



Holy Family School



Telephone: 049-5552257

Old Bridge Road,
Cootehill,
Co. Cavan.
H16 NY32

Admission Policy

School Address: Old Bridge Road, Cootehill, Co. Cavan H16 NY32

Roll number: 19439B

**School Patron/s:
Dr. Rory O'Hanlon
Fr. Owen Collins
Dr. Fiona O'Hea
Catherine Farrell
Isobel Lord**

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.

The policy was approved by the school patron on [redacted]. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for The Holy Family 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

The Holy Family Special School is a special national school for pupils aged four to eighteen years. These pupils are from the catchment area of the Counties of Cavan and Monaghan. The school caters for pupils who have been assessed as having either a moderate or severe/profound general learning disability and for pupils diagnosed with Autism in addition to a moderate/severe/profound learning disability. The school is run under the Rules of National Schools and is a multi-denominational school.

- The Holy Family School endeavours to create a happy and secure learning environment where we value and develop the whole person to their full potential whilst celebrating each pupil's uniqueness and personal qualities.
- We aim to give the pupils a caring and inspiring academic atmosphere in which we hope to enable them to achieve their upmost capabilities.
- We aim to foster independence, dignity, self-discipline, social independence and competent handling of basic needs.
- We aim to prepare each child as far as possible for the responsibilities and experiences of adult life.
- We endeavour to build firm contact, communication and relationships with the families of our pupils as the success of what we hope to achieve depends on the co-operation and support of every parent/legal guardian.

Our primary aged pupils follow the Primary School Curriculum. This is adapted to the level at which each individual child is working at. The Primary School Curriculum celebrates the uniqueness of the child as it is expressed in each child's personality, intelligence and potential for development. It is designed to nurture the child in all dimensions of his/her life – spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical. (Primary School Curriculum Introduction, 1999). Our post primary aged pupils complete the Junior Cycle at either level 1 or level 2. The Learning Programmes are built around Priority Learning Units (PLUs) that develop the basic, social and pre-vocational skills of the students involved. These PLUs explicitly identify and develop the key areas of learning needed to prepare the students for their future lives.

Because of the range of special needs our school caters for, class sizes may vary from class to class depending on the number of children within a class presenting with additional needs. In this regard some classes may be deemed by the principal to be full to capacity, and in this case the Board of Management may direct that no additional pupils may enrol in these classes during the year. School capacity varies according to the needs of the children we are catering for at a particular time.

Mission Statement

The aim of the Board of Management and the staff of the H.F.S. with assistance and guidance from the Department of Education is to provide the highest quality of care and education to all the children in this service, thus enabling them to achieve their fullest potential and thereby allow them to participate as fully as possible within their local communities and society in general

The Application Process

If a parent/guardian wishes their child to attend the Holy Family School, they should request an application form. Parents/guardians are given a copy of the Admission Policy with the application form, or directed to the school website.

Parents/guardians must then return the following:

- Fully completed application form signed by one or both parent/guardians
- A birth cert for the child
- Proof of address for the child
- Psychological assessment that clarifies the cognitive functioning of the child,
- Other reports (where available) that highlight the special needs/ support requirements of the child such as:
 - Psychiatric Assessment
 - Current school report
 - Individual Educational Plan from current school
 - Speech and language therapy report
 - Social work report
 - Physiotherapy and Occupational therapy report
 - Medical report as appropriate
- The school reserves the right to request additional professional reports and /assessments in support of any application.
- An application will be valid when the above listed documents have been received and all supporting documentation as outlined above is received by the school.
- Closing date for applications can be found on the admissions notice
- Following the receipt of all documentation the Board of Management will meet after the closing date to determine the allocation of places, as per the criteria set out in this policy.
- The school shall admit each applicant that fulfils the admission criteria unless:
 - The school is over-subscribed or the specific class is over-subscribed
 - The parents/guardians refuse/fail to sign the Code of Behaviour
 - The child does not have a psychological report confirming they have a moderate, severe or profound disability

An offer may be withdrawn if:

- The information provided is false or misleading
- Parents do not accept the offer by the date stated in the letter of offer
- Parents fail to confirm in writing their acceptance of the Code of Behaviour
- Parents have failed to inform the school if they are awaiting confirmation of a place/have accepted a place in another school

When the Board deems that further resources are required to meet the needs of the child – as outlined in the psychological, medical or other report – a request is submitted to the Special Educational Needs Organiser (SENO). These resources may include access to or the provision of any or a combination of the following: special needs assistant, specialised furniture or equipment, transport services or other. Parents will need to complete relevant National Council for Special Education (NCSE) documentation to enable the school to secure such resources.

