

St. Mary's Secondary School
Edenderry
Co. Offaly

St. Mary's Secondary School

School Admissions Policy

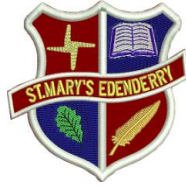
School Roll number: 65582Q
School Patron: Bishop of Kildare and Leighlin

The Admissions Policy of St. Mary's Secondary School is in compliance with:

Ratified by Board of Management on: 2nd October 2023
Proposed Next Policy Review date: September 2024

Chairperson,
Board of Management

Secretary,
Board of Management



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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 11th September 2020. 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 St Mary's Secondary School 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.

2 Characteristic Spirit

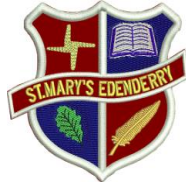
2.1 St Mary's Secondary School is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of the Bishop of Kildare and Leighlin. 'Catholic Ethos' in the context of a Catholic voluntary secondary school means the ethos and characteristic spirit of the Roman Catholic 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;
- (b) a living relationship with God and with other people;
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- (d) the formation of the pupils in the Catholic faith

The 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 St Mary's Secondary School 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 and School Ethos

St. Mary's Secondary School, Edenderry, is a Catholic school held in trust by the Kildare and Leighlin Diocesan Trust and under the patronage of the Bishop of Kildare and Leighlin. The purpose of the school as a centre of post-primary education, is to help the students to take their place in society as educated, mature and committed Christians with a philosophy of life which is spiritually enriching and which will enable them to contribute positively to the society in which they live. The school authority wants the school to be, not only a centre of academic excellence, but a community animated by the spirit of the Gospel, where personal faith is nurtured and developed. The educational programme of the school is directed to the growth of the whole person and has its source in a Christian vision of reality. The Principal/Teacher who joins the school community must be



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willing to take their share of responsibility in the formation and education of young Christians. This calls for witness to and support for the Catholic ethos of the school and its educational programme. Our ethos informs the values and traditions that are part of the lived reality in our school; we are open and welcoming, respecting each young person and their family's traditions and world view. Wellbeing is understood in terms of the whole human person. The development of the whole person and helping students to be at their best is at the heart of the school's ethos. This is realised through the commitment to curricular, co-curricular, creative and extra-curricular activities, the Pastoral Care System and the Student Support Teams. Our purpose for our school community is to be inspired to be the best that they can be by;

- *Promoting the holistic development of each member of the school community*
- *Creating a caring school community that celebrates its diversity and keeps partnership and inclusion at the centre of all it does*
- *Serving our communities*
- *Striving to excel in teaching and learning both inside and outside the classroom*
- *Encouraging effective leadership at all levels*
- *Nurturing a faith community in the traditions of our diocese*

3 Admission Statement

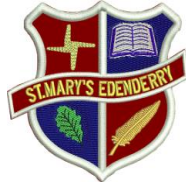
St Mary's Secondary School does not discriminate in its admission of a student to the school on any of the following:

- (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.

St Mary's Secondary School is a coeducational secondary 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 Roman Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school. -as per Section 7 . 3 (c) of Equal Status Act 2000 (<http://www.irishstatutebook.ie/eli/2000/act/8/section/7/enacted/en/html>)

St Mary's Secondary School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or



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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 Education Needs catered for in the school/special class.

St Mary's Secondary School, with the approval of the Minister for Education and Skills has established special classes exclusively for students with mild, moderate and ASC general learning difficulties (As defined by National Council for Special Education (NCSE).

i. A variety of supports may be offered by the school for students identified as requiring additional or special educational needs. This analysis is completed by the schools special educational needs team supported by the NCSE appointed SENCO

ii. Every reasonable effort will be made to accommodate students with special educational needs provided they have a recommendation from a psychologist and have furnished the school with all information and reports regarding their special educational needs. Further information is supplied by the school and on the schools SENB application form

In relation to all applications from students with special educational needs, contact may be made with the **National Council for Special Education (NCSE)** regarding special needs resources to which the student may be entitled. The Principal may request a meeting with the parents/guardians of the student to discuss their enrolment application and the student's needs. Equally, the parents/guardians of the student may request a meeting with the Principal to discuss the student's educational or other needs. In consultation with parents/guardians, St Mary's Secondary School may request the Department of Education and Skills to provide necessary resources e.g. Special Needs Assistant, specialised equipment or furniture, transport etc. **Please note, It may take some time for the Department of Education and Skills to process such applications. Parents/guardians are strongly advised to inform the school as early as possible and discuss the particular situation well in advance of making an application to the school.**

iii. St Mary's currently has two 'Special Classes' for those students diagnosed with mild and moderate general learning difficulties (as defined by the NCSE). The maximum number of students in a Mild class is 11 students with the additional support of .25 of a Special Needs Assistant (SNA). These limits are set by the NCSE.

