



Form S29 1(c)(i) V2 16 Nov 2020

Section 29 appeal application form for an appeal against refusal to admit due to the school being oversubscribed

This form should be used for making an appeal to the Minister for Education as provided for under section 29 (1) (c) (i) of the Education Act, 1998.

Guidance and timelines for making an appeal under section 29

- Placement on a waiting list is considered a refusal to admit and can be appealed.
- Before making this appeal you must first request, in writing, a review of the decision by the board of management.
- This review request must be made in writing, to the school's board of management, **within 21 calendar days** from the date of the original decision
- You can proceed to complete this application once you have received the outcome of the review by the board of management.
- Subject to the above this appeal must be made **no later than 63 calendar days** following the original decision by the school to refuse admission.

Procedures for Hearing and Determining Appeals under section 29 (1) (c) (i) of the Education Act, 1998 together with responses to frequently asked questions are available on the Departments website at the following link

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

and should be read to provide further information on this appeal process.

Please return this completed application form by email to: section29@education.gov.ie

or by post to:

Section 29 Administration Unit
Department of Education
Friar's Mill Road
Mullingar
Co Westmeath
N91 H30Y

Appeal Application – please complete in BLOCK CAPITALS

An appeal can only be taken by a parent/guardian, or a student who has reached the age of 18 years or a person appointed by the Child and Family Agency (Tusla)

Applicant Details (this is the person taking the appeal – see above):

Title (Ms. Mrs. Miss. Mr. etc.)

Forename:

Surname:

Postal
Address:

Eircode:

Telephone number(s):

Email address:

Student Details:

Student's name:

Date of birth:

Year/class to which admission has been sought:

Student's Address (if different from address above):

School Details

Name and address to which this appeal relates:

Does your child have any special educational needs

Y/N

If yes, please provide details:

Date of board of management original decision refusing admission:

| | | | | | | | |
|-----|--|-------|--|------|--|--|--|
| Day | | Month | | Year | | | |
| | | | | | | | |

Date you requested the board of management review:

| | | | | | | | |
|-----|--|-------|--|------|--|--|--|
| Day | | Month | | Year | | | |
| | | | | | | | |

Date of board of management review decision:

| | | | | | | | |
|-----|--|-------|--|------|--|--|--|
| Day | | Month | | Year | | | |
| | | | | | | | |

Please note that the appeal committee shall rely on the same evidence and materials as were available to and relied upon when the decision to refuse admission was made by the school.

The following documents must be submitted together with this completed application form in order for the appeal application to be processed:

- Copy of your completed application form for admission to the school together with any supporting documentation that you submitted to the school with your application.
- Copy of the decision of the school refusing admission.
- Copy of any statement from the board of management that issued to you following your written request for a review to the board of management.

Please note that you can withdraw your appeal at any stage by emailing section29@education.gov.ie

Grounds on which the decision is being appealed:

This appeal must be based on the implementation of the school's admission policy and the content of the school's annual admission notice. In this regard please specify why you consider that the school's admission policy and/or admissions notice were not applied correctly to your application for admission

(Extra pages may be added)

Data protection privacy statement

The Department of Education, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people.

The privacy notice outlining further information in relation to this form can be found at the following link

<https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/privacy-notice-section-29-appeals-process.pdf>

Full details of the Department's data protection policy setting out how we will use your personal data or your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>

I certify that the information given in this form above is true.

Applicant's signature/name:

Date:

FOR OFFICE USE ONLY:

Date of receipt:

File ref: