

Appendix 1: Inspection review request form

This form should be used by an educational practitioner or owner/manager of an education setting or the chairperson of a management body (acting on behalf of the management body) to request a formal review of an inspection in accordance with *Procedure for Review of Inspections carried out by the Department of Education Inspectorate under Section 13(9) of the Education Act 1998*.

Person requesting the review

Name:	
Address:	
E-mail:	<i>If you provide an email address, it will be assumed that you wish to receive written communications by email and not by post</i>
Telephone:	<i>Home:</i>
	<i>Setting/School:</i>
	<i>Mobile:</i>
Position in the education setting:	
Date of request:	

School/Setting

Name:	
Address:	
Eircode:	
School roll number/ TUSLA registration number/DCEDIY reference number/ Other registration number:	

Inspection about which you wish to raise a concern

Give details of the inspection activity or the inspection report (or both) that gave rise to your concern

Type of inspection and/or Type of inspection report	<i>Give inspection type if known, for example, early years education, whole-school evaluation, curriculum evaluation, subject inspection, special education inspection, incidental inspection, follow-through inspection, etc.</i>
Date(s) of inspection:	
Date(s) on which concern arose:	
Has an informal review been conducted?	YES or NO
Date of issue of inspection report	
Name of reporting inspector	
Name of supporting inspector(s)	

Grounds for the request for a review

Describe the grounds for the concern that you wish to raise in the review. (Refer to section 1.7 of the Procedure for Review.) Select one or more of the appropriate grounds, and give details of why you believe a formal review is justified under each of these grounds with reference as relevant to the incident that gave rise to your concern.

I request a review of the inspection referred to above on the following ground(s). Please tick the ground(s) that applies/apply and give details:

Ground	Indicate whether the ground applies	Details
that an inspector did not make every reasonable effort to carry out their duties in accordance with the <i>Code of Practice for the Department of Education Inspectorate</i>		
that there was a significant departure from the published procedures for the type of inspection involved		
that the written report arising from an inspection does not comply with the principles regarding reporting prescribed in the <i>Code of Practice for the Department of Education Inspectorate</i>		
that there was a breach of the published procedures concerning the publication of inspection reports		

Any other relevant information

You may give here an account of the incident that gave rise to your concern or any additional information that you feel is relevant to your request for a review.

Supporting documents

You should submit with your request for a review any documents that you feel are relevant. If you are seeking a review of an inspection report, a copy of it should be enclosed with this request. List here all documents that you are enclosing with this request.

Signature

This request must be signed by the person making the request for a review (educational practitioner or owner/manager or chairperson of a management body of an education setting (or the nominee of the owner/manager or of the management body).

If the request is made by the board of management of a school operating under the auspices of an education and training board, the request must be submitted by the chairperson of the board of management or a nominee of the board, following consultation with the chief executive of the education and training board.

Signature:	
Position:	
Date:	

This form and all supporting documents should be submitted to the Chief Inspector at oci@education.gov.ie