

Admission Policy of

Loreto Secondary School, Letterkenny, County Donegal



Roll number: 62840U

School Patron: Loreto Education Trust

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 19th August, 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Loreto Secondary School, Letterkenny, admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

2. Characteristic spirit and general objectives of the school

Admission Policy: Characteristic Spirit

Loreto Secondary School, Letterkenny, is a Catholic all girls voluntary secondary school with a Catholic ethos under the trusteeship of the Loreto Education Trust.

Loreto schools seek to provide an education that affirms the innate dignity of every human being created in God's image, and fosters the full and harmonious development of each student, encompassing the intellectual, physical, cultural, moral and spiritual aspects in an environment of justice, freedom, sincerity, truth and joy.

The creation of a dynamic school community where every student is equally cherished and has a real sense of belonging is a priority in a Loreto school which draws its inspiration from Gospel values and the rich heritage passed on to us from Mary Ward and Teresa Ball¹, and enshrined in our documents on Loreto Education, including ***Kolkata Educational Guidelines for Loreto Schools, Continuing the Journey: A Loreto Education*** and ***A Mary Ward Schools' Compass***.

Students are encouraged to be reflective and discerning in the spirit of our Loreto and Ignatian tradition and continue to grow with integrity in right relationship with God, with other people and the environment.

Our philosophy of holistic education places the person of the student at the centre of the educational enterprise which nurtures the student's capacity to "seek truth ... to love what is good ... to strive for excellence" (Teresa Ball) and joyfully engage with life-long self-directed learning in all its dimensions. In so doing, we are committed to preparing students to take their place in society as generous, confident, perceptive, well-informed, articulate and compassionate people ready to contribute to the common good.

Loreto schools welcome students of all faiths and of none while maintaining a Catholic ethos. Inter-faith and inter-cultural dialogue together with a spirit of inclusivity and the celebration of diversity are fostered in the school.

In harmony with our characteristic spirit and recognising that care of faith and education are fundamental to the Loreto tradition, Religious Education is central to our curriculum and the faith formation of Catholic students is supported by the school in accordance with the doctrines, practices and traditions of the Catholic Church. Each student's spiritual life is expressed and deepened through prayer, ritual in the cycle of the liturgical year, reflection on the profound link between faith and justice and creative engagement with the dialogue of faith and life communicated in nature, in science and in the arts.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Loreto Secondary School Letterkenny, 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.

¹ The Institute of the Blessed Virgin Mary was founded in 1609 by Mary Ward and Teresa Ball brought this tradition which she named Loreto to Ireland in 1821.

The school is committed to:

- (a) the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects;
- (b) a living relationship with God and with other people;
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus;
- (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 Loreto Secondary School, shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The determining influences which define our ethos and characteristic spirit are:

The school's mission statement

The *Loreto Kolkata Education Guidelines*,
'Continuing the journey'

The long established urban/rural student population which contributes to daily life in school

Mission Statement

Loreto Secondary School, Letterkenny, is a Catholic School committed to the development of the whole person. The school endeavours to develop student responsibility for learning in a safe, caring and spiritual environment where each individual experiences personal success and fulfilment.

Aims & Vision

To maintain the Catholic ethos of the school.

To cherish all pupils equally regardless of intellectual ability, or of emotional, social or physical disadvantage.

To provide a broad, academic curriculum where every student has the opportunity to perform at her best level.

To foster social, emotional, physical and moral well-being of students.

To promote a culture of respect and courtesy throughout the school and community.

To encourage students to take responsibility for their behaviour and learning.

To provide a safe and healthy environment for all members of the school community.

To foster respect for other creeds and ethnic groups.

To provide extra-curricular activities matched to the needs, abilities and interests of pupils'

To encourage parents, teachers and students to work together in partnership.

To promote appreciation and respect for the natural environment'

3. Admission Statement

Loreto Secondary School, Letterkenny, will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned
- (b) the civil status ground of the student or the applicant in respect of the student concerned.
- (c) the family status ground of the student or the applicant in respect of the student concerned.
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned.
- (e) the religious ground of the student or the applicant in respect of the student concerned.
- (f) the disability ground of the student or the applicant in respect of the student concerned.
- (g) the ground of race of the student or the applicant in respect of the student concerned.
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Single gender schools

Loreto Secondary School, Letterkenny, is an all-girls school and does not discriminate where it refuses to admit a boy applying for admission to this school.

Post-primary denominational schools

Loreto Secondary School, Letterkenny, is a catholic school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate when it refuses to admit a student not of the denomination and where it is proven that the refusal is essential to maintaining the ethos of the school.

Schools with special education class

Loreto Secondary School, Letterkenny, is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

Loreto Secondary School, Letterkenny, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism /Autism Spectrum Disorders

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

A school that admits students of one gender only

Loreto Secondary School, Letterkenny, provides education exclusively for girls and may refuse to admit as a student a person who is not of the gender provided for by this school.

School with special education class

The special class attached to Loreto Secondary School provides an education exclusively for students with Autism / Autistic Spectrum Disorders and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Priority is given to Scoil Mhuire Gan Smal, Sentry Hill, Letterkenny, on condition that female students apply for admission within the period specified in the admission notice on or before the date requested.

Completed application forms received in respect of female students included in the list of schools documented which represent schools deemed to be in our catchment area.

Sisters of present and past students who have completed two years in the school.

Daughters of eligible staff directly employed by the school. Eligible staff is defined as those employees who have been in the employment of the Board of Management for at least six months and who are reasonably expected to be still employed by the Board at the time their daughter commences in Loreto Secondary School, Letterkenny.

Daughters of eligible past staff of Loreto Secondary School, Letterkenny where eligible staff is defined as non-casual former employees of Loreto Secondary School, Letterkenny, who have completed a minimum of 5 years' employment in the school

Daughters of past students of Loreto Secondary School, Letterkenny, where a past student is defined as a student who under normal circumstances completed her

Leaving Certificate in the school. The number of places is limited to 25% of the specified annual admission's number.

Girls assessed as having Autism/Autistic Spectrum disorders subject to the overall limit of six students in the special class. In the event of demand for places in the special class exceeding the number of available places, offers will be made on the basis of the criteria above. Please note also that applicants under this category will also be asked if they wish to be considered for a mainstream place in the event of not securing a place in the special class (provided application is in by due date) The places in the special class will be allocated first, following this, in the event of certain students not getting a place in that class, those students will be asked if they wish to be considered for a mainstream place.

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

In the event that the number of applications from girls attending schools, within the catchment area of schools outlined in this document, exceeds the number of remaining available places, these places will be allocated on the basis of a lottery confined to applications from girls attending primary schools within the aforementioned catchment area and subject to the criteria. This lottery will be supervised by two observers, external to the school. In this circumstance, girls (from the catchment area) who are not allocated a place at this stage, will be placed on a numbered waiting list in the order in which they were drawn in the lottery. Students from the catchment area who do not get a place as a result of the lottery will be placed on a priority listing to which those successful in the next lottery involving other valid applicants, will be added. Subsequent places on the waiting list will be filled in the order in which applicants are drawn in a lottery of all remaining valid applicants (i.e. girls from outside the defined catchment area) Parents will be informed of their daughter's place on the waiting list.

In the event that places remain having allocated places to girls attending schools within the catchment area, all other applications received prior to the closing date will be allocated places on the basis of a lottery, supervised by two observers, external to the school. Applicants who do not receive a place at this stage will be placed on a numbered waiting list in the order in which they were drawn in the lottery, Parents shall be informed of their daughter's place on the waiting list.

Catchment Area

For the purposes of this admission policy, the following schools are deemed to be within the catchment area:

**Ayr Hill, Ballymaleel, Ramelton
Ballyraine NS, Letterkenny
Castleshanaghan NS, Letterkenny
Drumkeen NS
Educate Together, Letterkenny
Gaelscoil Adhamhnain, Letterkenny**

**Glasain NS, Creeslough
Glenswilly NS, Letterkenny
Magharabeg NS Manorcunningham
Scoil an Leanbh Iosa, Coxtown, Carrigans
Scoil Cholmcille NS, Kilmacrennan, Letterkenny
Scoil Cholmcille NS, Convent Road, Letterkenny
Scoil Cholmcille NS, Termon
Scoil Cholmcille NS, Newtowncunningham
Scoil Mhuire gan Smal, Letterkenny
Scoil Naomh Fiachra, Illistrin, Letterkenny
St Baithin's NS, St Johnston
St Joseph's NS, Rathdonnell
St Mary's NS, Creeslough
St Mary's NS, Ramelton
St Patrick's NS, Lurgeybrack, Letterkenny
Drumoghill NS, Manorcunningham
Stramore NS, Glendowan
Woodlands NS, Letterkenny**

In all cases, when a lottery is being conducted, applications received on behalf of twins, triplets, or sisters from the same family unit will be treated as one applicant. This will neither increase or reduce the chances of any applicant being offered a place.

Any application deemed to be in accordance with this policy, but received subsequent to the closing date and before the commencement of the academic year, will be allocated a place or will be added to the waiting list on a first come, first served basis

7. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí
- (b) the payment of fees or contributions (howsoever described) to the school
- (c) a student's academic ability, skills or aptitude
(other than in relation to:
admission to a special class insofar as it is necessary in order to ascertain whether or not student has the category of special educational needs concerned)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) a requirement that a student, or her parents attend an interview, open day or other meeting as a condition of admission. Engagement would be required if the student is not coming directly from a primary school within the catchment area.

(f) a student's connection to the school by virtue of a member of her family attending or having previously attended the school

(g) the date and time on which an application for admission was received by the school

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Loreto Secondary School, Letterkenny, will be based on the following:

- Our school's admission policy.
- The school's annual admission notice (where applicable).
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

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.

The Board of Management reserves the right to review the Admission Policy when the Board considers it necessary to do so and in accordance with the relevant legislation pertaining to admissions.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

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

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Loreto Secondary School, Letterkenny, you must indicate—

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

(ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Loreto Secondary, Letterkenny where

- (i) 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 S15 (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.

- (ii) it is established that information contained in the application is false or misleading.
- (iii) An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iv) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Loreto Secondary School, Letterkenny, were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought. Each application will be dated and prioritised accordingly on a waiting list.

Placement on the waiting list of Loreto Secondary School, Letterkenny, is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Where parents wish to make an application for their daughter to a year group; other than first year, or during the school year, they should in the first instance complete and submit an application form. An offer of a place can only be made if there is space in the year group in question.

A decision of whether a place can be offered will be made known to the parents within 21 days of the initial application.

Applications made for a place in Transition Year or fifth Year in the forthcoming academic year will be refused until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing third Year students who progress to either year group. Such applications will be placed on a waiting list in date order of receipt until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school the parents and their daughter are strongly advised to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their daughter. The fact that there may be a space in a year group would not automatically mean there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason, parents and their daughter are strongly recommended to attend a meeting with the Principal and/or Deputy principal to ensure that a transfer to the school would be in the best interests of their daughter given the curricular provision, subject choices/levels and facilities available at the time.

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

The parents must confirm their acceptance in writing of an offer of a place within two weeks of the date of the offer of a place

In accepting an offer of admission for a place in Loreto Secondary School, Letterkenny, the parents must indicate

- (a) in writing, acceptance or otherwise within the time frame outlined in the annual admission notice
- (b) whether or not they have accepted an offer of admission from another school/s if they have accepted such an offer, they must also provide details of the offer concerned and
- (c) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school/s, and, if so, they must provide details of the other school or schools concerned.

Parents should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by Loreto Secondary School, Letterkenny where:

- (a) It is established that information contained in the application is false or misleading;
- (b) An applicant fails to confirm acceptance of an offer of admission within two weeks of the date of the offer of a place;
- (c) The parent of a student, when required by the Principal in accordance with section 23(4) of the Education(Welfare) Act 2000 fails to confirm in writing that the Code of Behaviour of the school is acceptable to her and that she/he shall make all reasonable efforts to ensure compliance with the code by the student
- (d) An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.
- (e) The admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate Education. The Board of Management has a duty of care to ensure as 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 the board has responsibility; or
- (f) The application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

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

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied to the selection criteria in accordance with this Admission Policy, see section 5 above. The date of receipt of a properly completed Application Form will determine the position on this waiting list within each of the criteria. In the unlikely event that there are two or more students tied for a place or places in any of the selection criteria categories set out in section 5above, then the position on the waiting list (for places in a year group other than First Year) will be determined by a lottery process overseen by the Principal and Deputy Principal/s.

Offers of any subsequent places in the year group other than First Year that become available during the school year will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

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

The board of Loreto Secondary School, Letterkenny, or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

Religious Education is provided in this school in such a way that all students whether of a particular Religious affiliation or more can freely and actively participate in the classes. A parent of a student, or a student who has reached the age of 18 who wishes to attend Loreto Secondary School without attending Religious instruction should make a written request to the Principal. A meeting will then be arranged with the parent of the student as the case may be, to discuss how the request might be accommodated by the school.

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.