

1. Option to Request Review by Board of Management

Within 21 days of the decision to refuse admission

- Parent **may** request in writing a review by the Board of Management of the decision to refuse admission.
- The grounds for the request must be set out
- It must be based on the implementation of the school's admission policy and school's annual admissions notice.

2. Board of Management Decision

Within **42 days** of the decision to refuse admission

- The Board of Management must notify that it did not proceed with review as it found the request was not made in the required 21 days **or**
- where the request proceeds, the Board of Management must issue a statement of outcome and its review decision.

3. Appeal to Department

Following the issuing of the School Board of Management notification or statement

or

after **42 days** from the date of the BOM decision to refuse admission

(whichever is the earliest)

and **not later than 63 days** from the date of the BOM decision to refuse admission

- The parent or guardian can make a Section 29 Appeal of the decision of the Board of Management to refuse admission.

- The appeal must be made in writing, on the Section 29 Appeal form, and submitted to the Section 29 Appeals Administration Unit, Department of Education.

4. Oral Appeals Hearing by the Department Appeals Committee

Where possible -

- within **21 days** of receipt of the fully completed Section 29 appeals form and all required information (from school, NCSE etc.)

- with a further **7 days** between preliminary and final decision for all parties to comment on preliminary decision

•The Department Appeals Committee will:

- examine and make a decision to proceed or to refuse to proceed with the appeal process. Refusal to proceed can be appealed to the Minister.
- if appeal proceeds - arrange and hold an oral hearing attended by both parties to the appeal (parent and school board)
- make a decision to allow or disallow the appeal.
- by notice in writing inform the Minister, the Applicant, the Board of Management and any other agencies involved of its **preliminary decision**, the reasons for the decision and where the appeal is allowed (successful for applicant) its proposed direction to the Board of Management.
- allow all parties and agencies 7 days to make observations about the preliminary decision, the appeal committee considers these and makes its final decision.
- by notice in writing informs the minister of the **final decision**, the reasons for the final decision and, if the appeal allowed, the directions for the school board of management.

5. Minister Issues Decision

As soon as practicable after receiving notice of decision from the Appeals Committee

- The Minister will forward to the applicant, the Board of Management of the school and any other agencies engaged -
- a copy of the decision of the appeals committee
- and where an appeal is allowed, a copy of the direction of the appeals committee