



**etb**

Bord Oideachais agus  
Oiliúna Lú agus na Mí  
*Louth and Meath Education  
and Training Board*

**Louth and Meath  
Education and Training Board (ETB)**

**Section 29 (Education Act 1998) APPEALS  
Application Form**

This form should be used for the making of an appeal to  
Louth and Meath Education and Training Board (ETB),  
Abbey Road, Na van, Co. Meath.  
*(as provided for under section 29 of the Education Act, 1998)*

**Appealing the Decision taken by the  
Board of Management of an ETB School**

**AN APPEAL MUST BE MADE WITHIN 14 DAYS OF  
RECEIPT OF THE SCHOOL BOARD OF  
MANAGEMENT'S DECISION**

## APPEAL APPLICATION

An appeal can only be taken by a **Parent**, or a student who has reached the age of 18 years.

**(PLEASE WRITE IN BLOCK PRINT)**

**NAME:**

**ADDRESS:**

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**HOME TELEPHONE NUMBER:**

**DAYTIME TELEPHONE NUMBER:**  
(IF DIFFERENT TO ABOVE)

**MOBILE TELEPHONE NUMBER:**

**NAME OF STUDENT (If under 18 years of age):**

**DATE OF BIRTH:**

**YEAR/CLASS OF STUDENT:**

**NAME AND ADDRESS OF SCHOOL IN RESPECT OF WHICH THE APPEAL IS MADE:**

**HAS YOUR CHILD ANY SPECIAL EDUCATIONAL NEEDS REQUIREMENT?**

**IF SO, PLEASE PROVIDE DETAILS:**


**NATURE OF APPEAL:** (Please tick one category only)

Refusal to enrol	
Suspension *	
Permanent exclusion/ Expulsion	

- *Please note that an appeal may only be made in respect of a suspension which results in 20 days or more of suspension for that student in any one school year*

**DATE WHEN YOU WERE NOTIFIED OF THE DECISION BY THE SCHOOL:**

DAY		MONTH		YEAR			

**DETAILS OF PROCEEDINGS AT LOCAL LEVEL:**

*Please give details below of any appeal or review proceedings that have taken place at local level in this case, either to the Board of Management, the school patron or, in the case of an ETB school, the ETB.*

*Please state the outcome of these proceedings.*


*(Extra pages may be added)*

**GROUND ON WHICH THE DECISION IS BEING APPEALED<sup>1</sup>:**

(A) In relation to **enrolment** appeals, please advise whether you consider that:

- |                                                                                                  | Yes                      | No                       |
|--------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| (1) The school may have breached fair and reasonable procedures in dealing with your application | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) There has been a failure by the school to correctly apply their published enrolment policy   | <input type="checkbox"/> | <input type="checkbox"/> |

(B) In relation to appeals against a **suspension or expulsion** of a child, please advise whether you consider that:

- |                                                                                                                            | Yes                      | No                       |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| (1) The school may have breached fair and reasonable procedures in dealing with you or your child.                         | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) There has been a failure by the school to correctly apply their Code of Behaviour's rules on expulsion and suspension. | <input type="checkbox"/> | <input type="checkbox"/> |

<sup>1</sup> Please see the attached Information Note for Parents.



**PLEASE ENCLOSE COPIES OF ALL CORRESPONDENCE WITH THE SCHOOL IN  
RELATION TO THIS MATTER**

**YOU MAY ALSO ENCLOSE ANY OTHER RELEVANT DOCUMENTATION IN SUPPORT  
OF YOUR CASE**

**Declaration**

I certify that the information given above is true. I understand and authorise that all documentation considered relevant may be accessed as part of this appeal process, and that contact may be made for this purpose with relevant bodies such as the National Educational Psychological Service. In making this application I consent to the disclosure of information in relation to this application by the Appeals Administration Unit to Tusla – Child and Family Agency and/or the National Council for Special Education. I understand that all documentation provided by me in relation to this appeal, including this application form will be released to the school in question prior to an appeals hearing taking place and may be made available to the National Educational Welfare Board and/or the National Council for Special Education.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return completed application form to:**

**Chief Executive  
Louth and Meath ETB  
Abbey Road, Navan, Co. Meath.**

**Tel: 046-9068200**

**Please note that when submitting this application form to Louth and Meath ETB, you should, at the same time, notify the school in question of the appeal and the grounds on which it is made. A completed copy of this form may also be provided to the school.**

**FOR OFFICE USE ONLY:**

DATE OF RECEIPT:

FILE REF: