

This is a template presented by **Education & Training Board Ireland (ETBI)** and it includes all legal requirements under the **Admission to Schools Act 2018**.

It has been piloted in a number of schools last year.

Your feedback would be much appreciated. You can return this feedback via email to [davittcollege@msletb.ie](mailto:davittcollege@msletb.ie) or by calling 086 4183294 by 4:00p.m. on Tuesday 28<sup>th</sup> April 2020

# **POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022**

## **Davitt 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 Davitt College is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO DAVITT COLLEGE**

---

Davitt College was established in 1982. It is a recognised coeducational Post Primary school under the terms of the Education Act 1998. The school currently has an enrolment of 710 students. Davitt College follows the curricular programmes prescribed by the Department of Education & Skills, which may be amended from time to time in accordance with Sections 9 & 30 of the Education Act, 1998.

Contact Address: Springfield, Castlebar, Co. Mayo. Eircode: F23 VY15

Phone: 094-9023060

Fax: 094-9025174

E-Mail: [davittcollege@msletb.ie](mailto:davittcollege@msletb.ie)

Website: [www.davittcollege.com](http://www.davittcollege.com)

Contact Person: Ms. Bernadette Rowland

Position: Principal

Office Hours: 8:30 a.m. to 5:00 p.m.

### ***Patron and Body Corporate***

Mayo, Sligo & Leitrim Education and Training Board (MSLETB) is the patron of Davitt College, the employer of staff and the financial control agency of the school. Davitt College operates within the legal framework, mission and aims of MSLETB.

### ***Mission Statement***

Davitt College aims to provide a caring community which, in partnership with parents/guardians, caters for the educational, emotional, physical and spiritual development of its students and facilitates them in reaching their full potential.

### ***Vision***

Davitt College will provide a comprehensive education, which will promote the personal, social, academic, spiritual and vocational development of its students so as to prepare them for their roles as responsible members of society. This will take place in the context of an ethos based on mutual respect between staff and students.

### ***Aims***

The educational aims of Davitt College are:

- To maintain high standards in all areas of school life. To uphold high educational attainment and good relationships.

- To maintain a positive climate where mutual respect and co-operation are fostered throughout the school community.
- To ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for.
- To ensure that students have access to appropriate guidance to assist them in their educational choices. To promote the moral, spiritual, social and personal development of students.

DRAFT

# **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)***

DRAFT

## 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 Davitt 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 Davitt 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 Davitt College. The feeder primary schools for Davitt College are:

- 1.1. Ballintubber N.S., Ballintubber, Claremorris, Co. Mayo
- 1.2. Ballyheane N.S., Ballyheane, Castlebar, Co. Mayo
- 1.3. Ballyvary Central N.S., Castlebar, Co. Mayo
- 1.4. Belcarra N.S., Belcarra, Castlebar, Co. Mayo
- 1.5. Clogher N.S., Clogher, Claremorris, Co. Mayo
- 1.6. Cornanool N.S., Cornanool, Castlebar, Co. Mayo
- 1.7. Crimlin N.S., Crimlin, Ross, Castlebar, Co. Mayo
- 1.8. Errew N.S., Errew, Castlebar, Co. Mayo
- 1.9. Manulla N.S., Manulla, Castlebar, Co. Mayo
- 1.10. Parke N.S., Parke, Turlough, Castlebar, Co. Mayo
- 1.11. Partry N.S., Partry, Claremorris, Co. Mayo

- 1.12. Scoil Raifteirí, Faiche an Aonaigh, Caisleán an Bharraigh, Co. Mhaigh Eo
- 1.13. St. Angela's N.S., The Lawn, Castlebar, Co. Mayo
- 1.14. St. John's N.S., Breaffy, Castlebar, Co. Mayo
- 1.15. St. Joseph's N.S., Derrywash, Castlebar, Co. Mayo
- 1.16. St. Patrick's N.S., Upper Chapel Street, Castlebar, Co. Mayo
- 1.17. St. Paul's N.S., Islandeady, Castlebar, Co. Mayo
- 1.18. St. Peter's N.S., Snugboro, Castlebar, Co. Mayo

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.

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

DRAFT



## 2 ADMISSION STATEMENT

**Note:**

**An statement outlining the characteristic spirit of ETB schools will be issued by your patron ETB in the coming months to insert here (without the text box). The statement issued will be deemed to have been approved by your patron ETB and so will not require the policy to be returned to the patron for approval.**

**This characteristic spirit statement will issue by mid-May in time for the Admission Policy to be ratified by the Board of Management. By then, the final consultations in the Core Values Review process will have concluded.**

**Delete this instruction and text box.**

Accordingly, Davitt 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.

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

DRAFT

### 3 LEGAL FRAMEWORK

---

MSLETB 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 Davitt 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.

**Note: Your patron ETB will issue a general statement to be inserted here (without text box) that will outline the sector's position on religious instruction. It may look something like: "Where ETB schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise. However, if there is a request to opt-out of the NCCA Religious Education course, the Parent/Student over 18 must make a written request to the Principal in the first instance. The request should outline the reasons that s/he is seeking to opt-out. The Principal will then arrange a meeting to discuss the request. If after that meeting the parent/student over 18 still wishes to opt-out of the subject, the school will facilitate this in the following way:" [School to insert how requests for opt-outs will be facilitated in the school. Please note, as per s.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.] Delete this instruction and text box.**

DRAFT

## 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 1<sup>st</sup> February 2020, Davitt 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 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application, Davitt 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.
- 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.

**Davitt 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 Davitt 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.

DRAFT

# **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 appeal



## **5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)**

---

Where Davitt College is not oversubscribed, all Students will be offered a school place, subject to section 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 only for the school year in respect of which the applications are made. Where Davitt 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 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**

Davitt College 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 attended one of the feeder schools as listed in Section 1;
- 5.1.2.3 If the Student has siblings who were previously enrolled in the school;

### **5.1.3 Selection process**

Davitt 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, Davitt 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 Davitt 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 Davitt 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 Davitt 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 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 Davitt 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 returning the Acceptance Form by the date set out in the School's 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's 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 Davitt 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 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 an Applicant's right to appeal a decision of Davitt 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 Davitt College at *Springfield, Castlebar, Co. Mayo, F23 VY15, or davittcollege@msletb.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 Davitt 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 Davitt 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.

DRAFT

# SECTION 6

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

---

### 6 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 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 Davitt 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 Davitt 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**

Davitt College 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 attended one of the feeder schools as listed in Section 1;
- 6.1.2.3 If the Student has siblings who were previously enrolled in the school;

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**

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

Where Davitt 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 Davitt College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Davitt 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 Davitt 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 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 a offered a place in Davitt 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 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 Davitt College regarding admission to a year-group other than First-Year, see section 6.2.

## **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 Davitt College at *Springfield, Castlebar, Co. Mayo, F23 VY15, or davittcollege@msletb.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 Davitt 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 Davitt 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.

DRAFT