the Code of Behaviour is acceptable to them and that every effort will be made to ensure its compliance.

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

The Board of Management of St. Joseph's Secondary School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- An application for admission of a student to the school, or
- The admission or continued enrolment of a student in the school.

## 17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parents of students and students (over 18) who wish to opt out of RE class should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent/ student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At St. Joseph's Secondary School the allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, St. Joseph's Secondary School places great importance on the religious or spiritual formation of all its students. Each student has their own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

The parent 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 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent 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 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. This request must be received by the board not later than 21

days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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.

**End**

This policy was ratified following consultation with stakeholders on 10/01/23

Signature: Chairperson of the Board Of Management \_\_\_\_\_

Date: \_\_\_\_\_

Signature: Principal & Secretary to the Board of Management \_\_\_\_\_

Date: 10/01/23 \_\_\_\_\_

This policy was amended on : 10/01/23

Signature: Chairperson of the Board Of Management \_\_\_\_\_

Date: \_\_\_\_\_

Signature: Principal & Secretary to the Board of Management \_\_\_\_\_

Date: \_\_\_\_\_