iv. The maximum number of students in a moderate class is 8 students with the additional support of .5 of a SNA. (as set by NCSE)

v. The maximum number in the ASC class is 6 with the additional support of at least 1 SNA. Additional SNA support may be provided for students who meet appropriate DES criteria. (As set by NCSE) . Please refer to the school's Special Educational Needs Policy for further information.

vi. St Mary's Secondary School requests that all psychological and other relevant professional reports must be presented by the parent/guardian to the school including, but not limited to the following; Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker or Physiotherapist.

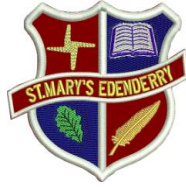
Students with special educational needs are subject to all school codes and policies. It is expected that by accepting a place in St Mary's, that parents/guardians acknowledge and accept these important school policies.

5. Admission of students

Web: www.stmarysedenderry.ie
Email: info@stmarysedenderry.ie
App: stmarysedenderry
Twitter: @SMESecondary

Principal: Mr. E. McDonnell
Deputy Principals:
Mr. D. Flynn
Mrs. B. Lawton
Mr. T. Reehill

Telephone: (046)
973 1457
Reg. Charity number
20148454.



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This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (exceeding capacity as set by the Board of Management).
- 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
- c) St Mary's Secondary School is a Catholic school and may refuse to admit as a student a person who is not of catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school. -as per Section 7 . 3 (c) of Equal Status Act 2000 (<http://www.irishstatutebook.ie/eli/2000/act/8/section/7/enacted/en/html>)
- d) The special classes attached to St Mary's provide an education exclusively for students with mild, moderate and ASC general learning diagnoses 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.

Admissions Policy

Within the context and parameters of DES regulations and programmes and the funding and resources available, the school supports the principles of;

- Inclusiveness
- Equality of access to and participation in the school
- Parental choice in relation to enrolments
- Respect for diversity of traditions, values, beliefs, languages and ways of life in society
- It is the policy of the school not to discriminate in its admission of a student on the grounds of gender, family status, civil status, sexual orientation, disability, race, membership of the traveller community or on the grounds that the applicant has special educational needs

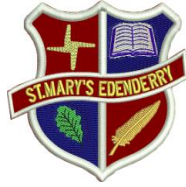
St. Mary's will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council."

St. Mary's will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Enrolment Numbers

The maximum enrolment number for First Year is set by the Board of Management of the school at its meeting prior to October 31st in the year before the First Year students are due to begin their attendance in the school. The number of students that can enrol at First Year is determined by the Board of Management and is informed by the following:

- The number of students who are leaving after completing the Leaving Certificate Programme
- The expected allocation of staff for the relevant year
- The availability of suitable resources in the school including available classrooms and physical space



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- The safety aspect in relation to practical subjects
- The number of students enrolled in the three special classes. (Since September 2013, the school has accommodated two 'special classes' for students with mild or moderate general learning difficulties. An ASD (SENB) class is due to open in September 2020. These special classes have a potential impact on the number of mainstream students that can enrol and varies from year to year).

Please note: In exceptional circumstances, the Board may amend the maximum enrolment number for First Year at a Board of Management meeting that could be held at a date later than October 31st

6. Oversubscription

In the event that the school is oversubscribed, the school will when deciding on application 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 schools annual admission notice.

Application Process

As the numbers applying to St. Mary's exceed the number of available places each year the school's application process is as follows

A.1 There are two steps involved in the application process;

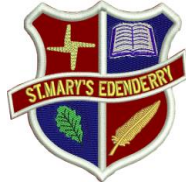
- I. Completion in full of a Enrolment Application form
- II. Return of Enrolment Acceptance Form (if offered a place)

- Enrolment Application forms are available from our school office and website from a date in the second week of October. The closing date and time for receipt of a fully completed Enrolment Application form is determined by the Board of Management. This must be at least three weeks after the date on which the school commences accepting applications.
- Enrolment Application forms are issued to those students who are being offered a place in St Mary's. The Enrolment Application Form and the Enrolment Acceptance Form must be returned to school by the date shown on the form in order to secure a place. This date must be no later than weeks after the stated closing date for applications for that academic year. This date will be stated clearly on the Enrolment Acceptance Form.

