



**BELVEDERE COLLEGE S.J.**

**Admission POLICY  
[For Entry September 2023]**

**Ratified by Board of Management of Belvedere College S.J.**

## A. GENERAL INFORMATION

### 1. INTRODUCTION

In compliance with Section 15(2)(d) of the Education Act 1998 and changes under the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000, the Board of Management of Belvedere College S.J. hereby sets out its **Admission Policy** and it trusts that, by so doing, parents / guardians are suitably informed in relation to enrolment matters.

The Chairman of the Board of Management (Mr. Brian Owens) and the Headmaster (Mr. Michael G. Foley, Secretary to the Board of Management) will be happy to clarify any further matters arising from the policy.

### 2. COLLEGE DETAILS

**Address** Belvedere College S.J.,  
Great Denmark Street,  
Dublin 1.

**Note:** The College is also known as St. Francis Xavier's College.

**College Telephone No.** (01) 858 6600

**College Website** [www.belvederecollege.ie](http://www.belvederecollege.ie)

**E-mail Address** [hmsec@belvederecollege.ie](mailto:hmsec@belvederecollege.ie)

### 3. COLLEGE MISSION STATEMENT

Founded in 1832, Belvedere College SJ is a Catholic secondary school for boys in the heart of Dublin city, Ireland. As part of a worldwide network of Jesuit schools, we are inspired by the missionary life and service of our patron, St Francis Xavier SJ, and our College motto *Per Vias Rectas* (By just paths) as our way of proceeding.

Our Vision is to form men for others - compassionate, discerning people in pursuit of a just and sustainable world.

Our Mission is to provide an education which promotes academic excellence, life-long learning, spiritual growth, and the pursuit of social justice rooted in a meaningful relationship with Jesus Christ.

The four key Values which characterise our culture are Community, Jesuit Tradition, Justice, and The Magis (The More).

#### Notes:

- (a) The Trustee is the Very Rev. Fr. Provincial S.J., Jesuit Provincialate, Milltown Park, Sandford Road, Dublin 6 – currently Fr. Leonard Moloney S.J.
- (b) The Trustee is assisted by the Education Delegate of the Irish Province of the Society – currently Mr. Jonathan Tiernan (of the same address as the Trustee).

The Trustee is further assisted by a Trustee Advisory Council which is established by him to inform and advise on matters of policy in relation to Jesuit schools in Ireland.

#### 4. COLLEGE ETHOS

Within the context and parameters of Department of Education & Skills' regulations and programmes and having regard for -

- (a) the Education Act 1998; changes under the Education (Admission to Schools) Act 2018; and
- (b) the funding and resources available,

the College fully supports the principles of:

- (i) inclusiveness (in particular, in relation to the enrolment of children with a disability or other special educational need).
  - (ii) parental choice subject to equality of access and participation in a single sex and fee-paying Catholic College.
  - (iii) respect for the positive values, traditions, diversity, and ways of life in modern Ireland; and
  - (iv) the relevant equality legislation.
- (c) the College reserves the right to refuse enrolment to any student in exceptional cases e.g., in the opinion of the Board of Management, the student poses an unacceptable risk to other students, to College Staff or to College property.

The Belvedere Access Programme or BAP (formally known as the Social Diversity programme) - see Paragraph 5.7 - is an integral component of the ethos of the College. Application to this programme is a separate process and is **not** encompassed under this policy. Please refer to the application form for Belvedere Access Programme which is available on the College's website.

The determining documents that define the ethos of this College are available on the College website: [www.belvederecollege.ie](http://www.belvederecollege.ie) -

- (a) The **Mission Statement** (see Pg 2 of this document).
- (b) The **Characteristics of Jesuit Education** which describe the distinctive nature of Jesuit education and lay down the essential principles necessary for a school or college to be true to its particularly Ignatian heritage and spiritual vision. Belvedere's *Mission Statement* is grounded in *The Characteristics of Jesuit Education* (see website for copy).
- (c) The **Code of Behaviour / Discipline** of this College which may, from time to time, be amended and which shall, for the purposes of Section 15(2)(d) of the Education Act 1998, form part of this Policy to the extent that it deals with expulsion and suspension of students (see extract from College Journal also available on the College website).

In many respects, aspects of the College ethos extend beyond the period of studentship or, indeed, immediate parental involvement in the College. For example, many who subscribed or subscribe to the values of the College ethos are, and have been, active in continuing the social justice ethos of the College in a wide range of activities such as the Belvedere Youth Club, St. Vincent de Paul Society, Belvedere Benevolent Association and the Belvedere Social Services.

In addition, others are associated with promoting friendship and comradeship through sporting activities.

Many dedicated past pupils and their families offer their time, expertise and services to College activities, societies, committees and fundraising activities that enhance and develop the College. They embody that ambition of St. Ignatius of service “*for the greater good*”.

Belvedere College S.J. understands itself to be a community as described in the Mission Statement. It strives to maximise the potential and happiness of each individual student. This we share in common with his parent(s) / guardian(s) with the aim of forming young men who are -

- (i) happy, friendly, and self-confident with a sense of humour and an awareness of their God-given gifts and the need to continue to develop them.
- (ii) aware of their intellectual ability and motivated to achieve their potential academically.
- (iii) well prepared to take their place in wider society unmotivated by prestige or selfish ambition and aware of how fully they can contribute to the common good.
- (iv) ready to ask - ‘*What more can I do, what more can I give?*’ - in every area of life; and
- (v) proud of having belonged to a Jesuit College community with respect for its values and those who taught them.

and who have -

the generosity of spirit and a readiness to place their talents at the disposal of others.

- deepened their understanding of who Christ is and of living out their faith more fully.

This is the ideal for which the Jesuit community strives and, even with God’s grace, the College and all of us involved in its educational project will need forgiveness for our failings.

## **5. COLLEGE INFORMATION**

### **5.1 Curriculum**

The College follows the curricular programmes prescribed by the Department of Education & Skills and which, from time to time, may be amended in accordance with Sections 9 and 30 of the Education Act 1998.

The academic curriculum and other co-curricular dimensions of the life of the College are outlined in accompanying information.

Transition Year is compulsory.

### **5.2 Religious denomination of the College**

The College is a Roman Catholic, all boys voluntary secondary school with a Catholic ethos under the trusteeship of the Society of Jesus. ‘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; and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which 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 Belvedere College SJ 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.”

In general, students have been Christened and Confirmed in the Catholic faith.

Students who are members of other Christian denominations and other religions may apply for enrolment.

Parents of non-Catholic applicants seeking enrolment of their son to the College are hereby notified that the College will not provide for the specific denominational or other religious education of the student, nor will it provide for his religious liturgical calendar and rituals. It is the norm that students attend Religion classes, Rites and Retreats although no effort will be made to proselytise – the underlying thrust being a mutuality of respect for diversity of values, beliefs, traditions and ways of life and languages insofar as practicable and in compliance with the Education Act 1998.

### **5.3 *Single-sex College***

Since its foundation in 1832, Belvedere College S.J. has been, and remains, a single-sex College **for boys only**.

### **5.4 *Fee-paying College***

Notwithstanding the payment of a determined number of teaching posts by the Department of Education & Skills and some other allowances, the College is fee-paying. Maintenance, co-curricular and additional staffing costs are paid from fees. All major capital projects are completed through fundraising.

Information concerning fees and other expenses will be provided at the Information Evening (see below) as part of the ordinary enrolment application process (see Paragraph 8.9 below).

Admission to the College is contingent upon (save for the exceptions specifically provided for in this policy) the student fees and all other attendant and approved charges being discharged in a timely manner. No student shall have any right to remain a student in Belvedere College S.J. in the event that fees properly due and owing remain unpaid

### **5.5 *Staffing***

Although Belvedere College S.J. is a fee-paying College, in line with the quota determined by the number of students enrolled in the school in the previous academic

year, the Department of Education & Skills (DES) pays the salaries of some teachers on a ratio of 23:1 as opposed to 19:1 for non-fee schools.

In addition to the DES staffing allocation, the College itself employs and pays a number of staff.

## **5.6 Financial Resources**

Notwithstanding the payment of a determined number of teaching posts by the Department of Education & Skills and some other allowances, the College does not receive a *per capita* student grant from the Department nor is it eligible for a range of other grants (e.g., extra career guidance and learning support hours).

Insofar and to the extent that the College is funded by the Department of Education & Skills, it operates within the regulations laid down from time to time by that Department as regards staffing and other grants.

Needless to say, College policy must have regard to the resources and funding available.

## **5.7 The Belvedere College Access Programme (BCAP) formally known as the Social Diversity Programme (SDP) Bursary.**

This Programme ensures that boys of diverse social backgrounds and circumstances have the opportunity to benefit from a Jesuit education and realise their potential to become agents for social change, not only within their local community, but also in the wider world.

The Belvedere College Access Programme or Bursary Scheme is funded independently of student fees. At present, 16 places are held for students on the Bursary Scheme. The BCAP Bursary is an integral component of the ethos of Belvedere College S.J.

NB: If you are applying under the Belvedere College Access Programme there is a separate application process. Please refer to the College's website for the application form and further information.

## **5.8 The Development Programme**

The Board of Management operates a Development Programme (or masterplan) to improve the facilities on campus. To date, significant sums have been expended on plant improvement and capital projects.

The vast majority of this money was raised privately through the generosity of the parents (past and present), major donors, past pupils, and the Society of Jesus. New builds include the O'Reilly Theatre and the Dargan-Moloney Science & Technology Block. Refurbishment work includes –

- Sports facilities in Distillery (Completed & Cabra Grounds (completed Autumn 2019)
- Development of a new teaching and learning environment on Temple Street (commenced February 2020)
- Refurbished and upgrade works to Swimming Pool completed February 2020.
- Refurbished Art Rooms Summer 2020.
- A masterplan has been prepared to develop the site over the next 10 years

## **6. THE PARENTS / GUARDIANS OF ENROLMENT APPLICANTS**

The College wishes to see in the parent(s) / guardian(s) a strong support for the Mission Statement and a commitment to the values embodied therein under the following headings:

- pastoral care and spiritual development.
- co-curricular activities.
- the academic curriculum at Belvedere College S.J.
- justice issues and activities; and
- a willingness to involve themselves as parent(s) / guardian(s) in the life of the College.

Especially important is evidence of a commitment to the promotion of a faith which issues in justice: that is, that they desire that their son develop his spiritual values and grow in concern for others, and that they are open to such development in themselves. What is being looked for are - in the words of the late Fr. Pedro Arrupe S.J., former General of the Society of Jesus - *'persons for others.'*

In the senior cycle (including Transition Year), students will be offered a wide choice of opportunities that challenges them to think, reflect, discuss, pray and act upon what they believe. We would like parents / guardians to be enthusiastic in supporting their son's participation in this programme.

## 7. THE BOY

The primary matter to be ascertained is **whether or not the boy himself wants to come to Belvedere College S.J.**

In our experience, a boy who really wants to go to his local school against the wishes of his parent(s) / guardian(s) to come here may end up unhappy in Belvedere. This is not a desired outcome.

Students who apply themselves to their studies to the limits of their potential will benefit most from what the College has to offer. However, parents / guardians ought to be aware that we have mixed-ability classes throughout the College and that the curriculum offered is quite traditional. It is, therefore, likely to be unfair to a boy (and also to his peers and teachers) if he requires a curriculum or structure different to that offered by the College.

Students who become involved in the College's co-curricular activities are more likely to enjoy their time in the College. The College offers a rich and diverse programme of co-curricular activities including drama, choir, sport and music and there are a variety of clubs in the College.

Belvedere College S.J. desires to operate on the principle of mutual respect. Students will find that they are gradually treated more and more as adults as they progress through the school. Boys who are respectful, concerned for the well-being of others and generous of spirit make for the happiest students at Belvedere.

## 8. ADMISSION APPLICATION PROCEDURES FOR ENTRY INTO FIRST YEAR

### 8.1 *General criteria for application for enrolment*

The general criteria for application for enrolment includes that -

- (a) the student -
  - (i) has completed Sixth class in Primary School (students from other countries must have reached a comparable standard of education).

- (ii) accepts the College ethos.
- (iii) accepts, if offered a place in the College, to -
  - take an Assessment Test the purpose of which is to facilitate compiling classes of mixed ability in the Junior years; and
  - confirm in writing that he accepts the College's *Code of Behaviour/Discipline (to be signed annually in the student's Journal)*; and
- (b) if the student is offered a place in the College, that the parent(s)/guardian(s) confirm in writing acceptance of the College's *Code of Behaviour/Discipline*.

