



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)

Appeals against refusal to admit due to the school being oversubscribed

Table of Contents

1. Introduction	3
2. Requirement to request a review by the board of management prior to making an appeal	3
3. Making an appeal	4
4. Processing of an appeal	6
5. The appeals committee	7
6. Examination and determination of an appeal	7
7. Direction to the board of management where an appeals committee allows an appeal	8
8. Refusal to determine an appeal or refusal to continue to determine an appeal	8
9. Provision for communications by electronic means	9
10. Section 29 appeals and designation of a school place	10
11. Review of these procedures	10

1. Introduction

- 1.1. In accordance with section 29B of the Education Act, 1998, the Minister for Education and Skills has, following consultation with the education partners, determined the procedures set out in this document which shall, from 12th November 2020, apply to all appeals made under Section 29 (1)(c)(i) of that Act.
- 1.2. Section 29 (1)(c)(i) of the 1998 Act provides that a parent, or in the case of a student who has reached the age of 18 years, the student, 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.
- 1.3. In these procedures, “applicant” is used to refer to the person (parent, student aged over 18 years or person appointed by the Child and Family Agency as applicable) who has made/is making an appeal. In these procedures “parent” and “student” have the meanings assigned to them by sections 2 and 60 of the Education Act, 1998 respectively.
- 1.4. 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.
- 1.5. The procedures for such a review are set out in this document and must be complied with by the board of management and the applicant.
- 1.6. These procedures have been determined by the Minister having regard to the principles of inclusion, equality of access to and participation in education, efficiency, effectiveness, clarity and fairness for applicants and schools.
- 1.7. An appeals committee and the parties to the appeal must comply with these procedures.

2. Requirement to request a review by the board of management prior to making an appeal

- 2.1. Prior to making an appeal under these procedures, an applicant is required to request in writing a review by the board of management of the decision to refuse admission.
- 2.2. 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 and must:
 - (a) be based on the implementation of the school’s admission policy and the content of the school’s annual admission notice and
 - (b) set out the grounds of the request.
- 2.3. The board of management must notify the applicant within **42 calendar days** of the date of the decision to refuse admission that it is not in a position to review the decision and the reasons therefor where:
 - (a) the request for review has not been made within the required **21 calendar days** set out at section 2.2 above,

- (b) the applicant is relying on information that was not made available in the application for admission,
 - (c) the board of management considers that the grounds relied upon in the application for review did not have a material effect on the outcome of the application for admission.
- 2.4. Where the circumstance at section 2.3 do not apply, the board of management must conduct the review in accordance with the following:
- (a) the board of management must review the decision to refuse admission having regard to the grounds set out in the request for review,
 - (b) the board of management must conduct the review without an oral hearing,
 - (c) the school principal may provide any facts, documents and other information relevant to the decision under review to the board of management but must not be involved in the board of management's consideration or determination of the outcome of the review,
 - (d) in conducting the review, the board of management must examine, having regard to the grounds set out in the request for review, whether or not there was any failure or error in making the decision to refuse admission and where there was any such failure or error whether or not it had a material effect on the outcome of the application,
 - (e) following the review and no later than **42 calendar days** from the date of the decision to refuse admission, the board of management must issue the applicant with:
 - (i) a statement confirming that there was no failure or error in making the decision to refuse admission, or
 - (ii) a statement confirming that a failure or error occurred in making the decision to refuse admission, and whether or not such failure or error had a material effect on the outcome of the application,
 - (f) where a board of management issues a statement under (e)(ii) above, and where the failure or error had a material effect on the outcome of the application and related to the admission of a student to a school or special class, the board of management must rectify the failure or error by admitting the student to the school or special class concerned,
 - (g) where a board of management issues a statement under (e)(ii) above, and where the failure or error had a material effect on the outcome of the application and related to a student's ranking on the waiting list, the board of management must rectify that failure or error by adjusting the ranking of the student on the waiting list.
- 2.5. In these procedures "waiting list" means a waiting list compiled in accordance with section 62(7)(i) of the Education Act, 1998.

3. Making an appeal

- 3.1. In accordance with sections 29 to 29F of the Education Act, 1998 and with these procedures, an appeal may be made 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.

- 3.2. An appeal may be made by the parent of the student concerned, or by the student concerned where the student has reached the age of 18 years. 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 of a board of management to refuse to admit a student to a school. Prior to making an appeal under these procedures a request for review by the board of management must be made in accordance with section 2 of these procedures.
- 3.3. The timeline for making an appeal under these procedures is as follows:
- (a) An appeal must not be made prior to:
- (i) the issuing of a notification by the board of management under section 2.3 of these procedures, or
 - (ii) the issuing of a statement by the board of management under section 2.4(e) of these procedures, or
 - (iii) the expiry of **42 calendar days** from the date of the decision to refuse admission,
- whichever of the above is the earliest
- and**
- (b) An appeal must be made no later than **63 calendar days** from the date of the decision to refuse admission. **(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 under section 2 of these procedures.)**
- 3.4. Appeals must be made in writing on the **Section 29 Appeal Form** and must be submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education and Skills to provide administrative support to enable appeals committees to perform their functions. The **Section 29 Appeal Form** may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website.
- 3.5. The **Section 29 Appeal Form** must be completed in full, and must specify the following:
- (a) the applicant's full name, address and where available email address and telephone number,
 - (b) the student's full name, address and date of birth,
 - (c) the type of decision being appealed,
 - (d) the grounds on which the decision is being appealed,
 - (e) the name and address of the school concerned,
 - (f) the date of the decision to refuse admission.
- 3.6. The following documents must be supplied along with the application form:
- (a) a copy of the application for admission along with any supporting documents submitted to the school with that application,

- (b) a copy of the decision to refuse admission,
 - (c) a copy of any notification issued by the board of management under section 2.3 of these procedures **or** any statement issued by the board of management under section 2.4(e) of these procedures.
- 3.7. If any clarification or further information is required this will be sought from the applicant as necessary by the Section 29 Appeals Administration Unit.

4. Processing of an appeal

- 4.1. Once the completed **Section 29 Appeal Form** along with all required information and documentation has been received by the Section 29 Appeals Administration Unit, it will acknowledge receipt of same. The applicant may also be asked to submit by a specified date any documents or information relating to the evidence or materials as were made available and relied upon when the decision to refuse admission was made.
- 4.2. A notification will issue simultaneously to the board of management, informing it of the receipt of the **Section 29 Appeal Form** and the grounds of appeal set out therein.
- 4.3. The board of management will be asked to submit by a specified date, in advance of the examination of the appeal, a copy of the school's admission policy and school's annual admission notice along with any documents or information relating to the evidence and materials as were made available and relied upon when the decision to refuse admission was made to the Section 29 Appeals Administration Unit.
- 4.4. Where possible, appeals will be examined within **21 calendar days** from the date of receipt of the fully completed appeal application by the Section 29 Appeals Administration Unit. The date of receipt for this purpose will be deemed to be the date by which the completed Section 29 Appeal Form and all of the required information has been received by the Section 29 Appeals Administration Unit.
- 4.5. All information and documentation provided by the applicant and by the board of management in relation to the appeal will be treated in strict confidence and will not be disclosed to any other party to the appeal without the consent of the applicant or board of management, as the case may be, other than in accordance with these procedures, with the Data Protection Privacy Statement applicable to these procedures or as otherwise provided by law.
- 4.6. An appeals committee must refuse to determine an appeal or refuse to continue to determine an appeal made where any of the circumstances set out in section 8.1 of these procedures apply.
- 4.7. An applicant may withdraw an appeal at any time by notifying the Section 29 Appeals Administration Unit in writing, including by email, to that effect.

5. The appeals committee

- 5.1. The Minister will appoint a three person appeals committee to consider the appeal from a panel of persons who have been appointed by the Minister for the purposes of considering appeals under section 29 of the Education Act, 1998.
- 5.2. The Minister will nominate one member of the appeals committee to be the chairperson of the committee.
- 5.3. The Minister may, where he or she considers it necessary to do so, and prior to an examination and determination of an appeal, replace a member of the appeals committee with another member of the appeals panel.

6. Examination and determination of appeal

- 6.1. The National Council for Special Education may be requested to submit a report to the appeals committee where an applicant has indicated that the student has a special educational need.
- 6.2. An appeals committee may, by notice in writing, require an applicant, board of management, or other relevant person or body to furnish to the committee the information specified in the notice within the period specified in that notice.
- 6.3. An appeals committee may draw such inferences as it considers appropriate as a result of any failure of a party to an appeal to provide any information required or requested in accordance with these procedures.
- 6.4. Appeals will be examined and determined without an oral hearing by the appeals committee and, when doing so, the appeals committee will rely on the same evidence and materials as were available to and relied upon when the decision to refuse admission was made.
- 6.5. In determining an appeal, an appeals committee may take advice from such other persons as it considers appropriate.
- 6.6. In the case of an equal division of votes, the chairperson will have a second or casting vote.
- 6.7. Following the examination and determination of an appeal under section 29(1)(c)(i), an appeals committee must make a decision to:
 - (a) allow the appeal, or
 - (b) disallow the appeal.
- 6.8. An appeals committee in its decision must, where it allows an appeal under these procedures, include a direction to the board of management to:
 - (a) admit the student, or
 - (b) adjust the ranking of the student on the waiting list.
- 6.9. An appeals committee must, by notice in writing, inform the Minister of its decision and the reasons for the decision and, where it allows an appeal, must forward to the Minister a copy of the direction included in its decision.