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A. 2 For purposes of enrolment, potential applicants are divided into three categories;

- **Group A :** Siblings of current or former students and children of current staff.
- **Group B :** Child /Grandchildren of former student of St Mary's provided the maximum number of places filled pursuant to this criterion does not exceed 25% of the



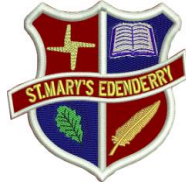
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available places as set out in the school's annual admission notice for the school year concerned. Proof of lineage may be required.

- **Group C : A process of random selection will apply to all other applicants deemed eligible under criteria set out below in paragraphs 3.1 and 3.2 below.**
- There are two phases in the application process: Completion of the Enrolment Application Form and (if offered a place) Completion of the Enrolment form.
- To be considered for a place in St Mary's, the Enrolment Application Form must be completed in full and returned to the school on time and by the date specified on the form. To secure a place following an offer the guardian must return the Enrolment Acceptance Form before the date indicated.
- Procedure for phase 1 of enrolment
- All applicants from Group A and Group B (as defined in section 6.2 of this document) who submit a fully completed Enrolment Application form on time will be offered places subject to availability. They must return the Enrolment Acceptance Form before the date indicated.
- Procedure for phase 2 of enrolment
- All applicants from Group C who submit a fully completed Enrolment Application Form on time will be entered into the random selection process for available places. If the number of applicants is less than the number of places available all eligible applicants will be offered a place. However, if there is over subscription only those chosen by random selection will be offered a place up to the maximum enrolment number as set by the Board of Management. (See 5.4)
- Procedures for enrolment in the three Special Classes
- Each applicant must submit a fully completed Enrolment Application form and Enrolment Acceptance Form. Places in the three Special Classes are allocated in accordance with NCSE practice and are subject to availability. The maximum number of students in a Mild class is 11 students with the additional support of .25 of a Special Needs Assistant (SNA). The maximum number of students in a moderate class is 8 students with the additional support of .5 of a SNA. The maximum number in the ASC class is 6 with the additional support of at least 1 SNA.
- A student shall be enrolled in the special class except (a) where the number of students seeking admission is greater than the number of places available or (b) where psychological and other relevant professional reports have not been presented with the application form by the parent/guardian to the school. Accompanying reports will be looked at to ensure best placement of the child.

A.3 Other candidates are eligible to apply for enrolment if they meet each of the following:

- Resides in the catchment area (as defined in section 6.4) and is aged 12 or over on January 1st of the year following their entry to 1st Year.
- Attends a primary school in the catchment area.



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- Is willing, along with his/her parents/ guardians to accept and uphold the values and Catholic ethos of St Mary's Secondary School.
- Is willing, along with his/her parents/ guardians to accept and uphold the school's Code of Behaviour.
- Completes the Enrolment Application Form in full and returns it by the deadline set out each year and indicated on the form.

A.4. Catchment Area

The Catchment area for St. Mary's Secondary school includes students who attend any of the primary schools listed;

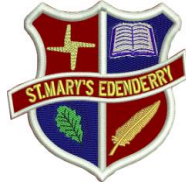
Ballybryan	Broadford
St Patrick's Primary School, Edenderry	Cadamstown
Castlejordan	Clogherinkoe
Clonbullogue	Daingean
Derrinturn National School	Gaelscoil Éadan Doire
Killina	Rhode
Kilshanroe	Monasteroris
Scoil Bhríde	
Ticknevin	
St. Mary's Girls' Primary School, Edenderry	

Further notes on over- subscription

In the event that the school is oversubscribed (based on the enrolment numbers as defined in section 4 and section 8 respectively), 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:

Places allocated to Group C (as defined in section 6.2 of this document) will be determined by a process **of random selection for all remaining places not allocated to Special Classes or not already allocated to Group A and Group B. A random selection process will then take place in the school** on a date and time chosen by the Board of Management. The following shall be present; the school Principal (or in the event of his/her absence, a deputy Principal), a nominee of the Board of Management and a nominee of the Parents' Association. The first name drawn will be offered a place. This will continue until the numbers drawn reach the maximum number of places available.