## 8.2 Written Application

Application for enrolment is by way of written application on the College's admissions application form (available on the College's website). A receipt will issue from the College confirming that it has received the application form. If you do not receive a receipt with ten working days please contact the College immediately. It is the responsibility of the applicant to draw this to the attention of the College and the College does not take any responsibility for applications not received unless proof of postage is provided.

## 8.3 Admission Application Details

It is important that all of the admission application details, documents, etc. sought are stated clearly on, and submitted with, the enrolment application. Parents/Guardians may submit information in addition to that required by the College's enrolment application form.

On the admission application form, and under **additional information**, the following information should be provided:

- (a) *religion* – it should be stated clearly if either parent / guardian or the boy is not Roman Catholic or if the boy is not confirmed. Please state your child's faith background, if any.
- (b) *medical* - – If your son has any medical condition, please provide details of any medical condition of which the College should be aware should be stated clearly.
- (c) *family circumstances* - – Please provide relevant information concerning family circumstances should be clearly stated (e.g., if the child is adopted, if the parents are separated / divorced / deceased / if there is a disability, or family illness, etc.).

The purpose of seeking this information is to assist the College in making the admission process sensitive to the needs of the student and parents).

Copies of any psychological and/or medical assessments/reports may be requested should your son be offered a place in the College.

As regards individuals with a specific disability or additional needs, the parent(s) / guardian(s) may be requested to provide other information (including, where necessary, from a professional assessment) to assist the College in establishing the educational and training needs of their son and to profile the support services required to enable an assessment of how best the College could meet his needs. In such cases, the College will meet with the parents to discuss the child's needs.

#### **8.4 Time frame for applications for enrolment**

Application form for enrolment to the College should reach the College between the dates specified in the College's **Admissions Notice**, which can be found on the College's website. For example, if the boy is commencing secondary education in August 2023, the written admission application must be submitted **between the 1<sup>st</sup> October and 12 noon on 24<sup>th</sup> October 2022**. Applications received after this time will not be accepted or processed. If the College is not over-subscribed it will continue to accept all applicants, even after that deadline has passed.

#### **8.5 Admission application fee**

A non-refundable administration fee of €100 must accompany each enrolment application. In the absence of such fee, an enrolment application will not be accepted.

Notwithstanding the foregoing, the Board of Management reserves the right to waive the enrolment application fee in respect of enrolment applications under the Belvedere Access Programme referred to in Paragraph 5.7 above.

#### **8.6 Early admission applications**

Applications will not be accepted prior to the date given in the College's **Admissions Notice** (in other words, a 'first-come' / 'first served' policy does not apply to admission applications).

#### **8.7 Primary school attended**

The location of primary school attended by applicants **does not** have any bearing on the admissions procedure.

#### **8.8 Admission Interview**

Enrolment for entry into Belvedere College S.J. is not contingent on an admission interview process. However, the Board of Management reserve the right to meet certain applicants and / or their parent(s) / guardian(s) to clarify the category of application (see, for example, the priority allocation of places in Paragraph 10).

#### **8.9 Parent / Guardian Information Seminar**

The parents / guardians of all applicants are invited to an Information Seminar in the College prior to enrolment.

At this seminar, the ethos of the College is described in detail and all relevant enrolment information is made available to parents. In advance of this seminar, parents / guardians have the opportunity to submit questions relating to the College and in relation to enrolment. In addition, after the presentations, the parents / guardians have the opportunity to meet the various speakers.

#### **8.10 Confirmation of Application to Proceed**

During the Parent / Guardian Information seminar, parents / guardians are requested to complete an Application-to-Proceed form indicating whether or not they wish to proceed to the next stage of the admission application process. These completed forms must be returned to the College secretary by the date specified at the Parent / Guardian Information Seminar.

For the avoidance of doubt, parents / guardians who may not, for whatever reason, be able to attend the Parent / Guardian Information Seminar must comply with this requirement.

If you have not received a receipt within one week it is the responsibility of the applicant to draw this to the attention of the College. Any document deadlines must be adhered to and failure to do so will mean that your application will not be processed.

### **8.11 Offers of places**

Offers of places will be made, in writing as per the dates on the College's **Admissions Notice** prior to the academic year in which your son commences 'secondary' education.

### **8.12 Confirmation of acceptance of offer of enrolment**

Applicants who are being offered places will be invited to -

- (a) confirm, in writing, acceptance or otherwise within 14 days of the posting of the offer: and
- (b) submit with the written acceptance –
  - **a non-refundable** deposit of €1,000 (to be offset against the fees of Belvedere College S.J. for the coming academic year); and
  - written confirmation that the applicant and his parent(s)/guardian(s) agree(s) to adhere to the College's Code of Behaviour available on the College website [www.belvederecollege.ie](http://www.belvederecollege.ie)

Failure to comply with any aspect of this will result in the enrolment offer being withdrawn.

Parents / guardians of applicants who have accepted places will be invited to a meeting before the end of that school year the purpose of which is to provide all relevant information regarding their sons' induction into First Year.

### **8.13 Assessment / Non-streaming of classes**

As outlined in Paragraph 7 above, we have mixed-ability classes throughout the College. Therefore, the boys who have accepted a place in Belvedere College S.J. will sit a common assessment (most probably in February/March prior to commencing First Year) to ensure an even spread of ability in each of the incoming Form groups (insofar as this is possible).

### **8.14 Induction Programme**

All First Year entrants are (unless exceptional circumstances so prevent) expected to attend an Induction Programme in advance of the commencement of the academic year.

## **9. SELECTION PROCESS**

### **9.1 Admission Statement**

The College will not discriminate in its admission of a student on.

- Civil status
- Family status
- Sexual orientation
- Religion
- Disability

- Race
- Membership of the Traveller community
- Additional educational needs

Belvedere College S.J. is an all-boys school whose objective is to promote Christian religious values and does not discriminate where it admits a student of the Catholic faith in preference to others.

Parent(s) / guardian(s) should note that –

- (a) there is no automatic right of enrolment in the College for any applicant and the College maintains a discretion subject to the limit of the Education Act 1998 in relation to all applications.
- (b) as the number of enrolment applications is, based on past experience, likely to greatly exceed the number of places available, places will, be offered in the priority order set out below.
- (c) The College offers bursaries for up to 16 places of its annual enrolment. This is known as the Belvedere College Access Programme (BCAP) for which a separate application process is required (see section 5.7).

<b>1st priority allocation of places</b>	<p>Brothers of current Belvedere College S.J. students and brothers of past pupils of the College.</p> <p><i>If the number of applicants in this category exceeds the number of places available, then allocation under this category will be by way of random selection.</i></p>
<b>2nd priority allocation of places</b>	<p>Sons of members of Belvedere College’s permanent staff.</p> <p><i>If the number of applicants in this category exceeds the number of places available, then allocation under this category will be by way of random selection.</i></p>
<b>3rd priority allocation of places</b>	<p>Sons or grandsons of past pupils of the College, with sons of past pupils ranking first and grandsons of past pupils thereafter, provided that no more than 25 per cent of the overall number of places available in any given year as set out in the school’s annual admission notice, are taken up by applicants under this category.</p> <ul style="list-style-type: none"> <li>• <i>If the number of applications for sons of past pupils exceeds the 25% limit, then allocation for sons will be by random selection. Excess applicants in this category will be placed in the allocation for remaining places.</i></li> <li>• <i>Sons of past pupils take priority over grandsons of past pupils. After the allocation of sons, the remaining places within the 25% limit of this category will be offered to grandsons.</i></li> <li>• <i>If the number of applicants in this category (grandsons) exceeds the number of places available, then allocation under this category will be by way of random selection. Excess applicants in this category will be placed in the allocation for remaining places.</i></li> </ul>

	<i>Without prejudice to the foregoing the Board of Management reserves the right to offer (in exceptional circumstances) a place to a boy deemed deserving on compassionate grounds.</i>
<b>Allocation of remaining places</b>	<p>When all of the above priority categories have been dealt with, the remainder of applications are allocated.</p> <p><i>If the number of applicants remaining after the above priority allocations have taken place exceeds the number of places available, then places are allocated by way of random selection (see below).</i></p> <p><b>Note: As the number of applicants generally exceeds the number of places available, it is most likely that random selection will apply in the allocation of remaining places available.</b></p>
<b>The Random Selection Process</b>	Two independent monitors appointed by the Board of Management will carry out the random selection.
<b>Waiting List</b>	<p>Applicants who have not been offered a place in any given year under the foregoing criteria will be placed on a waiting list. Places on the waiting list are assigned by random selection supervised by two independent monitors appointed by the Board of Management</p> <p>The waiting list remains in operation only until 31st May of the academic year (i.e., First Year) immediately following the creation of that waiting list.</p> <p>Should places become available these will be offered in order of place on the waiting list (i.e., No 1, No 2, No 3...and so on).</p>

#### 10. ENROLMENT APPLICATION PROCEDURES FOR ENTRY INTO A YEAR GROUP OTHER THAN FIRST YEAR

The College will make every reasonable effort to facilitate a student seeking enrolment into the College into a year group other than First Year. However, such enrolment applications can be considered only if there is a vacancy within the relevant year group.

The application form for entry into the College into a year group other than First Year is available on the College's website (under admissions). The application form – which must be received normally by the College by the 1<sup>st</sup> May of the year of Entry - must be accompanied by

- (a) details of previous secondary school(s) attended;
- (b) the reason(s) for leaving that (those) school(s);
- (c) copies of all the student's records from that (those) school(s).

The Board of Management will decide on applications for admission other than for First Year by applying the following criteria:

- (i) there is a vacancy within the College in the relevant year group in respect of which entry is sought;
- (ii) the application is in line with the College's Admissions Policy;
- (iii) that the transfer to the College is -

- in the best interest of the student;
- of educational benefit to the student;
- in the best interest of the College.

To assist in their decision as regards such criteria, the Board of Management may seek the permission of the applicant's parent(s) / guardian(s) or the applicant (if over 18 years of age) to consult with the management of former schools attended by the applicant and / or consult with the relevant Educational Welfare Officer or relevant State agency, as appropriate.

#### **11. Arrangements regarding opting out of religious instruction**

A parent of a student, or a student who has reached the age of 18, who attends Belvedere College S.J. without attending religious instruction should make a written request to the Headmaster. A meeting will then be arranged with the parent or the student, on a case by case basis, in order to ascertain whether reasonable accommodation of that request is possible.

#### **12. Refusal of admission on grounds of Health and Safety**

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.

#### **13. APPEAL AGAINST A REFUSAL TO ENROL A STUDENT**

##### **13.1 Background**

In the case of appeals against decisions to refuse admission due to the school being oversubscribed, applicants **must** request a review of the decision by the Board of Management before they can appeal under section 29(1)(c)(i) of the Education Act 1998, as amended. The request for a review must be made within **21 calendar days** of the date of the decision to refuse admission. The request must -

- (a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice, and
- (b) set out the grounds of the request.

Section 29 of the Education Act 1998 provides for an appeal (generally referred to as a 'Section 29 appeal') by a parent or student to the Secretary General of the Department of Education & Skills in respect of a decision by a Board of Management of a school (or in respect of a decision of a person acting on behalf of that Board of Management) to refuse to enrol that student in that school.

##### **13.2 Information on a "BOM appeal"**

The Department of Education and Skills has published a Board of Management Request Form (BOMR1), which is available on the Department of Education and Skills website.

### **Information on a “Section 29 appeal”**

This is contained in the Department of Education & Skills document - *Procedures for hearing and Determining Appeals under Section 29 of the Education Act 1998* - available from the Department of Education & Skills website or from the -

Section 29 Appeals Administration Unit,  
Department of Education and Skills,  
Friars Mill Road,  
Mullingar,  
Co. Westmeath.  
N91 H30&  
Tel: 044 9337008

### **13.3 Format of appeal**

#### **Review by the Board of Management of the decision to refuse admission**

The Board of Management can schedule a single meeting to deal with all requests for a review. Following the review, and within **42 calendar days** of the date of the decision to refuse admission, the Board of Management must issue the applicant with:

- (a) a statement confirming that there was no failure or error in making the decision to refuse admission, or
- (b) a statement confirming that a failure or error occurred in making the decision to refuse admission, and whether or not such failure or error had a material effect on the outcome of the application.

#### **Section 29 Appeals**

Appeals are to be made on a *Section 29 Appeals Application Form* (available from the Section 29 Appeals Administration Unit referred to above or from the Department of Education & Skill’s website @ [www.education.ie](http://www.education.ie)).

