

Dublin and Dún Laoghaire Education and Training Board
Stillorgan College of Further Education

Admissions Appeals Policy

Stillorgan College of Further Education, as a constituent college of Dublin and Dún Laoghaire ETB (DDLETB), recognises the right of learners to appeal a decision made in relation to admissions, and commits to address every appeal in a timely, fair and consistent manner. Every effort will be made to provide accessible information at all stages of admission.

1. Grounds to Appeal

An applicant may appeal where they believe:

- 1.1 there has been a failure to follow clear procedures as detailed in the DDLETB/ Stillorgan College of Further Education Admissions Code of Practice;
- 1.2 they have been discriminated against on the grounds of their race, gender, disability, religion, age, sexual orientation, civil status, family status or membership of the Traveller community.

2 Prior to an Appeal

- 2.1 If an applicant is not offered a place on their chosen course he or she will be informed of this in writing by Stillorgan College of Further Education.
- 2.2 The applicant may contact the college/service for further feedback and receive information on available alternatives (e.g. referral) as outlined in the Admissions Code of Practice.

3. Procedures to Appeal

- 3.1. If the applicant does not accept the feedback and/or any alternatives suggested, he or she may choose to initiate an appeals process.

- 3.2 Appeals must be lodged in writing to the Principal within five working days after receipt of the college's letter refusing admission, specifying the grounds on which the decision is being appealed.
- 3.3 The Principal will establish an Appeals Panel to consider the appeal, which must meet within ten working days of the appeal being received. The Panel may be comprised of suitable members of staff such as Principal/Deputy Principal/Course Coordinator, or other staff members who were not involved in the original admissions decision. The panel may also include another person external to the college/service, such as a deputy principal or manager from another DDLETB service.
- 3.4 The applicant may address the Appeals Panel in person, and may bring one person with them to the meeting to speak on their behalf. Requests to address the Appeals Panel must be submitted in writing to the Principal at the time of the appeal.
- 3.5 The Principal will inform the applicant of the decision of the Appeals Panel within five working days.

Stillorgan College of Further Education is not subject to the Draft Admission to Schools Bill 2015.