



Ursuline Secondary School

Admission Policy 2025-2026

Address:
Templemore Road, Thurles

Roll number:
65470F

School Patron:
Le Chéile Schools Trust

All references to parents should be taken as including reference to guardians

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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 patron and with parents of children attending the school.

The policy was approved by the school patron on **01/10/2025**. 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 admission process for the Ursuline Secondary School, Thurles 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. Ursuline Secondary School: Characteristic Spirit & General Objectives of the School

Mission Statement

Ursuline Secondary School, Thurles is an all-girls voluntary secondary school with a Catholic ethos and under the trusteeship of Le Chéile Schools Trust since 2012.

The Ursuline Secondary School, Thurles is a Catholic Secondary School, founded in 1787 and dedicated to the academic, spiritual, cultural, physical, social and emotional development of each student in its care, in the spirit of St. Angela, the foundress of the Ursuline Congregation.

Mindful of the fact that the work of education is a partnership, particular attention is given to creating an environment that is pleasant and caring for all involved in the school, that is, management, staff, students, parents and local community.

By recognising the uniqueness of each individual within the school, great emphasis is placed on the development of a spirit of creativity and enterprise in our students.

Most importantly, the school is dedicated to the imparting of the Christian values of Love, Truth, Justice, Respect, Tolerance and Honesty so that our students will take their place in society as caring and responsible citizens.

Ursuline Education is based on Six Touchstones and so our aim is to nurture

- A Personal Relationship with God
- The holistic development of each individual
- The dignity & uniqueness of each person
- The importance of courtesy & kindness
- A caring & respectful attitude towards self, others & the environment
- The encouraging of a caring & respectful attitude towards self, others & the environment

The School also strives to

- Be aware of God's unconditional love for them
- Know and live their faith
- Be active members of their community & Church
- Be aware of others less fortunate than themselves
- Be independent of mind in order to stand up for truth

As an Ursuline School and under the patronage Le Chéile the purpose of the school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God. In the words of St Angela Merici:

"Have each and everyone in your hearts and minds, and not just their names, but their background and character, and everything concerning them."

It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of our Foundress, St Angela Merici and the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of Angela Merici.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. The spiritual life of students can be deepened through prayer and ritual. All students' spiritual growth is

enhanced through liturgical involvement, music, dance, nature, art, poetry, and community involvement.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Ursuline 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 general objectives of all Le Chéile schools include: -

- ✦ **Welcome:** recognises the unique dignity and worth of each person.
- ✦ **Wisdom:** is the pursuit of a greater understanding and appreciation of the world.
- ✦ **Witness:** comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

3. Admission Statement

The Ursuline Secondary School, Thurles will not discriminate in its admission of a student to the school on any of the following grounds:

- (a) the gender of the student or the applicant in respect of the student concerned.
- (b) the civil status of the student or the applicant in respect of the student concerned.
- (c) the family status of the student or the applicant in respect of the student concerned.
- (d) the sexual orientation of the student or the applicant in respect of the student concerned.
- (e) the religion of the student or the applicant in respect of the student concerned.
- (f) the disability of the student or the applicant in respect of the student concerned.
- (g) the race of the student or the applicant in respect of the student concerned.
- (h) the Traveller community of the student or the applicant in respect of the student concerned.
- (i) 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.

The Ursuline Secondary School, Thurles 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.

The Ursuline Secondary School, Thurles will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The Ursuline Secondary School, Thurles is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

The Ursuline Secondary School, Thurles is a school whose objective is to provide education in an environment which promotes Catholic religious values, traditions and beliefs, and does not discriminate where it admits a student of Catholic denomination in preference to others.

The Ursuline Secondary School, Thurles is a school whose objective is to provide education in an environment which promotes Catholic religious values, traditions and beliefs, and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

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

The Ursuline Secondary School, Thurles welcomes students with Special Educational Needs (SEN) and in line with the Education for Person's with Special Needs Act 2004, recognises

“the need to provide that the education of people with such needs shall wherever possible take place in an inclusive environment”.

The School embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of students with disabilities or other special educational needs.

The School also embraces the principle of equality of access and participation in the School. It is our hope that our school is a place where we promote and facilitate a whole school approach to special educational needs and so create a community of learning. In our policy and practice, we aim to nurture the values of hope, compassion and understanding in all of our students. We recognise each pupil as a unique individual with different talents and needs. We endeavour to meet their physical, intellectual and emotional needs through our student focused programmes.