### **13.4 To whom should an appeal be submitted?**

#### **BOM appeals:**

Applicants **must** request a review of the decision by the Board of Management before they can appeal under section 29(1)(c)(i) of the Education Act 1998, as amended.

#### **Section 29 Appeals:**

Appeals should be submitted to the Section 29 Appeals Administration Unit referred to above. The Department of Education & Skills recommends that the relevant school is notified of the appeal or, alternatively, sent a copy of the completed *Section 29 Appeals Application Form*.

The *Section 29 Appeals Application Form* requests the appellant to state clearly his or her grounds of appeal against the decision of a Board of Management to refuse to enrol a student. On receipt of a copy of the completed *Section 29 Appeals Application Form*, the Board of Management will consider whether the College’s enrolment policy was properly adhered to in processing the enrolment application under appeal (see Paragraph 13.6).

### 13.5 Time Limit for lodging an appeal

Board of Management appeals must be made within **21 calendar days** of the date of the decision to refuse admission.

According to the Department of Education & Skills website –

*“an appeal will generally not be admitted unless it is made within 42 calendar days from the date the decision of the Board of Management to the parent or student concerned of its refusal to enroll. However, a longer period for making appeals may be allowed as an exception where the Section 29 Appeals Administration Unit is satisfied that circumstances did not permit the making of an appeal within the 63 day limit of the date of the decision to refuse admission”.*

### 13.6 Appeal Procedures

#### Review by the Board of Management of the decision to refuse admission

The Board of Management can schedule a single meeting to deal with all requests for a review. Following the review, and within **42 calendar days** of the date of the decision to refuse admission, the Board of Management must issue the applicant with:

- (a) a statement confirming that there was no failure or error in making the decision to refuse admission, or
- (b) a statement confirming that a failure or error occurred in making the decision to refuse admission, and whether or not such failure or error had a material effect on the outcome of the application.

If, following the review by the Board of Management, the applicant wishes to appeal under section 29 of the Education Act 1998, as amended, the applicant must submit an appeal no later than **63 calendar days** from the date of the decision to refuse admission. The appeal is conducted without an oral hearing.

#### Section 29 Appeal:

An appeal is generally examined by a three-person committee – known as a *Section 29 Appeals Committee* - established by the Minister for Education & Skills for the purposes of hearing and determining an appeal under Section 29 of the Education Act 1998. However, the Department of Education & Skills document - *Procedures for hearing and Determining Appeals under Section 29 of the Education Act 1998* – states -

*Having regard to the desirability of resolving grievances within the school where possible, the parties to an appeal under section 29 (i.e. the appellant and the school’s Board of Management) will be asked to consider the matter in the first instance at local level to see if an accommodation can be reached. As a general rule, appeals will only be considered by an appeals committee under section 29 where the parties are unable to resolve the issue through the BOM.*

**In this regard, the Board of Management will consider whether the College’s enrolment policy was properly adhered to in processing the enrolment application under appeal.**

**14. Child and Family Agency (Tusla)**

Tusla educational and support services (TESS) is the statutory agency that can assist parents who are experiencing difficulty in securing a school placement for their child – your local Educational Welfare Officer can provide assistance in this regard, the contact details for whom are on [www.tusla.ie](http://www.tusla.ie). The Child and Family Agency address is Brunel Building, Heuston South Quarter, Dublin 8. (Tel 01-7718500 / [www.tusla.ie/get-in-touch/education-and-welfare](http://www.tusla.ie/get-in-touch/education-and-welfare))

**15. CONCLUSION**

The above criteria are subject to the Board of Management’s discretion within the limits of the Education Act 1998 and subsequent relevant acts. Such discretion will be exercised with due regard to the right of parents to send their children to a school or college of the parents’/guardians’ choice and having regard to the characteristic spirit of the College and the rights and obligations of all parties.

**The Board of Management adopted this policy at its meeting on, 15<sup>th</sup> June 2022.**

**The Board at its meeting on the 15<sup>th</sup> June 2022 set a limit of 168 students in the First Year Enrolment.**

All this for  
**The Greater Glory of God**  
**Ad Majorem Dei Gloriam**  
**A.M.D.G**