

Admissions Review and Appeal Process

Section 29 (1)(c)(i) of the Education Act 1998, provides that a Parent/Guardian may appeal a decision of a Board of Management or a person acting on behalf of a Board of Management to refuse to admit a student to a school, where the decision to refuse admission is due to the school being oversubscribed.

In accordance with section 26 of the Education (Welfare) Act, 2000, the Child and Family Agency may appoint a person, independent of that Agency, to appeal a decision under section 29 (1)(c)(i) of the 1998 Act.

Stages of the Admissions Review and Appeal Process

- 1) Prior to making an appeal under section 29(1)(c)(i) the applicant must request a review by the Board of Management of the decision to refuse admission.
- 2) To initiate a review, a 'Review by Board of Management Request Form' (BOMR1) must be completed and submitted via email to admissions@bayestatens.com or via post to 'The BOM of Scoil Mhuire na nGael, Bay Estate, Dundalk, Co. Louth'. The request for a review by the Board of Management must be made within 21 calendar days of the date of the decision to refuse admission. This form can be accessed at the following link:

<https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/review-by-board-of-management-request-form.pdf>
- 3) The Board of Management will notify the applicant within 42 calendar days of the date of the decision to refuse admission of the outcome of the review.
- 4) Upon completion of the review procedure and in accordance with sections 29 to 29F of the Education Act, 1998, an appeal may be made to the Section 29 Appeals Administration Unit in respect of a decision by a Board of Management or by a person acting on behalf of the Board of Management to refuse to admit a student to a school where the decision to refuse admission is due to the school being oversubscribed.
- 5) An appeal to the Section 29 Appeals Administration Unit must be made no later than 63 calendar days from the date of the decision to refuse admissions. **(Please note this refers to the date of the decision to refuse admission and not to the date of any notification or statement arising from the mandatory request for review by the Board of Management).**

- 6) The Section 29 Appeal Form may be downloaded from the Department of Education's website or may be obtained directly from the Section 29 Appeals Administration Unit. The form can also be accessed at the following link:

<https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/section-29-appeal-application-form-oversubscribed.pdf>

- 7) Full details of the procedures for hearing and determining appeals under section 29 (1)(c)(i) of the Education Act, 1998 (applicable to appeals made from 12th November 2020 onwards) can be accessed at the following link:

<https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/>