

Admissions Policy



St Aidan's Comprehensive School

Approved: _____
Chairman Board of Management

Date: _____

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St Aidan's Comprehensive School Admissions Policy

This is a statement of the Admissions Policy of St Aidan's Comprehensive School, Cootehill, Co. Cavan. This policy is available by request from the Principal and School Office

1. Scope

This policy has been drawn up in consultation with the Board of Management, Staff, Parents and Students of St Aidan's Comprehensive School and has been approved and adopted by the Board of Management, Patrons and Trustees. The policy applies to all pupils who wish to enrol in the school and to their parents but particularly to those children who live within the local community. St Aidan's is an organisation committed to equality of opportunity, working to remove bias, prejudice, stereotyping and discrimination.

2. Relationship to the School Mission Statement

This policy statement is in line with the objectives set out in the St Aidan's Mission Statement and in the Deed of Trust for Comprehensive Schools.

Mission Statement

St. Aidan's Comprehensive School is a community based on respect involving the Board of Management, school management, teachers, non-teaching staff, parents/guardians, pupils and the local community. We endeavour to foster a spirit of cooperation, equality and respect for all.

St. Aidan's Comprehensive school is dedicated to promoting, in cooperation with parents and guardians, the religious, spiritual, moral, academic, aesthetic, cultural, physical, emotional and social development of all the students committed to its care.

The principal means of achieving this aim is through the collaborative participation of students and staff in both curricular and extra-curricular programmes/activities, having regard to each individual's unique set of needs and aspirations. Pupils are encouraged to achieve the highest academic standards based on their own individual abilities. While the school understands its responsibility for academic achievement and examination results, it seeks to develop in all its pupils the skills, attitudes and sensibilities that will enable them to contribute fully to society.

Our school aim is to provide an education, which will prepare pupils for the opportunities, responsibilities and experiences of life; promote an active partnership between the school, the home and the community.

This Policy is the result of collaborative consultation between Staff, Students and Parents.

3. Rationale

St Aidan's is subject to all legislative requirements and regulations set down from time to time by the Department of Education and Skills (DES). The School is funded by the DES and is provided with staff in accordance with DES staff allocation systems. The curricular programme of the school is governed by DES regulations in accordance with Sections 9 and 30 of the

Education Act of 1998.

Enrolment is limited by school capacity and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by DES regulations, standards and allocations.

In assessing applications for admission, the school will take fully into account:

1. The rights of children living within the local community
2. The rights of parents to apply to enrol their children in the school of their choice
3. The capacity of the school to provide adequately for the education of all of its pupils

4. Purpose of the Policy Statement

The objectives of this policy statement are:

1. To define clearly the procedures to be followed by parents/guardians in applying for the admission of a child to the school:
 - On transfer from primary to post-primary school
 - On transfer from another post-primary school
 - On seeking admission to a particular programme or course e.g. Transition Year, Leaving Certificate Applied, Post-Leaving Certificate Courses.
2. To define the criteria to be applied in the consideration of applications in the event that the number of applications exceeds the number of available places.
3. To define clearly the means by which enrolment decisions may be appealed to the local school management and/or to the Department of Education and Skills under Section 29 (1) of the Education Act.
4. Enrolment is limited by the school's capacity and by the requirements of the school curriculum and organisational resources as prescribed from time to time by the Board of Management and as determined by the Department of Education and Skills regulations and standards.

In all cases the Board must be confident that the school can meet the needs of each Applicant before admission is granted. Educational and/or Psychological Assessments may be required from parent/guardians.

5. Objectives

St. Aidan's Comprehensive School is established with the object of providing a comprehensive system of post primary education open to all the children of the community living at or near Cootehill. It combines instruction in academic and practical subjects, generally for the purpose of contributing towards the spiritual, moral, intellectual, social and physical well-being and on-going educational development of the said community. St. Aidan's Comprehensive School operates within the context and parameters of DES regulations and programmes. The religious ethos of the school is multi-denominational.