Following enrolment, the most suitable form of introduction will be agreed to meet the child's needs. This may initially be a short day, gradually increasing to a full day or week, depending on the needs of the child and the recommendations in supporting documents. If a shorter day is recommended, parents/guardians are asked to collect their child from the school. Following review, this should be increased to full days/weeks over a suitable period of time.

Due to transport arrangements, all pupils attend for a full school day.

Some families may wish to bring their child to school during the initial introductory period. The parents/guardians and the principal will agree arrangements for this. The school will try to facilitate any reasonable arrangement.

Criteria for Assessment of Applications

It is important to note that the completion of an application form or written application to the school, however early, does not confer an automatic right to a place in the school. Assessment of all applicants will be considered by the Board based on the following criteria.

The school will consider an application if the following criteria are met:

- The child is aged between 4 and 17
- The child has a recent psychological report that states that the child's primary assessed disability is moderate, severe or profound general learning disability
- The child lives within the designated catchment area of the school
- The parents/guardians are agreeable to this referral and have met the application requirements

The following criteria will be used when considering and prioritising a referral:

- Children who meet the threshold criteria as outlined above
- The availability of a place for the pupil in a classroom of compatible peers to ensure a positive educational experience for all existing pupils and any new applicants
- The child will be able to tolerate a classroom environment alongside other children.
- The pupil/teacher ratio will be appropriate to the needs of the child.
- The capacity of the school to provide an appropriate educational service and the necessary nursing medical supports where applicable
- The capacity of the school to provide a suitable physical environment for the needs of the child

3. Admission Statement

The Holy Family 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.

Special schools

The Holy Family School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

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

The Holy Family School with the approval of the Minister for Education and Skills, provides an education exclusively for students with

- a moderate learning disability,
- a severe/profound disability
- autism in addition to a moderate/severe/profound learning disability.

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 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

Special School

The Holy Family School provides an education exclusively for students with a moderate or severe/profound general learning disability and for pupils diagnosed with Autism in addition to a moderate/severe/profound learning disability and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.

Admission of Students and Admissions Process

General Principle

Holy Family School provides an education exclusively for students who have a primary diagnosis of a moderate, severe or profound general learning disability and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school. Holy Family School must verify that all applicants possess this category of need. The steps below are for the purpose of ascertaining if applicants come within the category of special needs catered for by the school and the steps therefore apply to **all applications** regardless of whether the destination class in question is oversubscribed or not.

Overview of Application and Admissions Process

Parents/guardians are asked to contact the school to obtain an Application Form from the school office or download one from the school's website www.hfsc.ie. This form must be completed in full and all requested documentation must be included to be considered for admission. Applications will only be accepted for the following year of entry from the date on the admissions notice. The Application Form **must be** returned before the Closing Date for Applications for that particular year of entry. The closing date is set out in the annual Admissions Notice published on the school website. (for example, applications for September 2030 will only be taken from September 20th 2029 to the Closing Date). We are substantially over-subscribed and it is not fair to those who applied in time if we consider applications received outside that period.

Please note Applications are accepted each year **ONLY** between the dates outlined on the annual admission notice for the following September. Applications received before that period **WILL NOT BE CONSIDERED**. Applications which are returned to a parent due to the application being received out of time can be appealed in accordance with the procedure set out below.

Where a place becomes available during the school year, applications received by the school around this time will not be considered for these places as the school has an extensive Waiting List for such places.

Please note that as Holy Family School is a special school, it does not have a particular intake group as many mainstream schools do. In our school, we accept applications from children aged between 4 and 17 each year. Applications are treated as applications for particular classes. At an early stage of the application process, a child is assigned to a particular **destination class** based on the child's age, cognitive and adaptive abilities and any other special educational needs of relevance. Class groupings vary from year to

year as students leave the school or move to other schools. It should be noted that children with a diagnosis of autism (in addition to a primary diagnosis of moderate, severe or profound learning disability) will be assigned initially a destination class which caters for autism and which has the appropriate staff to student ratio for students with autism. This will be the case even where the child may also have a moderate or severe/profound general learning disability.

Please note that subject to the school **not being oversubscribed** the policy of the school is to admit all applicants whose special education needs fall within the categories of need catered for by the school, and who have submitted the appropriate documentation to establish this profile of special educational need and who fulfil the Threshold criteria set out below, and whose parents/guardians have confirmed in writing that the Code of Behaviour of the school is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code by their child.

Who can make an Application?

As the Constitution recognises parents as the primary educators of their child, applications will be accepted from parents, legal guardians or someone acting on foot of a court order or statutory power in a parental role.

Steps in the Application and Admissions Process

The Board of Management shall appoint an Admissions Committee to advise the Board of Management as to the applications under consideration. This Committee will be made up of the Principal, Deputy Principal and a Teacher.

Prior to the commencement of the admissions procedure each year, the Board will appoint the Admissions Committee in consultation with the Principal. The following procedure will apply to all applications for placement in the School:

Parents/guardians download a copy of the Admissions Policy and Application Form from the school website or obtain it from the School Office;

Parents are asked to return the following:

Completed Application form;

Full birth certificate;

Proof of Address e.g. utility bill; household bill, etc.

Recent psychological assessment report (from within the last 2 years and which must contain a detailed recommendation from the Psychologist for the child to attend a special school)

Up to date reports from the child's present school/pre-school (from within the last 2 years) with the details of the learning and social development of the child and any behaviour issues of relevance.

Any other professional reports available such as: Psychiatric Assessment,

Speech & Language Assessment,

Occupational Therapy Report,

Social Work Report

Doctors/consultants reports outlining medical needs specific to the child

N.B All above reports should be from within 2 years of the date of application

Formal testing results from previous school (if applicable)

I.E.P Document from previous school (if applicable)

Following receipt of the Application form and submitted materials, the Admissions Committee, will arrange a meeting to determine the allocation of places, as per the criteria as set out below. Each applicant will be assigned a destination class based on the child's age, cognitive and adaptive abilities and any other special educational needs of relevance. If **all** the documents listed at above are not included with the application, the application will be deemed incomplete, will be returned to the child's parents and will not be considered.

The Admissions Committee, having considered each application (in light of the Threshold Criteria and the three categories of priority set out below) submits its recommendations to the Board of Management in respect of each application. This will occur regardless of whether the school/destination class is oversubscribed or not. The Assessment criteria used to rank/mark applications in case of oversubscription are set out below. The Board of Management shall review each application and the recommendation of the Admissions Committee in each case. If the Board feels that the Admissions Committee is incorrect in its application of the Threshold Criteria or has marked an application incorrectly in terms of their own assessment of the application.

If the Board of Management decides to admit a child, a letter of offer will be sent to parents along with the school's Code of Behaviour. This letter of offer will be issued within 21 days of the Closing Date for applications (or within 21 days of the receipt of the application, whichever is the later). The offer will be subject to parents providing written agreement for their child to adhere to the school's Code of behaviour and the other policies listed on the Application Form. If the Board decides not to enrol a child the parents of the child will also be informed within 21 days and will be provided with reasons for non-admission. If the Board of Management have accepted the child for admission, the Board will then inform the National Council for Special Education (NCSE) of the decision and seek its approval for the placement and its sanction for school transport arrangement. This process may take 4 to 6 weeks.

Parents/guardians will be requested to respond to the offer of a place by a specified date (failure to respond by that date will result in the offer lapsing) and will return to the school the completed application forms including the NCSE school transport and SNA support forms, if applicable;

If the child meets the Threshold Criteria below but admission is refused as there is no room in the destination class, parents/guardians will be informed that there is currently no place available but will be asked if they wish their child to be placed on the Waiting

List for the destination class. The school will advise the parents of the appeals procedure set out below.

If the child does not meet the Threshold Criteria below, the parents/guardians will be advised that the school is formally declining a place to their child in the school and will advise the parents of the appeals procedure set out below.

Principles applying to the Application and Enrolment Process

Parents should note the following principles which apply to all applications for enrolment to the school

Where possible, enrolment should take place at the beginning of the school year. Consideration will be given to an application during the school year where a vacancy arises and there is no applicant listed on the waiting list for that particular class. It should be noted that the school operates a waiting list for each area/class and that there is normally at least one person on the waiting list for a place to open up during the school year.

The receipt by the school of a completed Application Form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school. The school does not operate its applications process on a first come, first served basis - each application will be considered on its merits and in light of the places available in the different classes in the school.

Siblings of students in the school are not automatically entitled to a place in the school.

Please note that **all reports** relating to a child which have been drafted by a psychologist, psychiatrist, behavioural therapist, paediatrician or other relevant medical practitioner (who has produced a report relating to the child's cognitive development, learning ability or educational development) within **the two years** preceding application **must** be provided to the school for assessment by the Board of Management. The withholding of reports from the Board of Management may invalidate an Admission Application at any time. If, after admission, it later becomes apparent that reports or relevant information has been withheld from the school, this may result in an application being invalidated or, if it becomes apparent after admission, in the child involved losing their place in the school.

