# POLICY FOR ADMISSION TO SCHOOL YEAR 2023/2024

## Kylemore College (Post-Primary School)

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Kylemore College is responsible for the implementation of this Admission Policy.

# INTRODUCTION TO KYLEMORE COLLEGE

Kylemore College is a co-educational post-primary school providing a broad range of educational experiences to the young people of Ballyfermot and the surrounding areas since 1965. The school provides a broad range of educational experiences for second level pupils.

Programmes being offered in our second level school include -

- Junior Certificate
- Junior Certificate Schools Programme
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied Programme

The college is an inclusive school and we strive to support our students reach their full potential in society. A full range of subjects including languages, the humanities, arts, technologies and science is offered at both junior and senior cycle. Students are encouraged to take part in all aspects of school life including extra-curricular activities like choir, music, drama, debating, and sport clubs.

The school has DEIS status we are making good progress in the key areas of retention, literacy, progression and parental attendance and engagement at p/t meetings. Very precise targets have been set for a specific cohort of students in consultation with their parents, in line with our Attendance Policy.

We are very proud to have a final number of 96 new 1st year students enrolled and signed up to commence their second level education with us in September 2021.

Student mentors and the Cairde Team are trusted students who act as role models, supporting other students' participation and engagement in the formal school curriculum, co-curricular and extracurricular activities. These student leaders work alongside the teaching team to increase student engagement in school life, in the classroom and beyond. Resulting in students having a greater sense of belonging to the Kylemore College school community.

Following discussion with all stakeholders the Motto for the College ***"Building on Success, Aiming for Excellence"*** was born. We will ensure the motto influences and guides all our interactions with students, staff and parents.

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# PART A

## *General Information for All Applicants*

1. ***Glossary of terms***
2. ***Admission Statement***
3. ***Legal Framework***
4. ***General Admission Provisions (for all Applicants)***

# 1 GLOSSARY OF TERMS

'**Applicant'** means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Kylemore College.

'**Student'** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Kylemore College by virtue of application alone.

'**Gender'**, in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

**Parent'** has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'**Feeder Primary Schools'** refers to the primary schools of preference for application to Kylemore College. The feeder primary schools for Kylemore College are:

1.1. Primary Schools in Ballyfermot, Chapelizod and Inchicore

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, '**Sibling'** refers to full siblings, half-siblings, foster-siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, '**Sibling'** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

**'First-Year'** means the intake group of Students for the most junior class or year in a school.

## 2 ADMISSION STATEMENT

CDETB schools are state, multidenominational, co-educational schools underpinned by the core values of:




- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

As the State provider of education, the ETB sector defines a 'multidenominational' school in the following way:

In CDETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In CDETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Kylemore College shall not discriminate in its admission of a Student based on the following grounds:

2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;

2.2. Civil status of the Student or Applicant;

2.3. Family status of the Student or Applicant;

2.4. Sexual orientation of the Student or Applicant;

2.5. Religion of the Student or Applicant;

2.6. Disability of the Student or Applicant;

2.7. Race of the Student or Applicant;

2.8. The Student's or Applicant's membership of the Traveller community;

2.9. Special educational needs of the Student or Applicant.

Kylemore College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

# 3 LEGAL FRAMEWORK

City of Dublin ETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Kylemore College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.3 in respect of applications made to the First-Year Group and in section 6.3 in respect of applications made to all years other than the First-Year Group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

Kylemore College offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual, values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students in engage with questions around their own religious or non-religious beliefs and those of their peers.

It is important to understand that our school does not provide '*religious instruction*' and therefore the need to opt-out does not arise in this school. It is also important to understand the distinction between *'religious instruction'* and r*eligious education*':

- *Religious instruction* is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Religious Instruction may be provided in a denominational school setting.
- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are 'multi-denominational', Kylemore College supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide *religious instruction* in one particular religion or belief.

However, as per Section 30(2)(e) of the Education Act (1998), Kylemore College recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any subject contrary to their conscience, including *religious education*.

Parents or students over the age of 18 who wish to opt-out of *religious education* must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the best way possible in the school that does not create resourcing or financial implications for CDETB or the DES. Please note, 62(7)(n) of the Education Act 1998, the school day cannot be shortened for the student as a result of opting out of religious instruction.

Kylemore College will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Kylemore College will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

# 4 GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Kylemore College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Kylemore College **shall not consider**:

4.1 The payment of fees or contributions to the school;

4.2 A Student's academic ability, skills or aptitude;

4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);

4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;

4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school, unless the connection is a sibling of the Student concerned attending, or having attended, the school, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.

4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

**Kylemore College will consider** the offer of a place to every Student seeking admission to the school, **unless the following applies**:

4.7 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;

Where Kylemore College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

# PART B

## *Information for Specific Categories of Applicants*

5. ***Application to the First-Year Group***
6. ***Application to All Year Groups Other Than First-Year***

# SECTION 5
# APPLICATION TO THE FIRST-YEAR GROUP

## 5 APPLICATION TO THE FIRST-YEAR GROUP

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5.2.3 Basis for appeal

## 5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Kylemore College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy.

### 5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Kylemore College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list. A lottery will determine the order in which unsuccessful applicants, will be placed on a waiting list. The lottery will take place in Kylemore College as soon as possible after enrolment closes. Applicants on this list will have priority over any late applicants. The lottery will be overseen by the school Principal and will be witnessed by two representatives of the school Board of Management.

In the case of one or more siblings applying for admission to 1st Year at the same time, the name of each sibling will be typed on a separate piece of paper. If the name of any of the siblings is drawn, places will be offered to all the siblings. This waiting list will remain valid until Wednesday 10th May 2023.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

### 5.1.2 Selection criteria in order of priority

Kylemore College will apply the following criteria for admission to the First-Year Group:

5.1.2.1 Siblings of present pupil or past pupils who graduated in the previous 5 years

5.1.2.2 Applicant attends feeder primary school in the catchment area of Ballyfermot/ Chapelizod and Inchicore

5.1.2.3 Applicant has a parent/ guardians who previously attended Kylemore College (to a maximum of 25% of the places available);

5.1.2.4 All other applicants

### 5.1.3 Selection process

Kylemore College will apply the selection process as follows:
Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted. Where two or more applications are tied in the foregoing selection process, Kylemore College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### 5.1.4 Late applications

An application received by Kylemore College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Kylemore College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late

applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Kylemore College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 1 week of issue.

### 5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Kylemore College but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

### 5.1.6 Acceptance of a place

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and signing the Acceptance Form by the date set out in the School's Admission Notice, or within 1 week of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 1week of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

### 5.1.7 Refusal

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

5.1.7.1. The reasons that the Student was not a offered a place in Kylemore College;

5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;

5.1.7.3. Details of the Student's place on the waiting list, if applicable; and

5.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, an offer of admission may not be made where:

5.1.7.5. The information contained in the application is false or misleading in a material respect.

### 5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

5.1.8.1. The information contained in the application is false or misleading in a material respect, or

5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 1 week, or

5.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.1.4 above.

### 5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Kylemore College regarding admission to the First-Year Group, see section 5.2

## 5.2. APPEALS

### 5.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Kylemore College at Kylemore Road, Ballyfermot, Dublin 10. Fax- 6234780. Email: info@kylemore.cdetb.ie
Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### 5.2.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Kylemore College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Kylemore College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to

an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### 5.2.3 Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

# SECTION 6
# APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

## 6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

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6.1.1. Oversubscription

6.1.2. Selection criteria in order of priority

6.1.3. Selection process

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**6.2 Appeals**

**6.2.1** Appeal where refusal was due to oversubscription

**6.2.2** Appeal where refusal was for a reason other than oversubscription

**6.2.3** Basis for appeal

## 6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Kylemore College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

### 6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Kylemore College is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all years other than the First Year Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Student is admitted to the school.

### 6.1.2 Selection criteria in order of priority

Kylemore College will apply the following criteria for admission to a year-group other than First-Year:

6.1.2.1 Siblings of present pupil or past pupils who graduated in the previous 5 years

6.1.2.2 Applicant attends feeder primary school in the catchment area of Ballyfermot/ Chapelizod and Inchicore

6.1.2.3 Applicant has a parent/ guardians who previously attended Kylemore College (to a maximum of 25% of the places available);

6.1.2.4 All other applicants

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

### 6.1.3 Selection process

Kylemore College will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Kylemore College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### 6.1.4 Late applications:

An application received by Kylemore College after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Kylemore College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Kylemore College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Kylemore College, subject to sections 4.7 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

### 6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Kylemore College but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

### 6.1.6 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 1 week of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 1 week of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

### 6.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

6.1.7.1. The reasons that the Student was not a offered a place in Kylemore College,

6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,

6.1.7.3. Details of the Student's place on the waiting list, if applicable, and

6.1.7.4. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out at 4.7, an offer of admission may not be made where:

6.1.7.5. The information contained in the application is false or misleading in a material respect.

### 6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

6.1.8.1. The information contained in the application is false or misleading in a material respect, or

6.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 1 week, or

6.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

### 6.1.9 Appeals:

For information relating to an Applicant's right to appeal a decision of Kylemore College regarding admission to a year-group other than First-Year, see section 6.2.

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and

(ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.2.4 above.

## 6.2 APPEALS

### 6.2.1 Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Kylemore College at Kylemore Road, Ballyfermot, Dublin 10. Fax- 6234780 Email- info@kylemore.cdetb.ie Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### 6.2.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Kylemore College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Kylemore College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### 6.2.3 Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.