6. Programmes and Subjects Offered

6.1 As the object of the school is to provide a comprehensive system of post primary education, the school is open to all prospective students in the area around Cootehill who have completed a recognised primary programme. However, the principles of equality and the right of parents to send their children to a school of the parents' choice shall be respected. Any directions made by the Minister regarding the characteristic spirit of the school and the constitutional rights of all persons concerned shall be complied with. The range of subjects and programmes will depend on resources made available by the Department of Education & Skills. The Board of Management reserves the right to determine on an annual basis the programmes and the range and level of subjects offered and the minimum number of students required to justify the offering of a particular programme and/or subject. The Principal allocates students to classes subjects/programmes.

6.2 PROGRAMMES

The school currently offers the traditional Junior Certificate and Leaving Certificate programmes as well as a Transition Year Programme, the Leaving Certificate Vocational Programme (L.C.V.P.) and the Leaving Certificate Applied Programme (LCA). (*Appendix 12*)

6.3 SUBJECTS (may include the following)

Junior Cycle		Senior Cycle	
Irish	Science	Irish	Biology
English	Technical Graphics	English	Chemistry
Mathematics	Materials Technology Metal	Mathematics	Construction Studies
French	Materials Technology Wood	French	Engineering
German	S.P.H.E.	German	Design & Communication Graphics
Spanish	C.S.P.E.	History	Art
History	Religion	Geography	Religion
Geography	P.E.	Business	P.E.
Business Studies		Home Economics	Physics
Home Economics		Accounting	Agricultural Science
Art		Music	Economics
Music			

7. PRIMARY SCHOOLS

Feeder primary schools in the hinterland of St Aidan's Comprehensive School include:

- St. Michael's, Cootehill
- Latton
- Kill
- Dernakesh
- Cabra, Kingscourt
- Clifferna
- Darley
- Drum
- Drung
- Drung No.2
- Tunnyduff
- Knockbride East
- Larah
- Latnamard, Aghabog
- Lisboduff
- Model, Bailborough
- St. Mary's, Rockcorry
- Rockcorry
- Shercock
- Loughmourne
- Redhills
- Scotshouse

8. ENROLMENT OF FIRST YEAR STUDENTS

8.1 First Year enrolment at St. Aidan's Comprehensive School take place in the first school term of each academic year. The enrolment team will have contacted and visited local schools, issued enrolment forms to prospective students, conferred with primary school Principals, announced an enrolment evening and an enrolment assessment day. Enrolment procedures will also be advertised in local newspapers. Enrolment into First Year will be processed, generally, through primary schools. An annual open night is held to enable parents and prospective students to visit the school and meet staff. Enrolment takes place on this evening.

The criteria for enrolment as a 1st year in St Aidan's are:

- a. Compliance with Department of Education & Skills rules and regulations
- b. Catchment area taking account of the agreed list of feeder schools
- c. Status of applicant relating to siblings
- d. Applicants from outside of catchment feeder schools

8.2 An information pack is available to all prospective 1st year students.

This pack contains:

- Mission Statement (*see Appendix 1*)
- Admissions Policy (*Appendix 11*)
- Enrolment Form (*Appendix 3*)
- Uniform Requirements (*Appendix 4*)
- List of First Year Subjects (*Appendix 5*)
- School Transport Information (*Appendix 6*)
- Code of Behaviour (*Appendix 7*)
- Anti- Bullying Policy (*Appendix 9*)
- Statement of key elements of Data Protection Policy. (*Appendix 11*)

8.3 Students not attending local schools may obtain enrolment forms by application to the General Office.

8.4 **Students Enrolment 1st.Year**

A student may enrol in first year in St Aidan's:

- if the school can provide resources as allocated by the D.E.S. for an education appropriate to his/her ability and needs
- if there is a programme/class vacancy
- if subjects required are available
- if all relevant documentation is supplied
- if the normal commitment to support and adhere to the Code of Behaviour and School Ethos and all school policies as determined by the B.O.M. are provided/

8.5 **Special Needs**

The Special Educational Needs Coordinator will have been appraised of any specific learning, emotional and disciplinary problems of any applicant and the school reserves the right, if deemed necessary, to request further information including educational, psychological and medical reports. The Special Educational Needs Coordinator will also have established the status of Irish Exemptions in accordance with CLM 10/94.

(Note: all such exemptions must be processed by the primary school authorities prior to enrolment).

- 8.6 Decisions on enrolment for all students are made in accordance with the provisions of the Education Welfare Act 2000 and The Equal Status Act 2000 and parents of prospective students will be informed in writing of the Board of Management's decision on enrolments.

8.7 **Late Enrolment**

Late Applications are those which are received after the official enrolment date i.e. Open and Enrolment Evening.

Any late application will be placed on a waiting list and will be processed as places become available.

Students intending to enrol in first year after the entrance assessment may enrol:

- if the school can provide resources as allocated by the D.E.S. for an education appropriate to his/her ability and needs, taking into account the needs.
- if there is a programme/class vacancy
- if subjects required are available and class size directives are complied with.
- if all relevant documentation is supplied
- if the normal commitments to support and adhere to the Code of Behaviour and School Ethos and all other school policies as determined by the B.O.M. are provided.

8.8 Admissions Procedure

Notification of enrolment dates will be provided to all feeder N.S, advertised in the local newspapers and this information will be available from the general office, Open and Enrolment Night usually takes place in early November.

1. Enrolment takes place on Open and Enrolment night, where parents/guardians complete the official applications form. This will have been distributed to students in the N.S. and will be available from the general office and on the night.
2. Applications will only be accepted on the approved application form. Please note the completion of an official application form does not constitute a guarantee of a place in St. Aidan's.
3. Parents/Guardians as well as students must be willing to accept the school Code of Behaviour, Anti-Bullying Policy and all other policies as authorised by the B.O.M. confirmation of acceptance is required in writing by both parent and student. This is done by signing the relevant section of the Code of Behaviour in the student journal and copy of the form for school files.
Parents/Guardians and Students must reaffirm this commitment to and acceptance of the Code & all policies at the start of each year.

Acceptance of a place in the school is also deemed to be a commitment to adhere to all policies and codes over the duration of a students enrolment.

4. To apply for a place in 1st. Year a student must:
 - a) Have reached the required age
 - b) Provide Birth certificate as proof of age (this will be copied for files)
 - c) Present 2 recent signed passport size photographs with a completed official application form.
 - d) Have completed 6th class in primary school (under normal circumstances) or its equivalent.
 - e) Be willing to take the Assessment Test which normally takes place in late January/early February following application.
 - f) Have proof of residency by submitting 2 utility bills at the time of application.
5. Parents/Guardians are required to make a voluntary subscription on enrolment to cover costs of assessments and general photocopying of reports and teachers guidance notes.
6. Parents will be informed in writing regarding the offer of a place following enrolment night.

9. **ENROLMENT POST FIRST YEAR**

9.1 Students may be enrolled into other years following interview by the Principal or Deputy Principal and where:

- the school can provide resources as allocated by the D.E.S. for an education appropriate to his/her ability and needs, taking into account the needs and rights of those already enrolled.
- there is a programme/class / subject vacancy
- subjects required are available and class size directives are complied with.
- all relevant documentation is supplied
- if the normal commitments are given on acceptance of the Code of Behaviour and School Ethos and that parents / guardians will make every effort to ensure compliance.

As such students will have attended other post primary institutions; these institutions will have prior responsibility for their post primary education. Admission will strictly depend on programme and option availability, class vacancy and commitment to school discipline and ethos.

9.2 On request of transfer from another recognised secondary school by a student, the Principal of that school will be informed of the requested enrolment and details will be requested relating to the student's attendance academic record, record of behaviour and details of special needs and/or psychological reports.

9.3 Parents have to give consent for these documents to be given to St Aidan's or else provide them voluntarily.

9.4 The offer of a place will depend on

- Programme and option availability
- Class vacancy
- Behavioural record
- Suspension
- Expulsions
- Health & Safety issues
- Special Needs Resource requirements

Students may make an application to enrol/transfer to St. Aidans subject to the following:

1. The B.O.M. must be satisfied that the enrolment is in the best interest of the student and the school. The B.O.M will consider whether the admission of the applicant may have a detrimental impact on the common good of the school or may be a risk to the Health and Safety of staff and student. It will also take into account whether the school is equipped to cater for the needs of the student.
2. A place must be available with reference to the numbers for each year set out by the B.O.M, the availability of places in each subject and/or programme requested.
3. A waiting list will be created of eligible enrolled students who are not successful in gaining entry to preferred subject and/or programme (provided they meet the criteria) and places will be allocated if they become available.

