Appeal Process

If you wish to appeal the decision not to offer your son a place, especially if you feel that the school has made a mistake or has not followed fair procedures, you may appeal. The following is the appeal process in Naas CBS.

Stage 1
Contact the principal and discuss the matter over the phone or at a meeting. The principal will then check the details and contact you as soon as possible. In any event, the principal will be happy to meet you at any time in relation to your son's place on the waiting list.

Stage 2
If not resolved at Stage 1, the matter may be appealed to the Board of Management by writing to "The Secretary, Board of Management, Meánscoil Iognáid Rís, Naas. The Board of Management will invite you to a meeting of the Board and you will be informed of the Board's decision within seven days of the meeting.

Stage 3
If still unresolved, a formal appeal may be lodged to the Secretary General of the Department of Education & Science under Section 29 of the Education Act (1998). Please note that

1. An appeal must be lodged within 42 calendar days of the Board of Management's decision.
2. An appeal should be made on an Appeal Application Form available from the school or from the *Section 29 Appeals Unit, Department of Education & Skills, Friars Mill Road, Mullingar, Co Westmeath*.

www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed