



Grange Post-Primary School
Iarbhunscóil na Gráinsí
windows of opportunity



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

POLICY FOR ADMISSION TO SCHOOL YEAR 2022/2023

Grange 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 Grange PPS is responsible for the implementation of this Admissions Policy.

Introduction to Grange PPS

School Ethos

Grange PPS is a democratic, multi-denominational, co-educational, publicly funded School operating under the auspices of Mayo Sligo Leitrim Education and Training Board; where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness. MSLETB is a community of learners with a historic and unique tradition as a provider of education and training. In responding to the needs of the community, it delivers the highest standards of teaching and learning.

Mission Statement

Grange Post Primary School is a partnership of Staff, Students and Parents enabling each student to achieve his or her full potential. We aim to inspire a Love of Learning in all our students, irrespective of ability and through personable and enthusiastic encouragement, to lead all on to develop as Caring, Respectful Individuals in a challenging world.

Brief History of School and overview

Grange Post Primary School opened its doors in 1934 as a Technical School, with three classrooms and three teachers, catering to the needs of members of the locality at that time. Teachers in this sector at that time have been described as *“people who worked for the cause of vocational and technical education – their idealism, vision, leadership, commitment and sense of mission...their dedication and determination, Ireland became endowed with a statutory system of education that is democratically controlled, multi-denominational, co-educational and highly responsive to local and emerging needs”*

Indeed, that sense of dedication and providing a quality education to a local community has held firm through significant change moving to the VEC system and on to the present, where it operates under Mayo Sligo Leitrim Education and Training Board (MSLETB) since 2013. Within this, Grange Post Primary retains an open enrolment policy, operating in the small rural town of Grange, offering the highest quality education to second-level students from Grange and its surrounding areas.

Numbers in the school have been growing steadily, particularly over the past 10 years, passing the 200 mark for the first time in the 2015/2016 academic year. Staff numbers have steadily grown, corresponding with the growth in student numbers, with 22 teachers currently employed in the school.

The original school structure itself has undergone two sizable extensions and a further extension providing 5 additional rooms is also underway with a provisional completion date of September 2022. A community complex was built on the school grounds and in addition an Astroturf Pitch and a soccer pitch were developed over the years.

Subjects on offer and programmes on offer have broadened greatly over recent years to include a full subject offering at both Junior and Senior Cycle. We were delighted to introduce an innovative optional Transition Year Programme in 2013 that has proven very popular and beneficial to our students. We have a strong collaborative culture among our team of teachers, where innovation and creativity to respond to student needs is central. We have also developed a strong on-line learning platform through Microsoft Office.

We offer a very broad and varied extra-curricular and co-curricular programme of activities with a pattern of high achievements in sports including soccer, gaelic football, athletics and basketball. Our school choir are well known for their expertise and skills leading them to local and national stages and events regularly. A full range of reading groups, lunchtime quiz sessions, well-being month, board games club and weekly puzzles to solve in - there is something for everyone.

TABLE OF CONTENTS

PART A – General Information for All Applicants

1. Glossary of terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

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

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 Grange PPS.

‘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 Grange PPS by virtue of application alone.

‘Sex’ refers to the designation of a person, on that person’s birth certificate, or gender recognition certificate, as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones). This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bi-gender, Demi-gender, Gender Fluid, Genderqueer, Multi-gender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Parent’ has the same meaning as in the Education Act 1998 and includes 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 Grange PPS. The feeder primary schools for Grange PPS are:

- 1.1. St Patrick’s N.S, Ballyweelin, Maugherow, Co. Sligo
- 1.2. Carns N.S, Moneygold, Grange, Co. Sligo
- 1.3. Cliffoney N.S, Cliffoney, Co. Sligo
- 1.4. St Aidan’s N.S, Ballintrillick, Cliffoney, Co. Sligo
- 1.5. Castlegal N.S, Cliffoney, Co. Sligo
- 1.6. Scoil Naomh Molaise Grange, Co. Sligo
- 1.7. Rathcormack N.S, Rathcormack, Co. Sligo

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

Characteristic Spirit Statement for ETB Schools

ETB schools are state, co-educational, multi-denominational 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 ‘multi-denominational’ school in the following way:

In ETB 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 ETB 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, Grange PPS 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.

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

3 LEGAL FRAMEWORK

Grange PPS 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 Grange PPS 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 (Admissions 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 5.4 in respect of applications made to the First-Year group and in section 6.4 in respect of applications made to all year other than the First-Year group.

It is important to understand that our school does not provide 'religious instruction' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. There is an important distinction between 'religious instruction' and 'religious 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 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', Grange Post Primary School supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

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 of February 2020, Grange PPS 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 of February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Grange PPS **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.
- 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.

Grange PPS **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 Grange PPS 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

5.1 Admission Provisions (First-Year group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

5.2 Appeals

- 5.2.1 Appeal where refusal was due to oversubscription
- 5.2.2 Appeal where refusal was for a reason other than oversubscription
- 5.2.3 Basis for review by the board of management

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Grange PPS is not oversubscribed, all Students will be offered a school place, subject to sections 4.7

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 for the school year in respect of which the applications are made. Where Grange PPS 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 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

Grange PPS will apply the following criteria for admission to the first-year group:

- 5.1.2.1 If the Student has siblings currently enrolled in the school;
- 5.1.2.2 If the Student has siblings who were previously enrolled in the school;
- 5.1.2.3 Whether the student attended Feeder Primary schools

5.1.3 Selection process

Grange PPS will apply the selection process as follows:

An Applicant will be offered a place in Grange PPS based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Grange PPS 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 Grange PPS after the closing date published, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Grange PPS is oversubscribed and receives a late application for admission, they will receive a place on the waiting list beneath Applicants whose applications were received by Grange PPS 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 Grange PPS subject to section 4.7.

Where Grange PPS is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Grange PPS, subject to sections 4.7; and the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks 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 Grange PPS 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 returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks 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 2 weeks 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 offered a place in Grange PPS;
- 5.1.7.2 Details of the Student's ranking against the published selection criteria, if the year group to which the student 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 2 weeks, 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 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 Applicant's right to appeal a decision of Grange PPS regarding admission to the First Year Group, see section 5.2 below.

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 first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Grange Post Primary. Such a review must be sought by the applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the office or online by emailing secretary@grangepps.ie.

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 under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

5.2.1 An Applicant who was refused admission to Grange PPS for a reason other than the school being oversubscribed and who wishes to appeal this decision first chooses to request a review by the board of management, via a [BOMR1](#) Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Grange PPS. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this policy, same shall apply instead. Completed [BOMR1](#) Forms should be submitted to the school office or online by emailing secretary@grangepps.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3 Basis for review by the board of management:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission 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 review the decision.

SECTION 6

APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

Application to All Year Groups Other than First-Year

6.1 Admission Provisions (other than First-Year)

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer
- 6.1.9. Appeals

6.2.1 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 review by the board of management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

Where Grange PPS 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 for the school year in respect of which the applications are made. Where Grange PPS 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.

Where the Transition Year Programme in Grange PP is oversubscribed, a Student applying for admission to such programme in the relevant year group, will subject to this policy, be placed on the appropriate waiting list already compiled (annually) by the school, which will contain the names of students enrolled in the school who have been placed on an internal waiting list for this programme.

6.1.2 Selection criteria in order of priority

Grange PPS will apply the following criteria for admission to a year group other than first year

- 6.1.2.1 If the Student has siblings currently enrolled in the school
- 6.1.2.2 If the Student has siblings who were previously enrolled in the school
- 6.1.2.3 Whether the student attended Feeder Primary schools

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

Grange PPS will apply the selection process as follows:

An Applicant will be offered a place in Grange PPS based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Grange PPS 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 Grange PPS after the closing date published by Grange PPS, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Grange PPS is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Grange PPS before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by Grange PPS subject to section 4.7.

Where Grange PPS is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Grange PPS, subject to sections 4.7, and the same process as applies to Applicants whose applications were received before the closing date will be operated *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 Grange PPS 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 2 weeks 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 2 weeks 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 offered a place in Grange PPS.
- 6.1.7.2 Details of the Student's ranking against the published selection criteria, and
- 6.1.7.3 Details of the Student's place on the waiting list, if applicable
- 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 2021/2022 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks,
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 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 Grange PPS regarding admission to a year-group other than First-Year, see section 6.3.

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 first request a review by the board of management in writing, via a '[BOMR1 Form](#)', available from the school office and on the school's website, for it to be reviewed by the board of management of Grange PPS. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing secretary@grangepps.ie.

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 under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Grange PPS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a '[BOMR1 Form](#)', available from the school office and on the school's website, for it to be reviewed by the board of management of Grange

PPS. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed [BOMR1](#) Forms should be submitted to the school office or online by emailing secretary@grangepps.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

6.2.3 Basis for review by the board of management

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission 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 review the decision.

APPENDICES

- A. Application Form including Data Protection Statement**
- B. Acceptance Form**
- C. Enrolment Notice**