4. The consequences of enrolment/transfer at particular times of the academic year will be taken into account. Admission for those who meet the criteria may be postponed until the beginning of the next academic year.
5. In the case of a transfer from a local second level schools the Board must be satisfied that there are valid reasons for the transfer.
6. Consultation with the Education welfare officer (EWO) will take place if deemed appropriate.

Procedure for Enrolment

1. Parents/Guardians must complete the approved application form and supply the following documentation:

- a. Birth Certificate
- b. Two passport signed photographers
- c. Recent school assessment reports
- d. Examination results (in-house/State)
copy of psychological assessments
(if an assessment has taken place)
- e. A completed transfer query form from previous school.

2. Parents/Guardians must present for interview with the applicant.

3. Contact will be made with the applicant's previous school for an updated verbal/written report. (Parents must complete consent form prior to this request.

4. Parents/Guardians and applicant must give a written understanding to abide by the schools Code of Behaviour, Anti-Bullying Policy, to support the ethos of the school and all school policies as determined by the B.O.M.

Prior to any offer of enrolment, all relevant reports together with any vital or important information relating to the students' academic history, health, behaviour and any other matter will have been submitted to the school authorities for consideration.

9.5 Students transferring from abroad – same procedures apply as for enrolment in 1st year if relevant and/or post 1st year.

10 Code of Behaviour

10.1 In accordance with the Education (Welfare) Act, Section 20, before registering a child as a student at the school, the parents/guardians of the child will be provided with a copy of the Code of Behaviour and as a condition of so registering such child, confirm in writing that the Code of Behaviour so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such Code by the child.

10.2 Parents/Guardians will endeavour to ensure that the ethos, aims and objectives of the school will be promoted and upheld.

11. General Provisions

11.1 Neither the issue of the application form nor its completion guarantees an applicant a place in this school

11.2 An offer of enrolment may be reviewed if the school authorities become aware of vital or significant information relating to the applicant's academic history, health, behaviour and/or any other matter being withheld or not submitted.

12. Students with Disabilities or with other Special Educational Needs

12.1 St. Aidan's Comprehensive School has a Special Educational Needs Policy and, in accordance with this, will consider applications on behalf of students attending local schools or residing in the catchment area of the school who have disabilities or special educational needs.

12.2 Applications for enrolment will be made in the normal way. Parents/Guardians will make all relevant reports and documentation available to the school on application. The Enrolment Officer will consult with the principal and/or teacher of the relevant primary school and may seek consultation with other professionals as deemed appropriate. The school must be made aware of any special needs as early as possible so that these needs may be assessed and addressed where possible.

12.3 The school will/may assess the educational needs of students with disabilities.

12.4 The Board will make application where necessary to the Department of Education & Skills and any council or agency with statutory responsibilities for students with educational needs for additional and specific support so that appropriate education can be provided. Any additional resources and facilities to be provided only at "nominal" cost.

12.5 The capacity of the school to provide access to particular courses or class groups and the ability of the school to provide for the educational needs of the pupil shall be considered before making an offer of enrolment by the Board through the Principal, Enrolment Officer or other designated person. The parents/guardians will be informed of the range and limitations of the educational provision available.

12.6 In very exceptional cases, even with the resources provided by the D.E.S., the school may not be able to provide an appropriate education due to the particular student's special educational needs.

12.7 The Board of Management reserves the right to refuse to enrol a student(s) in exceptional circumstances, such exceptional circumstances may occur where the child has such serious Special Needs that even with additional resources from the Department of Education and Skills, the school cannot provide an appropriate education to meet the child's needs.

12.8 The general provisions outlined in Section 11 shall apply.

Hearing Impairment – Circular Special Education (02/05)

Students seeking to apply for a place in the Hearing Impaired Unit are:-

“Such pupils have a hearing disability that is so serious to impair significantly their capacity to hear and understand human speech, thus preventing them from participating fully in classroom interaction and from benefiting adequately from school instruction.”....(This category is not intended to include pupils with mild hearing loss.)

To gain admission to this class in St Aidan’s, hearing impairment must be the student’s pre-dominant barrier to accessing the curriculum. The maximum number of places available in this class is 6.

An Admissions committee comprised of the Visiting teacher for the Deaf, the SEN co-ordinator, the Hearing Impaired Unit co-ordinator, an external Board of Management representative and the Principal shall consider all valid applications. Decisions of the committee will be informed by Circular SP Ed 02/05 and the school enrolment policy.