In fostering an atmosphere of learning that is holistic in approach, we nurture each student's personal growth and development. We promote autonomous learning and strive to enable all to achieve their full potential. We offer an inclusive curriculum, which is relevant, realistic and co-operative, and we do so in active partnership with pupils, parents and staff.

Special Educational Needs encompasses **Academic, Social, Emotional and Behavioural Needs, as well as needs associated with Physical, Sensory, Language and Communication difficulties**. Students with the greatest level of needs will have access to the greatest level of support and wherever possible are supported by teachers with relevant expertise who can provide a continuity of support.

Students with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE. Upon confirmation of admission into the School, parents of students with special educational needs are requested to arrange a meeting with the SEN Coordinator where the student has previously been assessed or has received Resource or Learning Support classes or in the case of care needs or SEN supports arising from medical conditions. This facilitates advance planning for providing support for a student with special educational needs and easing the transition from primary to secondary school or transition between schools.

The principal aim of our Educational Provision for Students with Additional Learning Needs Policy is to enable students with Special Educational Needs to access, participate and benefit from the education normally provided in the school to the fullest extent possible and to do so in an inclusive learning environment which respects the dignity of all students and facilitates the development of a truly inclusive school. Supports provided to students are based on identified needs and are subject to regular review of progress in consultation with parents and students as outlined in the Continuum of Support Guidelines.

5. Admission of Students

This school shall admit each student seeking admission except where:

- a) As the Ursuline Secondary School, Thurles is an all-girls school, it does not discriminate where it refuses to admit as a student a person who is not of the gender provided for by the school.
- b) The Ursuline Secondary School, Thurles is a Voluntary Catholic Secondary School for girls under the Trusteeship of Le Chéile, and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school. Our objective is to provide education in an environment which promotes Catholic religious values, traditions and beliefs
- c) Applicants who are eligible for admission shall:
 - Have reached the age of 12 on the 1st of January in the calendar year following her entry to First Year
 - Have completed Sixth Class in Primary School or its equivalent overseas (please see [section 6](#) below for further details)

- d) 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

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:

Following submission of completed Registration documentation ([Application Form for First Year 2026-2027](#)), places in the Ursuline Secondary School, Thurles are allocated strictly in accordance with the following criteria and in the following order:

1. Boarding Students – maximum places 30
2. Students of Scoil Angela
3. A sister of the student concerned currently attending The Ursuline Secondary School, Thurles.
4. Sister(s) of past students, who completed their Leaving Certificate in The Ursuline Secondary School, Thurles
5. A daughter of a current staff member of the Ursuline Secondary School, Thurles, both teaching and non-teaching and who have been employed in the school for at least two years.
6. Students from feeder schools within the catchment area, namely :
 - Gaelscoil Bhride, Dúrlas
 - Leugh NS
 - Inch NS
 - Loughmore NS
 - Castleiney NS
 - Upperchurch NS
 - Urlingford NS
 - Johnstown NS
 - Templetuohy NS
 - Moyne NS
 - Rahealty NS

- Moycarkey NS
- Clonoulty NS
- Rossmore NS
- Holycross NS
- Ballycahill NS
- Ballytarsna NS
- Boherlahan NS
- Littleton NS
- Gaile NS

7. A parent of the student concerned having previously attended the Ursuline Secondary School, Thurles and who completed their Leaving Certificate in The Ursuline Secondary School, Thurles (provided the maximum number of places filled pursuant to that criterion does not exceed 25 per cent of the available places as set out in the school's annual admission notice for the school year concerned).

7.2 Should there be an excess of applicants in this category, a random selection process will apply to this category to establish to whom places in this category will be offered. An Admissions Committee appointed by the Board will conduct the random selection.

8. Students whose names were placed on a list maintained by the school prior to 1 February 2020 (outside the catchment area) for the purposes of allocating places in the school year concerned.

8.2 Should the number of applicants exceed the number of available places in this category, a lottery will apply

8.3 Applicants who are unsuccessful in this category will be added to Category 9

9. All other female applicants.

9.2 Applicants will only be offered places once places have been offered and accepted/declined/not responded to within the required timeframe by applicants outlined in categories 1 to 8 above.

9.3 Places will be offered in this category by lottery/random selection.

Incomplete applications will not be considered until all required information has been provided to the School. Where the completed application form is received after the closing date, the application will be treated as a late application.