7. What will not be considered or taken into account.



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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) the payment of charges or contributions (howsoever described) to the school; (other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (b) a student's academic ability, skills or aptitude; (other than in relation 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)
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parent(s) /guardians;
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) 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 (as per section 6.1)

Information Evening

The Information Evening is normally held during the first term of the year prior to enrolment. Attendance at the Information Evening is not mandatory but is recommended. Parents and students can tour the school to see what St Mary's has to offer their children in terms of subjects, courses, extra-curricular activities, pastoral care and support. They have the opportunity to see our facilities and to have their queries answered. Schools in the catchment area are notified of the dates of our Information Evening. Announcements are made to all of the students currently in our school. Schools in our catchment area are notified of the Date and time of our Information Evening which is displayed prominently on our school website at least two weeks beforehand. This Information Evening may not take place if it contravenes current public health advice.

8. Decisions on Applications

All decisions on applications for admission to St. Mary's Edenderry will be based on the following:

Our school's Admission Policy.

The schools Annual Admissions Notice

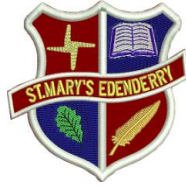
The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

(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 Admissions 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 as to the decision of the school within the timeline outlined in the annual admissions notice.



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If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated to the applicant including where applicable, details of the student's place on the waiting list for the school year concerned. Decision (see section 18 below for further details)
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 St Mary's Secondary School, an applicant must indicate on the Enrolment Acceptance Form — (i) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and (ii) whether or not they have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, they 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 where offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St. Mary's Secondary School 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.
- (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 of this policy.

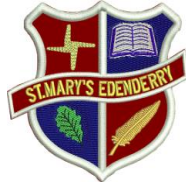
12. Sharing of Data with other schools

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. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;



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(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

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 St Mary's Secondary School 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 St Mary's Secondary School 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

Those not chosen through random selection will be placed on a waiting list. Their place on the waiting list will be decided by the process of random selection. If the student is placed on the waiting list, the parent/guardian will be informed of the child's position on this list. Nobody on the waiting list is guaranteed a place in the school. If places become available, each place will be offered to the next person on the waiting list until all of the available places are taken.

If an applicant refuses an offer or is late in returning the Enrolment Acceptance Form that applicant's place will then be offered to the first person on the waiting list.

14. Late Applications

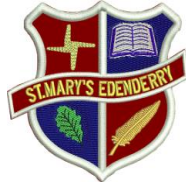
All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act. Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available the name of the applicant will be added to the waiting list.

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

Students wishing to transfer from another school into St Mary's Secondary School must make an application to the Board of Management using the appropriate application form (*Transfer Enrolment form*). The application must include all of the necessary documentation as outlined below. If requested by the school, the student and a legal guardian **will be invited to attend** an interview with the Principal or Deputy Principal. Failure to provide all necessary details or failure to attend the interview will deem the application invalid.

A place will be offered provided that the following criteria have been met;

- I. Application form has been completed in full and all supporting documentation has been furnished to the school including academic reports, PPS number, previous school's roll



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number and references. All requested documentation regarding SEN provision must also be included where applicable, subject to GDPR.

- II. That there is a place in the appropriate year group within the limits set by the school management, the DES or relevant regulations.
- III. That the school has places in each relevant subject group for the cohort that the applicant wishes to join.
- IV. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

V. Repeat Students (Post-Leaving Cert.)

St. Mary's considers applications to repeat Sixth Year from our own immediate past pupils only. Each eligible application is considered on a case-by-case basis.

VI. Repeat Students (all years except 6th year)

St. Mary's may consider applications to repeat a year (other than 6th year) from our students who have completed or are about to complete the year they wish to repeat.

Each applicant will be considered on a case by case basis.

Each student must meet the Criteria of the Department of Education (circular M02/95) [Circular- M02_95-Repeat-of-a-year-of-Post-Primary-Level.pdf](#)

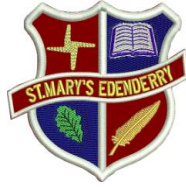
- VII. The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. (Please see note IV above).

16 Declaration in relation to the non-charging of charges

The Board of Management of St Mary's Secondary School or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge charges 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 opting out of Religious Education



St. Mary's Secondary School
Edenderry
Co. Offaly

A parent of a student, or a student who has reached the age of 18, who wishes to attend St Mary's Secondary School without attending religious instruction 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 how the request may be accommodated by the school.

18. Reviews/Appeals

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.

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. 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.

Right of appeal

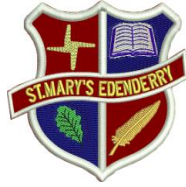
Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission. An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to 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.

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.

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.



St. Mary's Secondary School
Edenderry
Co. Offaly

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