St Aidan’s is an organisation committed to equality of opportunity, working to remove bias, prejudice, stereotyping and discrimination

13. Extraordinary Requirements

13.1 If the provision of an appropriate education to any such child requires the establishment of new administrative or teaching structures or the reorganisation of the delivery of the educational services, the Principal will so inform the Board.

13.2 The Board will consider whether, in the overall interests of the school and including the viability of the units already established, such structures should be established.

13.3 The Board will communicate its decision in writing to the parents/guardians of the child in question. If a decision is taken to establish new structures for the educational needs of a particular child, the Principal will, in consultation with teachers make an audit of resource requirements for the Board. The Educational Welfare Officer, Special Education Section of the Department of Education & Skills, the relevant Department of Education & Skills local inspectors, any statutory agency with responsibility for students with special educational needs and parents/guardians will be involved in the consultation process. The Board will decide on the availability of these resource requirements as a condition of enrolment.

13.4 If a decision is negative, the Special Education Section of the Department of Education & Skills, the Department of Education & Skills local inspectors and the Educational Welfare Officer and any relevant statutory agency will be accordingly advised. The parents will be informed in writing of the reasons for the Board’s decision in accordance with the Education (Welfare) Act and the Education Act and of the provisions to appeal available to them.

14. General

14.1 While the school is required to do all that is reasonable to accommodate the needs of all persons who apply, the Board of Management reserves the right to refuse to enrol a student where that student poses an unacceptable risk to her/himself or other students, staff and/or school property.

14.2 Any refusal to enrol may be appealed to the Board of Management of the school. In the first instance appeals should be addressed to the Secretary to the Board, St. Aidan's Comprehensive School, Cootehill, Co. Cavan. A parent may further appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act, 1998.

14.3 The Board of Management shall make every effort to comply with legislative requirements in its admission processes so that it can ensure that each student admitted can avail of an education appropriate to his/her needs and abilities.

Admission to Programmes/Courses provided by the school.

The programmes/courses provided by St. Aidan's include:

- Transition Year (T.Y.)
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied Programme (LCA)

The school will decide on whether the above programmes will take place, such decisions will be based on

- Number of applicants
- Resources, in particular the teacher allocation available.

Transition Year

Transition year is a one year programme designed to bridge the gap between Junior and Senior cycle and to develop confidence and skills for life.

Entry to T.Y. will take place following information sessions for all 3rd year students and a parent's information seminar.

Students will be asked to complete an application form signed by Parents.

All students will be interviewed.

Following this the T.Y. co-ordinator /support services and management will make a decision on places.

Once a place is accepted by the student this is final.

Admissions Criteria

- Priority will be given to students who:
- Demonstrate a keen interest in Transition year
- Are likely to benefit from the year
- Are unlikely to have a negative influence on the year
- Have shown a willingness to abide by the Schools Code of Behaviour and Anti-Bullying Policy
- Have a good record of attendance
- Have demonstrated themselves to be co-operative, flexible, and adaptable.

- Make a satisfactory case at interview

A poor record of behaviour and/or lack of commitment to academic studies will be a significant factor in the decision by management whether to offer a place on the TY programme.

The availability of places on the programme will also be a determining factor in the decision to offer a place.

The availability of resources and teacher allocation hours will also be a determining factor in the decision to offer a place.

The Principal in consultation with the T.Y Co-ordinator, Year Head and Guidance Counsellor will draw up a short list of suitable candidates.

Leaving Certificate Applied (LCA)

Information sessions will be provided to all 3rd years and T.Y. students.

An information seminar will be held for parents of 3rd year and T.Y. students.

An application form must be completed by all intending students. Interviews will then follow.

Where a student has had to opt out of subjects in the junior cycle, they will be placed in the LCA programme at senior cycle.

Admissions Criteria

- Priority will be given to students who:
 - Demonstrate a keen interest in LCA
 - Are likely to benefit from the year
 - Are unlikely to have a negative influence on the year
 - Have shown a willingness to abide by the Schools Code of Behaviours and Anti-Bullying Policy
 - Have a good record of attendance
 - Have demonstrated themselves to be co-operative, flexible, and adoptable.
 - Make a satisfactory case at interview

A poor record of behaviour and/or lack of commitment to academic studies will be a significant factor in the decision by management whether to offer a place on the LCA programme.

The availability of places on the programme will also be a determining factor in the decision to offer a place.

The availability of resources and teacher allocation hours will also be a determining factor in the decision to offer a place.

The Principal in consultation with the LCA Co-ordinator, Year Head and Guidance Counsellor will draw up a short list of suitable candidates.

Once a place is accepted by the student this is final.

Leaving Certificate Vocational Programme (LCVP)

In St. Aidan's all students in 5th year take part in LCVP. This requires students to take part in three modules.

- a) Enterprise
- b) Information Technology
- c) Guidance

All 5th years as part of the LCVP programme take part in a Work Experience module. This takes place in two sessions during the year, out of school. There is also a day's work experience within school after the training for a work placement is completed.

In 6th year, only students who qualify for LCVP continue, i.e. satisfy the subject requirements. All other 6th years will have study periods.

Entry to any of the above programmes is dependent on a good record of attendance and behaviour and availability of resources including teacher allocation hours.

The Board of Management reserves the right to offer or to discontinue offering any/all of the above programmes.

Right to refuse Enrolment

The school reserves the right to refuse enrolment to a student in exceptional cases. Such an exceptional case could arise where either:

- (i) The student has special needs such that even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and / or provide the student with an appropriate education.
- (ii) In the opinion of the Board of Management the student poses an unacceptable risk to other students, to the school staff, or to school property.

Expulsion and Suspension of Students-Summary

The complete Expulsion and Suspension Policy is available from the School Office.

Suspension

Students can be recommended for suspension from school for:

- On-going poor behaviour
- Verbal abuse of any person in the school community
- Physical abuse of any person in the school community
- Theft of, or deliberate damage to, property within the school boundary
- Fighting / bullying
- Continuously missing detention
- Having/ taking/ selling/ distributing banned substances in school

- Any of the above may apply when a student is on school business

Any student who is suspended will be reported to the Board of Management. Parents have a right to appeal a decision to suspend their son/daughter to the Board of Management.

Expulsion

In order to maintain good order and discipline and the safety of all the students in the school, it may be necessary to permanently exclude a student from school.

Where the Principal considers a student should be excluded, the matter will be referred to the Board of Management for decision. The Rules of Natural Justice shall be adhered to. Pupils and parents will be given an opportunity to respond in their own defence, prior to any decision being made.

Where the Board is of the opinion that a student should be expelled, it shall notify the local Education Welfare Officer, in writing, of its reasons.

Parents may appeal the decision of the Board [in accordance with Section 28/29 of the Education Act 1998] to the Secretary General of the Department of Education and Skills.

A student can be recommended for expulsion in the following circumstances:

- Where there is an on-going refusal by a student to abide by the regulations of the school and the Principal, in consultation with the Board of Management, has, in his/her considered judgement, exhausted all reasonable options
- Serious physical or verbal assault of any person in the school community
- Wilful and serious damage to school property
- Having, passing, selling or taking illegal substances in school, on school property and/or at school activities. This will automatically be reported to the Board of Management for consideration and the local Gardai will be informed.
- This is by no means an exhaustive list.

Appeals Procedure

- Should a student's application for admission to the school be refused, the parents/guardian has the right to appeal to the Secretary General of the D.E.S.
- The parents/guardian must be informed in writing of the Board's decision and the reasons why the student was not accepted should be clearly stated. The right to appeal should be clearly restated and the application form provided (Circular M48/01). Parents/guardians must be informed that an appeal should be made in writing on the Application Form supplied.
- The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians concerned. (Circular M48/01)
- Parents/guardians must inform the school in writing of the decision to appeal.
- As a general rule, an appeals committee under Section 29 will only consider appeals where the parties are unable to resolve the issue at local level. (Circular M48/01)
- An appeal may be made to:

The Secretary General of the Department of Education and Skills

The Appeals Administration Unit
Department of Education and Science
Marlborough Street
Dublin 1

Policy Review

The policy will be reviewed on an on-going basis. Policies are developed/reviewed using a working party, then a consultation process takes place with the students' council, whole staff and parents where necessary. Following this the working party will review suggestions and comments before submitting the policy to the Board of Management for review and ratification.