Admissions Policy

Admissions Policy of St Mary's Secondary School

Holy Faith Convent
Glasnevin
Dublin 11



Roll Number: 60770P

School Patron: Le Chéile Schools Trust

ST. MARY'S HOLY FAITH, GLASNEVIN

MISSION STATEMENT

'Under God it began, through God it has grown'
Margaret Aylward

Situated within the beautiful surroundings and steeped in the heritage of the Holy Faith Congregation, St. Mary's Holy Faith Secondary School is a Catholic school under the trusteeship of Le Chéile.

Our central purpose is the religious, spiritual, moral, academic, human, social and physical-recreational education of each student.

As a community, we aim to form integrated and self-reliant people who are eager to build a better world.

We are committed to the growth of the whole person, by word and action, in a safe, welcoming, inclusive and creative environment.

We encourage our students to lead with care and act as guardians of our common home.

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 parent(s)/guardian(s) of children attending the school.

The policy was approved by the school patron on 29th 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 and General Objectives of the School

St Mary's Secondary School, Holy Faith Convent, Glasnevin, is a Catholic girls voluntary secondary school with a Catholic ethos under the trusteeship of the Le Chéile Schools Trust.

The purpose of our Le Chéile / Holy Faith school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God – "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral, and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of the founder Margaret Aylward of the Holy Faith Order who began this school. The school draws on this religious, philosophical and cultural heritage and is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside

Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

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.

The general objectives of all Le Chéile schools include:-

Welcome recognises the unique dignity and worth of each person.

Wisdom is the pursuit of a greater understanding and appreciation of the world.

Witness comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

3. Admission Statement

St Mary's Secondary School will 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 an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

St Mary's Secondary School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of Catholic denomination in preference to others.

St Mary's Secondary School is a 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 Catholic denomination and it is proved that the refusal is essential to maintain the ethos of the school.

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

4. Categories of Special Educational Needs catered for in the School

Students with Special Educational Needs

St Mary's Secondary School, Glasnevin, welcomes applications from parent(s)/guardian(s) of students with special educational needs. The school will use the resources (finance and personnel) provided by the Department of Education and Skills to make reasonable provision and accommodation for students with disabilities or special educational needs and will ensure that these students are free to participate in the life of the school in so far as is reasonably practicable.

As soon as a place in the school has been offered and parent(s)/guardian(s) have sent in an acceptance of enrolment form, we encourage parent(s)/guardian(s) to make the school aware of any special needs as early as possible, as it may take some time for the Department to process applications for the resources needed. In order to determine the specific resources, facilities and learning support required. The school will request a copy of the student's medical and/or psychological report. The purpose of the assessment report is to assist the school in establishing the educational needs of the student relative to their special needs and to profile the support services required. In house screening to identify students requiring Learning Support as per DES Circular 0070/2014 will be carried out early in first year (See St Mary's SEN Policy).

Following receipt of the report, or results of screening that identify learning needs the board the school will assess how the school can meet the needs of the students in question. The school will also request information from the student's primary school with regard to such matters as learning support and/or resource hours. Where the school deems that further resources are required, it will request the Department of Education and Skills to provide the resources necessary to meet the needs of the student as outlined in the psychological or medical report. The new allocation model which has been devised by a working group established by the National Council for Special Education (NCSE) and further developed by the Department of Education and Skills is aimed at providing better outcomes for students with special educational needs. It is based on the profiled educational need of each school and was introduced in September 2017.

The Principal will meet with the parent(s)/guardian(s) of the student to discuss the student's needs and the school's capacity to meet them.

The school commits itself to working closely with the Special Education Needs Organiser (SENO) to ensure that students with special needs are given every assistance possible, subject to available resources, to achieve their educational potential.

5. Admission of Students

Enrolment Procedures and Admissions Criteria

Students eligible for admission to First Year

To be eligible for admission to First Year, applicants must:

- Have reached the age of 12 years by 1st January of the calendar year following entry into First Year (as required by Department of Education and Skills regulations)
- Have completed Sixth Class in Primary School or its equivalent
- Be willing, in conjunction with their parent(s)/guardian(s), to accept the school's Code of Behaviour (Appendix 2)
- Be willing, in conjunction with their parent(s)/guardian(s), to complete the detailed student data form that will be issued following acceptance for enrolment

Enrolment Procedures

- To apply, parent(s)/guardian(s) should complete the official St Mary's Secondary School Application Form (Appendix 1). The Application Form is available to download on our school website at

  https://www.stmaryshfcglasnevin.com/admissions/how-to-apply/

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see Section 6 below for further details)

b) a parent or guardian 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 provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

d) 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.

6. Oversubscription Oversubscription

In the event that the school is oversubscribed, 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:

In the event that applications for enrolment exceed the number as set out in the school's annual admission notice, the Board of Management will allocate places in accordance with the criteria and procedures outlined below.

Places will be allocated to eligible applicants in the following order:

A) Sisters of students currently attending St Mary's Secondary School

B) Sisters of eligible past-pupils of St Mary's Secondary School. Eligible past-pupils is defined as those past pupils who completed at least two years in St Mary's.

C) Daughters of eligible past-pupils of St Mary's Secondary School. Eligible past-pupil is defined as those past pupils who completed at least two years in St Mary's (Please note that a school is not permitted to allocate more than 25% of their places in this category)

D) Students from the following primary schools:

- St Brigid's Primary School, Glasnevin
- Mother of Divine Grace Primary School, Ballygall
- St Columba's Primary School, Iona Road

- Corpus Christi Primary School, Homefarm Road
- St Canice's Primary School, Finglas
- Our Lady of Victories Primary School, Ballymun Road
- St Peter's National School, Phibsborough

E) Other applicants

Random Selection Process:

When a stage in the allocation process is reached where the number of applicants within the next category to be dealt with exceeds the number of places remaining to be allocated, a random selection process will be used to select those students from the category to whom an offer of a place will be made.

The random process will be overseen by the Chairperson of the Board of Management and witnessed by a representative of the Le Chéile Schools Trust and an Independent Observer.

*The number of places to be offered to students from each of the feeder schools listed in Category D will be calculated on a **percentage pro-rata basis directly proportional to the number of applications received** from each of the named schools.*

- The unallocated students from each school (i.e. those unallocated following the awarding of places to students in categories A, B & C) will be expressed as a percentage of the total number of unallocated students from ALL feeder schools
  Example: Categories A, B, and C have been allocated 40 places which leaves 110 places left for Categories D and E. If there are a total of140 applicants from ALL feeder schools not yet allocated on the basis of categories A, B, and C and there are for example 38 applications from St Brigid's Primary School, then applicants in St Brigid's will be allocated the percentage of 27% = 29.1 places (38/140/100 = 27% of 110 = 20.1)
- They will then be allocated this percentage number of the remaining places i.e. the total number of places left following the awarding of places to students in categories A, B & C
- There will be a separate container for each of the feeder schools

The name of each applicant in Category D will be placed in the appropriate container

- A member of the Board of Management will draw names from each container, one by one, until the maximum number of places allotted to each feeder school is reached. The order in which the names are drawn will be recorded on a numbered list. Places will be allocated in that order until the available places are filled. The remaining names in the containers will then be placed in a single container and a second random process will take

place. A member of the Board of Management will draw names from the container to establish a single numbered waiting list.

In the case of any of the categories A, B, C, D or E, the random selection process will operate as follows:

- The name of each applicant in the category will be placed in a single container
- A member of the Board of Management will draw names from the container, one by one, until the container is empty. The order in which the names are drawn will be recorded on a numbered list. Places will be allocated in that order until available places are filled
- The remaining names will be placed on a numbered waiting list in the order in which they are drawn from the container
- In the event that no places remain to be allocated when a category is reached, then all of the names in that category will be placed on the numbered waiting list, using the same random process

The waiting list will operate for the school year in which the admission is being sought. In the event that any places become available prior to this deadline, through cancellation or other cause, they will be offered to those on the waiting list in number order, as determined by the random process.

If there are any unfilled places when all applications received on time have been dealt with, late applications will be considered. Available places will be allocated to late applications in order of the date of their receipt. If necessary, a random selection process will be used.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

For example, where there are applications from two or more siblings in the one random selection process, then upon selection of one of the siblings, all of the siblings' names will be deemed selected. Where there are insufficient places left in the relevant category, the name(s) of the remaining sibling(s) will be placed at the beginning of the single numbered waiting list.

7. What will not be considered or taken into account

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 fees or contributions (howsoever described) to the school;

b) a student's academic ability, skills or aptitude;

c) the occupation, financial status, academic ability, skills or aptitude of a student's parent(s)/guardian(s);

d) a requirement that a student, or his or her parent(s)/guardian(s), attend an interview, open day or other meeting as a condition of admission;

e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school (other than what is outlined in the selection criteria above;

f) 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.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

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

- Our school's admission policy
- The school's annual admission notice (where applicable)
- 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 admission 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 in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

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, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you 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 in which 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.
(iii) the parent(s)/guardian(s) 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
(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 10 above.

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;

(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 the 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 year15. Procedures for admission of students to other years and during the school year

A. Applications during the school year

Where parent(s)/guardian(s) wish to make an application for their daughter during the school year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parent(s)/guardian(s) within 21 days of the initial application.

B. Applications to other year groups (excluding Transition Year and 5th Year and not during the school year)

Where parent(s)/guardian(s) wish to make an application for their daughter to a year group other than First Year, Transition Year or Fifth Year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. This will take place in June and parent(s)/guardian(s) will be informed. In the event of oversubscription, a waiting list will be created. Should a place become available parent(s)/guardian(s) will be notified. Places will be allocated according to date of application.

C. Applications into Transition Year from external candidates

Where parent(s)/guardian(s) wish to make an application for their child for Transition Year, they should in the first instance fill in an Application Form.

Per the school's TY Admission Policy, applicants must complete a TY Application form and will be subject to the admissions criteria outlined in said policy: https://www.stmaryshfcglasnevin.com/wp-content/uploads/2026/05/TY-Admissions-Policy.pdf

D. Applications into Fifth Year from external candidates

Where parent(s)/guardian(s) wish to make an application for their child for Fifth Year, they should in the first instance fill in an Application Form.

Applications made for a place in Fifth Year in the forthcoming academic year will be made when the Principal has established the number of available spaces in the year group, which will depend, in turn, on the number of existing Third Year students who progress this year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Meeting with Principal/Deputy Principal

Before accepting the offer of a place in the school the parent(s)/ guardian(s) and their child may be invited to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their child. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. Practical subjects must adhere to class capacity limits as set out by the Department of Education. For this reason, parent(s)/guardian(s) and their child are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of the child given the curricular provision, subject choices/levels available at the time.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parent(s)/guardian(s) must confirm their acceptance in writing of an offer of a place within one week of the date of the offer of a place.

In accepting an offer of admission from St Mary's Secondary School, the parent(s)/guardian(s) must indicate—

(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.

Parent(s)/guardian(s) 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.

Circumstances in which offers of a place in a year group other than First Year or during the school year 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 within three weeks of the date of the offer of a place;

(iii) the parent(s)/guardian(s) 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;

(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;

(v) 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. 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; or

(vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year before the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Places are allocated by date of application.

Sharing of Data with other schools:

Applicants should note that the provisions of Section 12 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

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;

(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).

16. Declaration in relation to the non-charging of fees16. Declaration in relation to the non-charging of fees

The Board 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 fees 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 students not attending religious instruction

Parent(s)/guardian(s) 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(s)/guardian(s) or the student, as the case may be, to discuss how the request may be accommodated by the school. will be then be arranged with the parent(s)/guardian(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/Appeals

Review of decisions by the board of Management

The parent(s)/guardian(s) 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(s)/guardian(s) 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. (see Review of decisions by the Board of Management)

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. This request must be made to the Board of Management within three weeks of the refusal being issued. (see Review of decisions by the Board of Management). 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.

Review

This policy will be reviewed by the Board of Management at different points to take account of legislation and changing circumstances.

Ratification

This policy was ratified by the Board of Management on 20th October 2026

Signed:





Audrey Doyle
Chairperson, Board of Management

Paul Clarke
Principal

Appendix 1: Code of Behaviour 2020

Please see the following link for the Code of Behaviour 2020 2021

https://www.stmaryshfcglasnevin.com/wp-content/uploads/2025/12/Code-of-Behaviour.pdf