Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Admission Policy of Coláiste Mhichíl

School Address: Sexton Street, Limerick

Roll number: 64200R

School Patron: ERST

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 16/09/26. 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 Coláiste Mhichíl 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. Applications for entry into 1st Year for 2027/28, as agreed by the Department of Education and Youth, will take place through the CAS Online Portal.

2. Characteristic spirit and general objectives of the school

Coláiste Mhichíl is a Catholic all boys voluntary secondary school with a Catholic ethos under the trusteeship of ERST.

"Catholic Ethos" in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
(b) a living relationship with God and with other people; and
(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
(d) the formation of the pupils in the Catholic faith,

and which school provides religious education 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 Coláiste Mhichíl 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.

Mission Statement

To provide a visibly Christian environment where pupils and staff can achieve their full potential as human beings intellectually, physically, socially and in a spiritual fashion in the tradition of Blessed Edmund Rice

Philosophy

The main aim of the school is to create a challenging learning environment, to facilitate the all-round education of our students to the highest spiritual, moral and academic standard, and to prepare them for life itself.

The core values of ERST are intended to support and nourish the lives of the people at the heart of our school: students, staff and parents. The key elements are

- Nurturing Faith, Christian Spirituality and Gospel-based Values
- Promoting Partnership in the School Community
- Excelling in Teaching and Learning
- Creating a Caring School Community
- Inspiring Transformational Leadership

Characteristic Spirit

Coláiste Mhichíl promotes the personal, spiritual, physical, creative and intellectual development of its students in accordance with the mission and vision as articulated in the ERST Charter. Since its opening in 1828, Coláiste Mhichíl has provided an education of excellence for boys from all walks of life. Coláiste Mhichíl has a proud record of academic achievement, social inclusion, extracurricular provision and much sporting success. The characteristic spirit of our school is based on the vision and values of the ERST Charter.

These charter values, as outlined above, are reflected in the daily life of the members of the school community. The school community comes together a number of times each year to celebrate Mass. We have a Mass at Christmas time which celebrates all the members of the school community and the students play a prominent role in the delivery of the service. Much work is done in school supporting various charities through non-uniform days and through the work of the Student Council and various individual teachers working on projects with students. The school's vision and commitment to providing a caring inclusive education is evidence in the decision to establish The Learning HUB– our ASD classroom in the school.

The curriculum available in Coláiste Mhichíl caters for a wide diversity of aptitudes and abilities and we take pride in the achievements of all our students. Excellence in teaching and learning means that in Coláiste Mhichíl we have a high expectation of our teachers and students, nurture the development of all aspects of our lives, respond to a changing world, use technology responsibility and creatively to enhance our learning and promote learning as a life-long enterprise.

The family, as the primary educator, through its commitment to the values of the school, shares the responsibility for the students' education. Coláiste Mhichíl has dedicated teachers who are committed to high academic standards. The school provides a rich and diverse curriculum catering for the needs of each individual student. It strives also for excellence in areas of sport and culture, social concern and spiritual values wherein students are

encouraged and challenged to realise their full potential as human beings. The mission of our School Community - Staff, Board, Parents, present students and past pupils - is to ensure that graduates of the school, by their relationship with Jesus Christ and through living Gospel values, shall set an example to others of leadership in the pursuit of a just world.

The school wishes to see in the parents/guardians a strong support for the Mission Statement and a commitment to the values embodied therein under the following headings:
• pastoral care and spiritual development;
• co-curricular;
• the academic curriculum;
• justice issues and activities; and
• a willingness to involve themselves as parent(s) / guardian(s) in the life of the school.

Especially important is that they desire that their son develop his spiritual values and grows in concern for others, and that they are open to such development in themselves.

This Admissions Policy should be considered in conjunction with the Code of Discipline of Coláiste Mhichíl and the Education Act 1998. The procedures outlined in this policy may, from time to time as circumstances demand, be varied or altered.

3. Admission Statement

Coláiste Mhichíl 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. Coláiste Mhichíl will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Coláiste Mhichíl 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.

Coláiste Mhichíl is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

Coláiste Mhichíl 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 faith in preference to others.

Coláiste Mhichíl 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Coláiste Mhichíl is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Coláiste Mhichíl with the approval of the Minister for Education & Youth, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder.

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)
b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Coláiste Mhichíl provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

Coláiste Mhichíl is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Coláiste Mhichíl provides an education exclusively for students with Autistic Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. The following evidence is required in support of such an application:
Professional report(s) outlining

- Diagnosis of Special Educational Needs

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for Autistic Spectrum Disorder.

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:

As Limerick City and its environs operates the Common Application System for the transfer of students from Primary to Post-Primary School (CAS) there are a number of steps which prospective students need to adhere to in order to secure a place in Coláiste Mhichíl.

The CAS was established by the Department of Education and Youth and then Minister Dempsey in response to the requirement for places within city schools. Limerick Education Centre (LEC) acts as the administrator for the CAS. There is an agreed schedule of Open Nights which is advertised in the local newspapers and all primary schools are also advised of the Open Night arrangements. There is a single online application portal (CAS Online Portal) and a common closing date for all schools within the System. Parents/guardians are advised to populate the CAS online portal with their preferences (1-11).

Coláiste Mhichíl declares the number of places available for incoming first year students each year. This information is furnished to the LEC. After the passing of the agreed closing date, a letter of offer/refusal will be posted to parents/guardians. Acceptances/refusals to the offer need to be returned to the school in line with the timeframe set out by the LEC. A Common Registration Meeting will take place on a date set by the LEC, and students intent on accepting their place in Coláiste Mhichíl are required to attend this meeting with their parent/guardian. If the registration of a student is not completed by the parent/guardian in line with the dates set by the LEC, the school will offer this place to the next student on the waiting list.

Any applications for entry into 1st year in the following academic year that the school receives after the close of the CAS online portal must be completed on the Non-CAS application form. This form is available from the school.

Enrolment Criteria

In allocating places the following will be the first criteria used

1. Brothers of students currently enrolled in Coláiste Mhichíl.
2. Sons of current staff (Teaching and SNA) employed in Coláiste Mhichíl.
3. Applicants who are enrolled in the following Primary Schools and will complete their primary education in 2026/27 (in no particular order): Scoil Íosagáin, Scoil Mháthair Dé, St. Patrick's Boys National School, St. Brigid's National School, St. Michael's National School, JFK Memorial School, Gaelscoil Sheoire Clancy, Our Lady Queen of Peace National School, Donoughmore National School, Knockea National School, Le Chéile National School, An Mhodscoil, Corpus Christi Primary School, Patrickswell National School, St. John's Boys School.
4. All other applications will be considered.

The above criteria will be applied in the stated order and will only apply where Coláiste Mhichíl is the first choice. If at this point the number of applicants exceeds the places available, open lottery will apply. This lottery will be carried out by the principal and chairperson of the Board of Management of Coláiste Mhichíl. If the number of applicants exceed places, a waiting list will be formed by the open lottery and places, if they become available, will be offered to the applicants in rank order. (Note: if a lottery is used, twin brothers will be treated as a single application)

If after implementing the above criteria places are still unfilled, these places will be offered to applicants who do not meet these criteria. This selection will also be made by open lottery, conducted by the principal and chairperson of the Board of Management of Coláiste Mhichíl. If the number of applicants exceed places, a waiting list will be formed by the open lottery and places, if they become available, will be offered to the applicants in rank order. (Note: if a lottery is used, twin brothers will be treated as a single application)

If the Special Class (Autistic Spectrum Disorder) is oversubscribed priority will be given to students already enrolled in the school with the required diagnosis as outlined in Section 4 and the supporting evidence as outlined in Section 5. Where no such internal students apply, and the Special Class is oversubscribed, priority will be given as outlined under the Enrolment Criteria as outlined in Section 6 who have the required diagnosis as outlined in Section 4 and the supporting evidence as outlined in Section 5.

The Board of Management reserves the right to refuse an application for admission. In such case, the parents will have the right to appeal under Section 29(1) Education Act 1998.

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:

The above criteria will be applied in the stated order and will only apply where Coláiste Mhichíl is the first choice. If at this point the number of applicants exceeds the places available, open lottery will apply. This lottery will be carried out by the principal and chairperson of the Board of Management of Coláiste Mhichíl. If the number of applicants exceed places, a waiting list will be formed by the open lottery and places, if they become available, will be offered to the applicants in rank order. (Note: if a lottery is used, twin brothers will be treated as a single application)

If after implementing the above criteria places are still unfilled, these places will be offered to applicants who do not meet these criteria. This selection will also be made by open lottery, conducted by the principal and chairperson of the Board of Management of Coláiste Mhichíl. If the number of applicants exceed places, a waiting list will be formed by the open lottery and places, if they become available, will be offered to the applicants in rank order. (Note: if a lottery is used, twin brothers will be treated as a single application)

In administering the enrolment criteria the school will be conscious of its obligation to provide a satisfactory learning environment for students and staff and to take all steps necessary to ensure the Health and Safety of its students and staff. If it is the professional opinion of the management of the school that a student presents needs which cannot be reasonably met by a mainstream secondary school, or which may seriously impinge on the education and/or health and safety of others, the school may refuse/rescind an offer to enrol an applicant.

The Board of Management reserves the right to refuse an application for admission. In such case, the parents will have the right to appeal under Section 29(1) Education Act 1998.

In addition if the Special Class is oversubscribed priority may be given to students already enrolled in the school with the required diagnosis as outlined in Section 4 and the supporting evidence as outlined in Section 5.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude;
(other than in relation to:
- admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, or his 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 siblings of a student 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 Coláiste Mhichíl 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 Coláiste Mhichíl, 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 Coláiste Mhichíl 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) an applicant fails to complete the registration process in line with the dates set by the LEC.
(iv) 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
(v) 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.

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 Coláiste Mhichíl 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 Coláiste Mhichíl 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.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

The Board of Management has delegated the principal to decide on applications for enrolment in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group. Applicants then have the right to appeal that decision in writing to the Board of Management, and subsequently to the Department of Education and Skills, if necessary.

The following criteria will be used in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group:

1. There must be an available place after the general admissions criteria have been applied;
2. It is in agreement with the school's Admission Policy;
3. The transfer must be in the best interest of the student;
4. The transfer must be in the best interest of the school and the other students in the school;
5. The transfer must be of educational benefit to the student (e.g. it may not be possible to offer the student certain subject combinations, a place in a certain programme etc.)
6. The School Application Form must be completed in full and submitted to the school in its entirety;
7. All relevant information from the applicant's former school(s) must be made available, including:
    - Copies of the two most recent school reports for the student;
    - Copies of results of any State Examinations taken by the student.
    - Written information regarding the student's attendance record and behaviour record.
    - Current educational psychological assessment reports, and/or medical documentation outlining Additional Educational Needs.

Failure to present any of the requested documentation listed above may result in an applicant being refused admission to the school or having an offer of enrolment rescinded.

Parents/guardians who apply to transfer their son to Coláiste Mhichíl will be required to authorise the previous school to supply information as outlined in School Application Form. School management may contact the current and all former primary/post-primary schools attended by the applicant.

The applicant and his parent/guardian may be met by the Principal and/or Deputy Principal. This is to help determine whether or not the school can meet the individual curriculum needs of the applicant as well as their personal, social and emotional needs, in line with our Mission Statement and Ethos.

Following consideration by the Principal in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group, where the Principal has grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of ongoing disciplinary procedures in another school which includes, but is not confined to, any ongoing statutory

procedures in accordance with The Education Act 1998 or The Education (Welfare) Act 2000.

The Board of Management reserves the right to refuse an application for admission. In such case, the parents will have the right to appeal under Section 29(1) Education Act 1998.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

The Board of Management has delegated the principal to decide on applications for enrolment in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought. Applicants then have the right to appeal that decision in writing to the Board of Management, and subsequently to the Department of Education and Skills, if necessary.

The following criteria will be used in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group:

1. There must be an available place after the general admissions criteria have been applied;
2. It is in agreement with the school's Admission Policy;
3. The transfer must be in the best interest of the student;
4. The transfer must be in the best interest of the school and the other students in the school;
5. The transfer must be of educational benefit to the student (e.g. it may not be possible to offer the student certain subject combinations, a place in a certain programme etc.)
6. The School Application Form must be completed in full and submitted to the school in its entirety;
7. All relevant information from the applicant's former school(s) must be made available, including:
    - Copies of the two most recent school reports for the student;
    - Copies of results of any State Examinations taken by the student.
    - Written information regarding the student's attendance record and behaviour record.
    - Current educational psychological assessment reports, and/or medical documentation outlining Additional Educational Needs.

Failure to present any of the requested documentation listed above may result in an applicant being refused admission to the school or having an offer of enrolment rescinded.

Parents/guardians who apply to transfer their son to Coláiste Mhichíl will be required to authorise the previous school to supply information as outlined in School Application Form. School management may contact the current and all former primary/post-primary schools attended by the applicant.

The applicant and his parent/guardian may be met by the Principal and/or Deputy Principal. This is to help determine whether or not the school can meet the individual curriculum needs of the applicant as well as their personal, social and emotional needs, in line with our Mission Statement and Ethos.

Following consideration by the Principal in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group, where the Principal has grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of ongoing disciplinary procedures in another school which includes, but is not confined to, any ongoing statutory procedures in accordance with The Education Act 1998 or The Education (Welfare) Act 2000.

The Board of Management reserves the right to refuse an application for admission. In such case, the parents will have the right to appeal under Section 29(1) Education Act 1998.

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

The board of Coláiste Mhichíl 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

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

The following are the school's arrangements for parents of students and students (over 18) who have requested that the student attend the school without attending religious instruction in the school:

These arrangements will not result in a reduction in the school day of such students.

Parents of students and students (over 18) who wish to opt out of RE class should make a written request to the principal. A meeting will then be arranged with the parent or the student, as the case may be, to discuss their options. Throughout this process the constitutional right of the parent/ student (over 18 years) will be respected by the school.

The 1998 Education Act states that schools are required to promote the moral, spiritual, social and personal development of students (Section 9 (d)). At Coláiste Mhichíl the allocated time on the timetable for Religious Education responds to this. Students who opt out of RE class are required to use this time to study material relating to their own religious tradition or belief, for example sacred texts. Students of no religious faith, who opt out of RE class, are required to study relevant literature or philosophical texts. A list of suggested texts can be provided by the school. In line with the Edmund Rice Schools Trust Charter, Coláiste Mhichíl places great importance on the religious or spiritual formation of all its students. Each student has his own personal journey which will be encouraged and respected. Students who opt out of RE class will not be offered extra tuition or study periods.

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 and must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.
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. This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.

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). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.
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). This request must be received by the board not later than 21 days after the applicant has been informed in writing as to the decision of the school in accordance with Section 9 of this policy.
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.

Signed: Dave Croucher (Chairperson of Board of Management)

Signed: Denis O'Connor (Principal)

Date: 15/09/26

Date: 15/09/26

Date of next review: September 2027