



Form S29 1 (c) (ii) V1 12 Nov 2020

Section 29 Appeal Application Form for an appeal against refusal to admit for reason(s) other than the school being oversubscribed

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

Guidance and timelines for making an appeal under section 29

- Before making this appeal you may, but are not required to, request a review of the decision by the board of management of the school.
- A request for such a review must be made in writing to the school's board of management **within 21 calendar days** from the date of the decision to refuse admission.
- If you do request a review by the board of management you cannot make a section 29 appeal until either after the board of management advises you of the outcome, or the expiry of **42 calendar days** from the date of the original decision by the school to refuse admission.
- Subject to the above, this section 29 appeal must be made no later than **63 calendar days** from the date of the decision to refuse admission.

Procedures for Hearing and Determining Appeals under section 29 (1) (c) (ii) of the Education Act, 1998 together with answers 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: (only applicable if you have sought a review):

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

Date of board of management review decision: (only applicable if you have sought a review):

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

The following documents must be submitted 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 (this is only applicable where you have sought this optional review).

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

Please state clearly the grounds on which the decision is being appealed:

(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: _____

Date: _____

FOR OFFICE USE ONLY:

Date of receipt:

File ref: