



## 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 or once **42 calendar days** have passed since the decision to refuse admission was made (whichever of these is the earliest).
- 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 are available on the Departments website via the following link:

<https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/>

These procedures should be read to provide further information regarding the appeals process.

Please return this completed application form by email to: [section29@education.gov.ie](mailto: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).

In accordance with section 26 of the Education (Welfare) Act, 2000, the Child and Family Agency (Tusla) 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

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: \_\_\_\_\_

*Email is the preferred method of this Department's communication therefore, please ensure your email details are correct.*

Relationship to student (Please tick relevant box):

Parent ☐ Legal Guardian ☐ Guardian Ad Litem ☐ CFA (Child & Family Agency) Appointee ☐

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:

\_\_\_\_\_  
\_\_\_\_\_

Roll Number:

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Does your child have any special educational needs? (Please answer yes / no)

If yes, please provide details:

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Date of board of management original decision refusing admission:

Day		Month		Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date you requested the board of management review:

Day		Month		Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of board of management review decision

Day		Month		Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**The following three 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 board of management 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 the appeals 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.*

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.*

[illegible]

(Extra pages may be added)

**Please note that you can withdraw your appeal at any stage by emailing [section29@education.gov.ie](mailto:section29@education.gov.ie)**

**Data protection privacy statement**

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://assets.gov.ie/224650/a55e28b6-e388-406b-b6ee-500ab554bf9f.docx>

**DECLARATION BY THE APPLICANT**

I certify that the information given by me in this form above is true and correct to the best of my knowledge.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date of receipt:

File ref: