

**SANTA SABINA
DOMINICAN COLLEGE
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Santa Sabina Dominican College

School Roll Number 60380C

School Patron: Le Chéile Schools Trust clg

Admission Policy

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Annual Admission Notice

*Please note additional information (including our Parent Charter, School Operating Context and Code of Behaviour) is available on our school website www.santasabina.ie and should be read in conjunction with this Admission Policy.

Admission Policy

Please note parent refers to parent/guardian in this policy.

1. Introduction

This Policy complies with the requirements of the Education Act 1998; the Education (Admission to Schools) Act 2018; the Equal Status Act 2000; the Education (Welfare) Act 2000. In drafting this policy, the Board of Management has consulted with school staff, the school patron and with parents of children attending the school.

This Policy has been approved by the school patron (Le Cheile Schools Trust). It is published on the school's website and will be made available in hardcopy, on request. The application form for admission is also published on the school's website and will be made available in hardcopy on request.

The relevant dates and timelines for our 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.

Please note the following:

- where there is a difference of opinion between parents, regarding the enrolment of their daughter, the school will not be a party to this dispute and the differences must be resolved between the parents. Relevant documentation (e.g. legal documentation and / or signed acceptance of school policies by both parents in this instance) must be submitted to the school before a child can be enrolled.
- The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which the Board has responsibility.

2. Characteristic Spirit and General Objectives of the School

Santa Sabina Dominican College is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile/ Dominican school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God- " The glory of God is humanity fully alive" (St Irenaeus). 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 the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of the Dominican Order who founded this school.

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. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Santa Sabina Dominican College 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 Cheile 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.

Our purpose is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God. We seek to build a learning community that welcomes and witnesses through Gospel values and the Le Chéile Charter.

Santa Sabina draws on the religious and cultural heritage of the past and the charism of the Dominican Order.

Dominican schools seek to create a community permeated with the Gospel spirit of *freedom and love in constant search for truth*.

The Dominican motto, Veritas, epitomises the aim of our school - the pursuit of Truth in all its forms. In our search for Truth we:

- Work together
- Learn to make informed judgements
- Pray together
- Forgive each other
- Develop individual gifts and talents

Santa Sabina is committed to creating a space of inclusivity, equality and openness, where people can live with and be taught by one another. It offers an education which promotes excellence in all its aspects.

Mission Statement

Santa Sabina Dominican College is a Catholic school which promotes the Dominican educational philosophy within the Le Chéile Trust.

We, in Santa Sabina, aim to provide a holistic education for all students and to promote the qualities of truth, respect, responsibility and resilience in a caring, inclusive supportive environment.

Working with all partners, our mission is to establish Santa Sabina Dominican College as a centre of excellence for educational achievement, wellbeing and personal growth.

Ethos

Our Crest and Motto offer an ideal summary of the Dominican Way in Education. The single word *Veritas* epitomises the aim of our school - the pursuit of Truth in all its forms.

The star surmounting the crest is rich in symbolism for Dominican students. The star is seen as a sign of divine guidance, while the design of the heart shaped, medieval style crest is a link with the past and evokes the timeless message of St. Paul "At all times carry Faith as a shield."

The centrality of the Cross on the crest, provides a focus and inspiration for the Christian student. The Cross beams culminate in a favourite floral symbol, the fleur de lys - a lily composed of three petals bound together at their bases by the line of the Cross. This is a worthy ideal for our school which aims to foster a true spirit of community centred on Christ.

Santa Sabina is inclusive in nature and Catholic in character. We recognise the importance of consultative decision making and strive to involve staff, students and parents in the responsibility of our educational provision. It is only in an atmosphere of good relationships and mutual respect that real learning can take place.

Our staff implement the Le Chéile and Dominican vision and approach to education. The influence of our staff in developing the identity and values of our school cannot be overestimated as they are charged with the responsibility of ensuring that a distinct Catholic ethos is maintained in practice while respecting the multi- faith dimension of our society. Opportunities are provided for our staff to develop professionally to ensure fulfilling careers.

