



**Admissions Policy of St. Louis Primary School
William's Park
Rathmines
Dublin 6
Roll number:20571I
School Patron: Catholic Archbishop of Dublin
School Trustees; St Louis Sisters**

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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 in 27th of March 2025. It is published on the school's website and is available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Louis Primary school's 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**

St. Louis Primary school is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin and the trusteeship of the St. Louis sisters.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- 1) The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- 2) A living relationship with God and with other people; and
- 3) A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- 4) The formation of the pupils in the Catholic Faith.

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

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Louis Primary 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.

In St. Louis Primary School, our mission is to provide a safe, caring and happy learning environment. We value the intellectual, emotional, physical and cultural needs of all pupils. St. Louis Primary School is a mainstream and co-educational school. It is a Catholic school under the patronage of the Archbishop of Dublin and the joint trusteeship of the Sisters of St. Louis.

Each child is welcomed and respected and encouraged to reach their full potential and our school seeks to ensure that all members of the school community work in partnership, having the best interest of the pupils at heart. Our vision is to ensure that our pupils realise their potential and embrace their gifts and talents, empowering them to become problem solvers, active citizens and critical and creative thinkers.

3. Admission Statement

St Louis Primary 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.

All denominational schools

St. Louis Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and the refusal is essential to maintain the ethos of the school.

St. Louis Primary School will co-operate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

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

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

St. Louis Primary School, with the approval of the Minister of Education, is establishing one special class in 2025/2026 to provide an education exclusively for children with Autism Spectrum Disorder (ASD). The Autism class will cater for children in Junior Infants to Third Class for the academic year 2025/2026.

5. Admission of Students

This school shall admit each student seeking admission except where –

- 1) The school is oversubscribed (please see section 6 below 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 or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- 3) St. Louis Primary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not catholic and the refusal is essential to maintain the ethos of the school.
- 4) No pupil shall be younger than 4 years of age on June 1st of the year of their proposed enrolment or older than 13 years of age during their final year in primary school.

Special Class 2025/2026

- 5) The special class attached to St. Louis Primary School provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specific category of special educational needs provided for this class. As per Department of Education

instruction, the school will accommodate one special class, for children with Autism. No pupil shall be younger than 4 years of age on June 1st of the year of their proposed enrolment or older than 13 years of age during their final year in primary school.

(A) Procedures for admission to Junior Infants

The procedure of the school in relation to the admission of Junior Infant Students (Intake Group) are as follows:

1. Applicants complete the application form that is available on www.stlouis.ie.
2. Application forms are deemed incomplete if all requested documentation and information has not been received. The following documents must accompany an application form
 - A) Copy of the student's birth/adoptive cert
 - B) Proof of address in the form of 2 original utility bills in the name of the applicant (dated no later than 3 months prior to the date on the application form) from your local gas supplier, electric supplier, internet/TV supplier, TV licence or local property tax.
3. The school's code of behaviour can be downloaded from www.stlouis.ie or obtained by emailing schooloffice@stlouis.ie or by writing to the school St. Louis Primary School, William's Park, Rathmines, Dublin 6. In accordance with section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the school's Code of Behaviour. The Board of Management reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending the school. The Board of Management also reserves the right to suspend or expel a child under 'Health & Safety' regulations and in conjunction with the school's 'Code of Behaviour' as per the National Education Welfare Board's Developing a Code of Behaviour Guidelines document, if the need should arise.
4. The completion of the application form does not guarantee a place for your child. Receipt of acknowledgement of an enrolment application by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school.
5. Where a place is not immediately available, the applicant's name will be placed on a waiting list in accordance with the order of priority assigned below (section 6).
6. Parents/Guardians will be asked to sign a declaration that all information provided is true. Falsification of documents will lead to forfeiture of a place offered.
7. The school does not accept responsibility for administration errors made in completion of the application form. Please check all information contained in the application form is correct before submitting. False or misleading declarations and/or withholding relevant information will invalidate an enrolment application and necessitate a new application by the parent/guardian.

8. The initial round of offers of places will be notified within 21 days from the closing date for the receipt of the applications. If places remain available after the initial round of offers has been completed a second round of offers will be notified within 21 days from the date of the initial round of offers and rounds of offers will be made thereafter at intervals of 21 days or less until all the places have been filled. In the event of the intake group being oversubscribed, decisions to refuse admission will be notified within 14 days from the date on which all available places in the intake group have been filled.
9. Acceptance of a place must be confirmed in writing within 14 days from the date of the letter of offer by completing and returning to the school an enrolment acceptance form which will be sent with the letter of offer.
10. Failure to accept an offer within the prescribed period above may result in the offer being withdrawn.

NOTE: the school will consider and issue decision letters on late applications in accordance with section 14 below.

B) Procedures for admission to Autism Class 2025/2026

Admission to the Autism Class

Parents/Guardians who apply for admission to the school's special class should refer to procedures 1-10 outlined in the Procedures for Admission to Junior Infants above and parents/guardians also need to **refer to the following additional information for admission to the Autism Class 2025/2026.**

As per Department of Education (DE) instruction, the school will accommodate one special class, for children with Autism.

The Department of Education states that the ratio for each class is a maximum of six pupils to one teacher and two SNAs. There must be more than three pupils for the school to access/retain the second SNA for a special class.

The school will be guided by the advice and recommendations of the NCSE when enrolling children in the Autism class and will be assisted by the appropriate services:

National Educational Psychological Service – N.E.P.S

Special Educational Needs Organiser (S.E.N.O.)

Health Service Executive (H.S.E.)

Additional information for Admission to the Autism Class 2025/2026

- Each child must have a full current Psychological & Cognitive Assessment, which must specify a diagnosis of Autism/Autism Spectrum Disorder, made using the DSM IV/V or ICD 10/11 criteria and a recommendation for a special class placement in a mainstream primary school from such a professional report.
- All relevant professional reports and assessments must be given to the school once the child has been offered a place in the school.
- An Induction meeting of new parents will be held prior to commencement in the school, as is the case for all incoming pupils.
- After the acceptance of an offer, a meeting will be arranged between the parents/guardians and the relevant school personnel.
- Our vision is that each child in the Autism Class will be enabled with the supports available in St. Louis Primary School to at least partially integrate into the mainstream classes according to their ability and capacity.
- Integration within a mainstream class will be determined based on the individual needs of the pupil, and through discussion with the parents/guardians and the relevant class/support teacher and special class teacher. Following agreement, phased integration will take place and this integration will be subject to review every term. Every effort will be made to reach agreement on integration, failing which the Board of Management will decide the issue on the advice of the Principal.

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**:

The categories set out below which are numbered in order of priority will be used to determine the priority order given to applications when the number of applications received outnumbers the number of places available.

Category 1: Siblings and stepsiblings of pupils already enrolled in St. Louis Primary School and/or children resident in the parish of Rathmines. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Category 2: Children of current staff. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Category 3: Children of past pupils; subject to a limit that children in this category will not exceed 25% of the pupils to be enrolled in a class. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Category 4: All other applicants. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

The school relies on the Archdiocese's list of parish boundaries, which is available on request.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

1. St. Louis Primary School shall give priority to the oldest child in each category – having reached their fourth birthday before the first of June of the year in which they apply.
2. When two applicants in the same criteria with the same date of birth apply, the order will be decided by a draw of lots by an independent person and not the Chairperson of the Board.

For the avoidance of doubt, if a child does not receive a place in Junior Infants for a given academic year, but he/she wishes to be considered for admission to the same class in the following academic year, a new application must be made on behalf of that child during the dates specified by the school as being the period when applications are being accepted for all other classes.

Over-Subscription to the Autism Class

Where a place becomes available in the Autism class, priority will be given to pupils according to the following criteria:

Category 1: Pupils who are currently enrolled in St. Louis Primary School and who have a diagnosis of ASD and a recommendation for a special class placement within a mainstream school. The eldest pupil will have priority in this ranking, with priority thereafter in descending order of age.

Category 2: Siblings and step siblings of pupils already enrolled in St. Louis Primary School who have a diagnosis of ASD and a recommendation for a special class placement within a mainstream school. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Category 3: Children resident in the Parish of Rathmines with a diagnosis of ASD and a recommendation for a special class placement within a mainstream school. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Category 4: Children of current staff members with a diagnosis of ASD and a recommendation for a special class placement within a mainstream school. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Category 5: Children living outside the parish of Rathmines but within the Dublin 6 area, with a diagnosis of ASD and a recommendation for a special class placement within a mainstream school. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Category 6: All other applicants. The eldest child will have priority in this ranking, with priority thereafter in descending order of age.

Applicants whose applications are received after the closing date outlined in the Admission Notice will be placed at the end of the above waiting list in order of the date of receipt of such applications.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

1. St. Louis Primary School shall give priority to the oldest child in each category.
2. When two applicants in the same criteria with the same date of birth apply, the order will be decided by a draw of lots by an independent person and not the Chairperson of the Board.

For the avoidance of doubt, if a child does not receive a place in the special class for a given academic year, but he/she wishes to be considered for admission to the same class in the following academic year, a new application must be made on behalf of that child during the dates specified by the school as being the period when applications are being accepted for all other classes.

Autism Class Discharge Policy

- It is school policy to facilitate the discharge of pupils from the Autism Class when they have reached the end of 6th class.
- In line with NCSE advice, the school will review each pupil's progress at the end of every academic year to determine whether the Autism Class continues to be an appropriate placement for them and to discharge the pupil from their Autism Class if the placement is not in the best interests of the pupil and/or the other pupils in the class.
- Discharge from the Autism class may also happen if a pupil is fully integrated into the mainstream school.

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:

- 1) A student's prior attendance at a pre-school or pre-school service, including naíonraí;
- 2) The payment of fees or contributions (howsoever described) to the school;
- 3) A student's academic ability, skills or aptitude;
- 4) The occupation, financial status, academic ability, skills or aptitude of a student's parents;
- 5) A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 6) 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 St. Louis Primary 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 St. Louis Primary School you must indicate—

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

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

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

An offer of admission may not be made or may be withdrawn by St. Louis Primary School where—

1. It is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. 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, and that such sharing does not breach Data Protection law. The rationale and intent is to allow the school’s Board of Management to seek information from other schools or from applicants concerning applications made to this school.