Excess of Applicants

1. Only students whose applications have been received on time will be offered places in accordance with the criteria above subject to a maximum number of 144 students in 2026.
2. Where there are fewer places remaining than applicants in a given category, students will be offered places based on a lottery/random selection.
3. The lottery/ random selection will be conducted as follows:
 - a) An Admissions Committee appointed by the Board will conduct the random selection. Names will be drawn until all places are filled.
 - b) In respect of siblings (twins, triplets etc.) from the same family, we will treat the application as a single application in the lottery.
 - c) When all places are filled, names of applicants will continue to be drawn to establish the order of the Waiting List.
 - d) If a vacancy arises it will be offered to the applicant highest on the waiting list.

Late applications will be considered in order of receipt of application subject to the above criteria. Late applications in any year will only be considered after all on-time applications have been processed.

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 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
- (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 other than:
 - (1) Sister of a student attending or having attended and who completed their Leaving Certificate in the Ursuline Secondary School and
 - (2) Parents of a student having attended and who completed their Leaving Certificate in the Ursuline Secondary School the school.

In relation to (2) parents having attended and completed their Leaving Certificate in the Ursuline Secondary School will only apply this criterion to a maximum of 25% of the available spaces, 144 places in First Year, as set out in the school's annual admission notice.

- (a) 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 Ursuline Secondary School, Thurles will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 Ursuline Secondary School, Thurles 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.

Applicants 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.

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 Ursuline Secondary School, Thurles 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 data between schools in order to facilitate the efficient admission of students. Section 66(6) 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).

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 Ursuline Secondary School, Thurles 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 Ursuline Secondary School, Thurles 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.

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 other years and during the school year other than First Year

The Board of Management may set a maximum limit on the number of places available in the School in any given year. The school has **144 places** to allocate in the 2026 school year in Year 1. There is a maximum number of places in TY for 2026 of 120. This does not prevent the school from increasing/decreasing this figure in future should circumstances change. The Board will set such limits based on the availability of resources, facilities and staff, and bearing in mind that certain maximum class sizes will pertain in certain subjects.

The procedures of the school in relation to the admission of female students who are not already admitted to the school to classes or years other than the school's intake group are as follows: the Ursuline Secondary School, Thurles may enrol a female student in the School during the school year subject to the following conditions:

- I. The terms of the Admissions Policy will apply
- II. An interview with the Principal/Deputy Principal
- III. Prior to any application the School will seek information and/or reports from the student's former/current school regarding the applicant's record in such areas as attendance, disabilities, special needs, and any other matters relating to the student's educational progress and deportment as the School management may consider appropriate.
- IV. Where the applicant is transferring from another school, the parents of the applicant must inform the School of the reason for the transfer and the School reserves the right to contact the applicant's school/former school in this regard.
- V. The School does not guarantee a place in any subject or course to an applicant who wishes to be enrolled.

The School will take due account of:

- I. Overall capacity of the School.
- II. That current optimum arrangements of students for teaching and learning purposes are maintained.
- III. The suitability of the subjects taught and the levels at which they are taught and the subject options available to the student.
- IV. That a place exists in the relevant class/es/an age appropriate class, taking all the relevant circumstances into account, e.g. the maximum number of students in a mainstream class, the needs of the existing students, the overall number of students that the School can accommodate at the time the application is made, the

	presence of students with special education needs and/or behavioural needs, physical space etc.
V.	Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be accepted. A place will not be offered and/or the applicant will not be placed on a waiting list.
VI.	Where the number of applications received outnumbers the available places, any available places arising will be allocated on a “first come first served basis” based on the date the fully completed application was received, subject to the conditions outlined above.
VII.	A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application

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

1. The parents must confirm their acceptance in writing of an offer of a place within one week of the date of the offer of a place.

In accepting an offer of admission from the Ursuline Secondary School, the parents 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 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 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 Ursuline Secondary 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 within one week 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/her and that 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; or
- (v) the application is made for a place in Transition Year or Fifth Year 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. If there are two or more students in any of the selection criteria categories set out in [Section 6](#) above, then the position on the waiting list will be adhered to.

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.

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

The Board of the Ursuline Secondary School, Thurles or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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

The following are the school's arrangements:

- A parent of a student, or a student who has reached the age of 18, who wishes to attend the Ursuline Secondary School, Thurles without attending religious instruction should make a written request to the Principal.
- A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school.
- These arrangements will not result in a reduction in the school day of such students

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.