7. Direction to the board of management where an appeals committee allows an appeal

- 7.1. The Minister will, as soon as practicable after he or she receives a notice under section 6.9, forward to the applicant, the board of management, the Child and Family Agency and where the applicant has indicated that the student has a special educational need, the National Council for Special Education:
- (a) a copy of the decision of the appeals committee and the reasons for its decision, and
 - (b) where the appeals committee has allowed an appeal, a copy of the direction included in the decision of the appeals committee.
- 7.2. A board of management must comply with a direction made under section 6.8 of these procedures.

8. Refusal to determine an appeal or refusal to continue to determine an appeal

- 8.1. In accordance with section 29F(1) of the Education Act, 1998 an appeals committee must refuse to determine or refuse to continue to determine an appeal made under these procedures where:
- (a) it is of the opinion that the appeal is vexatious, frivolous, an abuse of process or without substance or foundation, or
 - (b) an appeal has not been made within the required 63 calendar days as referred to in section 3.3, or
 - (c) the applicant has failed to provide information as requested in accordance with these procedures, or
 - (d) the grounds for an appeal relate to section 3, 7 or 7A of the Equal Status Act, 2000, or
 - (e) an appeals committee is of the opinion that the grounds relied upon by the applicant did not have a material effect on the outcome of the application for admission, or
 - (f) an appeal is based on information that was not made available in the application for admission, or
 - (g) the applicant did not request a review by the board of the decision to refuse admission.
- 8.2. An appeals committee must inform the Minister by notice in writing where it decides to refuse to determine an appeal or to refuse to continue to determine an appeal.
- 8.3. A notice under section 8.2 must include the appeals committee's reasons for refusing to determine an appeal or refusing to continue to determine the appeal concerned.

- 8.4. The Minister will, as soon as practicable forward to the applicant and the board of management a copy of the decision of the appeals committee to refuse to determine an appeal or to refuse to continue to determine an appeal and the reasons for the appeals committee's decision.
- 8.5. An applicant may request a review of the decision of the appeals committee to refuse to determine or to refuse to continue to determine an appeal.
- 8.6. A request under section 8.5 must be made in writing on the **Review of Refusal to Hear or Determine an Appeal Form** and must be submitted to the Section 29 Appeals Administration Unit within **10 calendar days** of the date of issuing of the copy of the decision of the appeals committee in accordance with section 8.4.
- 8.7. On receipt of a completed **Review of Refusal to Hear or Determine an Appeal Form** a member from the appeals panel will be appointed by the Minister to review the decision concerned and that person will not have been a member of the appeals committee that made the decision concerned.
- 8.8. A person appointed under section 8.7 must review the decision concerned, and following the review must make a recommendation to the Minister:
 - (a) that the decision of the appeals committee is upheld, or
 - (b) that the decision of the appeals committee is set aside.
- 8.9. Where the Minister receives a recommendation under section 8.8(b), the decision of the appeals committee will be set aside by the Minister and the Minister will direct the appeals committee to proceed to determine or continue to determine the appeal concerned.

9. Provision for communications by electronic means

- 9.1. The applicant may be required by the Section 29 Appeals Administration Unit to submit the appeal, supporting documentation or any correspondence regarding the appeal electronically, including by email.
- 9.2. The board of management of the school concerned may be required by the Section 29 Appeals Administration Unit to submit any documentation or correspondence regarding the appeal electronically, including by email.
- 9.3. Both the applicant and board of management of the school concerned must, where requested, supply an email address to the Section 29 Appeals Administration Unit for the purposes of corresponding with the Unit regarding the appeal.
- 9.4. Any letter, notices and other written communications referred to in these procedures may be issued by the Section 29 Appeals Administration Unit electronically, including by email to the email addresses provided by the parties concerned.
- 9.5. The appeals committee may be required to issue notices under these procedures electronically, including by email and such notices may be forwarded electronically, including by email, to the relevant persons.

10. Section 29 appeals and designation of a school place

- 10.1. The provisions in this section of the procedures shall apply when section 67 of the Education Act, 1998 is commenced. Please note that at the time of publication of these procedures, section 67 of the Education Act, 1998 had not yet been commenced.
- 10.2. Where an issue relating to a decision to refuse a student admission to a school or permanently exclude a student from a school would be capable of being the subject of an appeal under section 29 of the Education Act, 1998 and a designation under section 67 of the same Act, then an appeal under section 29 and a designation under section 67 may not, in respect of the same student, be made at the same time.
- 10.3. Where an appeal under section 29 has been unsuccessful in respect of a student, nothing in section 10.2 shall preclude a designation being made under section 67 in respect of the same student.

11. Review of these procedures

- 11.1. These procedures may be reviewed from time to time by the Minister following consultation with the partners in education.