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—

- An application for admission to the school has been received,
- An offer of admission to the school has been made, or
- An offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school;
- the date on which an offer of admission was made by the school;
- the date on which an offer of admission was accepted by an applicant;
- 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 St. Louis Primary School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Louis Primary 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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 in **Senior Infants to 6th Class** are as follows:

Parents/Guardians seeking admission for a child into Senior Infants – 6th Class. Applications for Senior Infants to 6th class can be taken during the year. Please email schooloffice@stlouis.ie for further information and application form.

Applicants seeking to transfer a child to St. Louis Primary School from other primary schools within the State or from outside the State are accepted in accordance with St. Louis Primary School Admissions Policy and are subject to the availability of places in particular classes and verification of documentation and information.

It is advised that all such applicants should apply in advance of the commencement of the school year. The application will **remain valid for the school year in which admission is**

being sought. For the avoidance of doubt, if a child does not receive a place for a given academic year, but he/she wishes to be considered for admission to the same class in the following academic year, a new application must be made on behalf of that child during the dates specified by the school as being the period when applications are being accepted for all other classes.

1. A completed application form with details of the school in which they are currently enrolled (if applicable).
2. Application forms are deemed incomplete if all requested documentation and information has not been received. The following documents must accompany an application form
 - (A) Copy of the student's birth/adoptive cert
 - (B) Proof of address in the form of 2 original utility bills in the name of the applicant (dated no later than 3 months prior to the date on the application form) from your local gas supplier, electric supplier, internet/TV supplier, TV licence or local property tax.
3. Provide St. Louis Primary School with copies of reports from the school in which they are currently enrolled, including tests and other assessments where applicable.
4. Provide St. Louis Primary School with copies of documentation relating to any additional educational needs the child may have e.g. psychological reports, occupational therapy reports, speech and language reports etc. in order to plan for the pupil to access the curriculum.
5. St. Louis Primary School reserves the right to contact the school previously attended by the prospective pupil.
6. The decision to accept a child in any class is made by the Board of Management and its decision is binding. The Board of Management takes into account size of / available space in the classroom, educational needs of a particular group, availability of teaching staff and Dept. of Education maximum class size directives. As per this policy, applicants will be placed on a waiting list when the year group is full.
7. When a space becomes available at a time other than at the beginning of the school year, the place will be offered to the person who is first on the waiting list. If this happens towards the end of the school year, the school reserves the right to discuss the advantages and disadvantages of accepting a place with the parents.
8. The school's code of behaviour can be downloaded from www.stlouis.ie or obtained by emailing schooloffice@stlouis.ie or by writing to the school St. Louis Primary School, William's Park, Rathmines, Dublin 6. In accordance with section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the school's Code of Behaviour. The Board of Management reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending the school. The Board of Management also reserves the right to suspend or expel a child under 'Health & Safety' regulations and in conjunction with the school's 'Code of Behaviour' as per the National

Education Welfare Board's Developing a Code of Behaviour Guidelines document, if the need should arise.

9. The completion of the application form does not guarantee a place for your child. Receipt of acknowledgement of an enrolment application by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school.
10. Parents/Guardians will be asked to sign a declaration that all information provided is true, falsification of documents will lead to forfeiture of a place offered.
11. The school does not accept responsibility for administration errors made in completion of the application form. Please check all information contained in the application form is correct before submitting. False or misleading declarations and/or withholding relevant information will invalidate an enrolment application and necessitate a new application by the parent/guardian.
12. In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:
St. Louis Primary School shall give priority to the oldest child in each category.
When two applicants in the same criteria with the same date of birth apply, the order will be decided by a draw of lots by an independent person and not the Chairperson of the Board.

For the avoidance of doubt, if a child does not receive a place in Senior Infants to 6th Class for a given academic year, but he/she wishes to be considered for admission to the same class in the following academic year, a new application must be made on behalf of that child during the dates specified by the school as being the period when applications are being accepted for all other classes.

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

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

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

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students who have requested that the pupil attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day for such 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.

Bearing in mind the Catholic ethos of the school, every effort will be made so that the school is as inclusive as possible. While Catholic education and ethos of the school permeates the day, children of other faiths and none, where request is made in writing, will be excused from participation in formal religious instruction classes and specifically Catholic liturgies. It will not be possible to arrange alternative supervision for pupils at these times. Pupils may be excused from participation but will have to remain in the classroom with appropriate work to complete. It will not be possible to provide religious instruction of other faiths.

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, within 21 days of notification of a decision to refuse admission 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.

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.

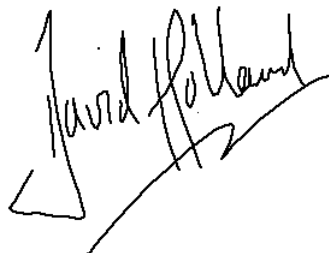
This policy is subject to periodic review by the Board of Management.

Principal: Dolores Hanrahan

Signed:



Chairperson: David Holland



Signed:

Date:

29/3/25