Consideration of applications:-

Applications for admission to Holy Family School will only be considered where a child meets all of the criteria 1- 7.

Threshold Criteria for Consideration of Application:

1. The child is in the cognitive range for students with moderate, severe or profound learning disabilities (i.e. has an full scale IQ of less than 50 as confirmed by a psychological report included in the child's application) and therefore has the ability to benefit from the education and skills programmes offered in the school;

2. The child is in the adaptive range for a child with moderate, severe or profound learning difficulties (as confirmed by a psychological report included in the child's application with a recommendation that a Special School catering for students in the moderate, severe or profound range of learning difficulties is the most appropriate setting) and therefore has the ability to benefit from the education and skills programmes offered in the school;
3. The application form was fully completed and included all enclosures appropriate to the application
4. The child is at least 4 years old and has not reached their 18th birthday on the 1st of September of the year of entry;
5. There is sufficient physical space in the destination classroom and the appropriate class for that child has not reached full capacity (i.e. that the class is not oversubscribed). Parents should note that just because a child is assigned to a particular destination class, this does not mean that there is a vacancy in that class, merely that the cognitive and adaptive abilities and any other special educational needs of relevance.
6. The psychologist's report is from the last 2 years and all of the assessment reports are from within 2 years of the date of application.
7. The child's primary diagnosis is not one of Emotional and Behaviour Disorder. As we do not have the expertise to assist such children and furthermore given the vulnerable nature of students enrolled in in our school, applications in respect of children whose primary diagnosis is of Emotional and Behaviour Disorder will not be considered.

Exceptional Circumstances warranting refusal of an admission

Even where the child would otherwise be eligible for admission, the school reserves the right to refuse admission to a pupil in exceptional cases. Such an exceptional case could arise where either:

The pupil has special needs such that, even with additional resources available from the Department of Education and/or the NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education;

The members of the Board of Management are reasonably clear from reports, that the pupil poses an unacceptable risk to self or other pupils, to school staff or to school property.

The pupil has previously been expelled from Holy Family School or any other school in circumstances where the Board of Management feels that placement in Holy Family School would not be appropriate for the child.

6. Oversubscription

On application, students will be considered for destination classes based on the following criteria with each carrying equal weighting:

- a) the category of special educational need required in the destination class
- b) the age profile required for the destination class
- c) a child who has the specified category of special educational needs (moderate, severe/profound) has a sibling who previously attended or is currently attending St. Patrick's Special School, provided the child has the category of special educational need
- d) the applicant is from the catchment area of County Cavan and County and Holy Family School is the closest appropriate school setting to meet the needs of the child
- e) in the event of the destination classes still being oversubscribed following the application of criteria a – d a lottery system will be used amongst the over-subscribed students for a particular destination class

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 where they meet the criteria for our school designation
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, 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
- (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 The Holy Family 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 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 The Holy Family 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 the Holy Family 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 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 the Holy Family 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 The Holy Family 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.

For the avoidance of doubt, if an Applicant does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission the following academic year, a new application must be made on behalf of that Applicant during the dates specified by the school as being the period when it will accept applications. If an Applicant is entered on a waiting list for a particular academic year, this will not give him/her any priority for entry in the academic year commencing the following September.

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:

- Pupils may transfer to the school at any time, subject to the enrolment policy of the school, available space, and either with approval of the Department of Education *or* when a transfer is made because of a change of the ordinary residence of the child. Such applications will be dealt with on a case by case basis.
- A pupil who leaves the school and who is taken off the roll/POD, and who subsequently wishes to return to the school must reapply to the Board of Management in writing.
- Parents/guardians who request a school place will be given an enrolment policy and an enrolment form. When the enrolment form has been received by the school, the parent/guardian will be informed if there is a place available.
- Because of the range of special needs our school caters for, class sizes may vary from class to class depending on the number of children within a class presenting with additional needs. In this regard some classes may be deemed by the Principal to be full to capacity, and in this case the Board of Management may direct that no additional pupils may enrol in these classes during the year. School capacity varies according to the needs of the children we are catering for at a particular time.

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

This rule applies to all schools.

The board of the Holy Family School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school. Written requests by parents/guardians will be considered on a case by case basis.

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.

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 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)

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.

Ratified on:

Signed

Kaura Ward

Chairperson