Our students are provided with an education which assists them in developing to their full potential; academically, socially and personally. Our Pastoral Care and Wellbeing structures support our values; justice, peace, forgiveness, reconciliation and mutual understanding. Our aim is to ensure we develop students of integrity, with a strong moral compass, prepared to play their part in contributing to society.

Our parents are the primary educators of our students, so it is important that we work in partnership to develop their interest, trust and constructive involvement in the aims of our school. Parents support all policies and we provide structures such as our Parent School Association (PSA) to ensure opportunities for active participation in the development of our school. In addition, we have a Parent Charter which informs interaction between school and home.

Since the aim of Le Chéile and Dominican schools is the formation of young people in a specifically Catholic tradition, it follows that a systematic way of presenting the faith will be a central element in the life of our school.

3. Admission Statement

Santa Sabina Dominican College 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 concerned. Santa Sabina Dominican College is a single-sexed, all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school
- b) Civil status ground of the applicant concerned
- c) The family status ground of the student or the applicant concerned
- d) The sexual orientation of the student or the applicant concerned
- e) The religious ground of the student or the applicant concerned. Santa Sabina Dominican College 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 denomination in preference to others
- f) The disability ground of the student or the applicant concerned
- g) The ground of race of the student or the applicant concerned
- h) The Traveller community ground of the student or the applicant concerned
- i) The ground that the student or the applicant has additional 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.

Admissions will be carried out according to the terms of this policy.

The Board of Management, subject to authorisation by the Le Chéile Trust, determines the number of first year places.

Santa Sabina Dominican College is an all girls school and does not discriminate where it refuses to admit a boy applying to this school.

Santa Sabina Dominican College 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 denomination in preference to others.

4. Students with additional educational needs.

Santa Sabina Dominican College 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 additional educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Santa Sabina Dominican College will comply with any direction served on the Board or Patron under section 37A and 67(4)(b) of the Education Act 1998.

We welcome applicants with additional educational needs and will assist students with such needs in conjunction with our Learning Support Department.

5. Admission of Students

This school shall accept each student seeking admission except where:

1. The school is oversubscribed (Please see Section 6 for further details)
2. 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/her and that he/she shall make all reasonable efforts to ensure compliance with such Code by the student.

Santa Sabina Dominican College provides education exclusively for girls and refuses to admit as a student, a person who is not of the gender provided for by this school.

Santa Sabina Dominican College is a Catholic school and may refuse to admit as a student, a person who is not Catholic, where it is proved that the refusal is essential to maintain the ethos of the school.

Eligibility for Admission

The following girls will be eligible to apply for a place in first year:

- Girls who have completed sixth class in primary school or its equivalent
- Girls who have reached the required age (12 years by 31st December of their first year in secondary school)
- Girls whose parents accept the ethos of Santa Sabina Dominican College
- Girls whose parents accept the school's Code of Behaviour including the iPad Usage Policy and all school policies (available on the school's website)
- Girls whose applications are in accordance with the selection criteria below

The Application Process

All applications will be subject to; the requirements of the Department of Education, school resources, class size, staffing provisions, school accommodation and health and safety. All applications will ultimately be considered by the Board of Management or its representative who will make a decision as to whether or not to admit a student to the school. (Section 19 Education (Welfare) Act 2000

Santa Sabina Dominican College is located in the Howth Deanery. This area is defined by the Catholic Archdiocese of Dublin. A common application process operates among the agreed secondary schools of this area.

The primary schools in the Howth Deanery distribute the Central Application Post Primary School (CAPPS) Form annually each September preceding the year of entry.

If the applicant attends one of the Howth Deanery schools, the Central Application Post Primary School (CAPPS) Form will be available through the primary school. All application forms must be returned within the timeline for receipt of applications as set out in the school's Annual Admission Notice. CAPPS Forms will be returned through the primary school network.

Applicants who are not attending a school in the Howth Deanery should contact Santa Sabina directly in September preceding the year of entry (6th class) for an application form. The completed application form should be returned to the school within the timeline for receipt of applications as set out in the school's Annual Admission Notice.

Applicants will be informed in writing of the decision of the school within the timeframe outlined in the Annual Admission Notice (i.e within 21 days of the closing date.)

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 applicants that are received within the timeline for receipt of applications as set out in the school's Annual Admission Notice.

If places remain having filled categories 1,2,3, and 4 and an excess occurs, for example in category 5, all remaining places will be filled based on a lottery in category 5. The same principle will apply if an excess occurs in any earlier category. The lottery process will involve a digital random selection and an additional observer may be present during the lottery process.

Selection Criteria The applications for places in first year will be prioritised using the categories below.

1. Sisters of current students of Santa Sabina Dominican College
2. Daughters of current staff members
3. Girls living in Howth or Sutton
4. Girls attending the following local primary schools **(NB: This list is not in order of preference)**
 - Scoil Mhuire Howth Co. Dublin
 - Burrow National School Sutton
 - St. Fintan's National School
 - Bayside National School Sutton
5. Girls attending the primary schools in the Howth Deanery and applying on a CAPPS form
6. Sisters of former students
7. Daughters of former students (limited to 25% of available places)
8. Girls attending a Deanery school and not applying on a CAPPS form
9. Girls attending other schools outside the Howth Deanery

Note: Applications received after the closing date will be placed on a waiting list according to the above criteria

7. What will not be considered or taken into account

Selection criteria that are not included in this Admission Policy will not be used to make a decision on an application for a place in our school.

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 admission or when placing an applicant on a waiting list for admission to the school:

- a) An applicant's prior attendance at a pre-school or pre-school service, including naíonraí
- b) The payment of fees or contributions to the school
- c) An applicant's academic ability, skills or aptitude
- d) The occupation, financial status, academic ability, skills or aptitude of an applicant's parents
- e) A requirement that an applicant or her parents attend an interview, open day or meeting as a condition of admission
- f) An applicant's connection to the school by virtue of a member of her family attending or having previously attended the school (other than the selection criterion based on a sibling attending 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.

8. Decisions on applications

All decisions on applications for admission to Santa Sabina Dominican College will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice
- The information provided by the applicant on the school's official application form received during the period specified in our Annual Admission Notice for receiving applications.

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 an applicant 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 applicant'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 to the school's Board of Management.

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Santa Sabina Dominican College, you must indicate:

- a) 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
- b) 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.

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 Santa Sabina Dominican College where:

- (a) It is established that information contained in the application is false or misleading. Parents may be required to furnish two recent utility bills as proof of residence.
- (b) 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
- (c) 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 he/she shall make all reasonable efforts to ensure compliance with such code by the student.
- (d) An applicant has failed to comply with the requirements of "Acceptance of an Offer" as set out in s.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:

- a) An application for admission to the school has been received
- b) An offer of admission to the school has been made, or
- c) An offer of admission to the school has been accepted

The list may include any or all of the following:

- a) The date on which an application for admission was received by the school
- b) The date on which an offer of admission was made by the school
- c) The date on which an offer of admission was accepted by the applicant
- d) An applicant's personal details including 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 Santa Sabina 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 Santa Sabina Dominican College 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 selection criteria at 6 above.

14. Late Applications

All applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our school's Admission Policy, the Education (Admission to Schools) Act 2018 and any regulations made under the 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 and subject to the parent confirming in writing, acceptance of our Code of Behaviour and all school policies. 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 applicants to a year other than First Year and / or to any year group during the school year

Where parents wish to make an application for their daughter to a year group other than First Year or during the school year, they should, in the first instance, fill in an Application Form. An offer of a place can only be made if there is space in all the relevant classes in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application.

Applications made for a place in the Senior Cycle (Transition Year /Fifth Year/Sixth Year) in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing students who progress to the next year. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school, the parents and their daughter may be invited to attend a meeting with a member of senior management to ascertain whether there is a place available in the particular subject classes required by their daughter. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the applicant. This is because class size is limited in certain subjects. For this reason parents and their daughter are strongly recommended to attend this meeting to ensure that a transfer to the school would be in the best interests of their daughter given the curricular provision, subject choices/levels available at the time.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year: The parents must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from Santa Sabina Dominican College, the parents must indicate:

- (1) 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
- (2) Whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools and if so, they must provide details of the other school or school 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.

- (3) Their willingness to accept the Code of Behaviour and all school policies

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 Santa Sabina Dominican College 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 three weeks of the date of the offer of a place
- (iii) The parent of an applicant, 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 he/she shall make all reasonable efforts to ensure compliance with such code by the applicant
- (iv) An applicant has failed to comply with the requirements of acceptance of an offer” as set out above
- (vi) The application is made for a place in the Senior Cycle in the forthcoming academic year before the Principal has established the number of available spaces in each of the year groups.
- (vii) Applicants for 5th year must have completed Transition Year

Oversubscription to a year group other than First Year

In the event of there being more applications to a 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 criteria assigned to the students’ application 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 (for places in a year group other than First Year) will be determined by the digital lottery process. Offers of any subsequent places in a year group other than First Year that become available during the school year will be made to those applicants on the waiting list, in accordance with the order of criteria in relation to which the applicants 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. 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 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) an applicant’s personal details including her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

16. Declaration in relation to non - charging of fees

The Board of Management of Santa Sabina Dominican College or any persons acting on its behalf shall not, except in accordance with S.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

In Santa Sabina Dominican College, Religious Education is a core subject in all programmes and is an examination subject in Junior Cycle. Requests for exemption from R.E. classes will be taken on a case by case basis and will require a meeting between a member of the senior management team and the parent and student. If the request to be excused is granted, the student will remain in the R.E. classroom but work on her own spiritual, ethical or moral development.

A student over the age of 18 who makes a written request to the Principal for exemption from R.E. classes will be required to meet with a member of the senior management team. If the request to be excused is granted, the student will remain in the R.E. classroom but work on their own spiritual, ethical or moral development.

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent of the applicant, or in the case of an applicant who has reached the age of 18 years, the applicant, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education (Admission to Schools) Act 2018

The timeline within which such a review must be requested and other requirements applicable to such reviews, are set out in the procedures determined by the Minister under section 29B of the Education (Admission to Schools) Act 2018 which are published on the website of the Department of Education.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and 29C of the Education (Admission to Schools) Act 2018.

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 s29 of the Education Act 1998.

Right of Appeal

Under S29 of the Education Act 1998, the parent of an applicant , or in the case of an applicant who has reached the age of 18 years, the applicant may appeal a decision of this school to refuse admission.

An appeal may be made under Section29 (1)(c)(i) of the Education Act 1998 as amended by Section.7 of the Education (Admission to Schools) Act 2018 where a refusal to admit was due to 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 S.29 of the Education Act 1998. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A Board of Management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management>. You can proceed to submit a section 29 appeal once you have received the outcome of the review by the Board of Management or once 42 calendar days have passed since the decision to refuse admission was made(whichever of these is the earliest) You can submit your s29 appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/> A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

An appeal may be made under S.29(1)(c)(ii) of the Education Act 1998 as amended by Section. 7 of the Education (Admission to Schools) Act 2018 where a refusal to admit was due to a reason other than the school being oversubscribed.

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 Section29 of the Education Act 1998.

Appeals under Section29 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 other requirements applicable to such appeals are set out in the procedures determined by the Minister under Section 29B of the Education Act 1998 as amended which are published on the website of the Department of Education and Skills.

Policy ratified by the Board of Management - 25th May 2026

Date of Approval by the Patron -26th May 2026