

How to Get a Secondary School Place for my Child



Did you know?

It is a parent/carer's responsibility to make an application to a secondary school on behalf of your child.

It is a good idea to familiarise yourself with the local secondary schools that you are interested in so that you can learn more about them and get the most up to date information.

Every school will have their own enrolment/admissions policy. Please make sure you are aware of this policy and ensure you know when you can apply for a school and when the deadline is for close of applications, so you do not miss out.

Section 19 of the Education Welfare Act, 2000, puts a legal obligation on a school's Board of Management to reply 'in writing' and 'not later than 21 days', after receiving an application for admission, stating whether or not the child has been admitted to or enrolled in a school

If you are interested in applying for a school it is a good idea to look at the school website regularly for updates and phone the school to ask for some information if necessary.

tess


CYPSC
CHILDREN & YOUNG PEOPLE'S SERVICES COMMITTEES
FINGAL





1. School's Application Form

- a. Fill out the school's application form
- b. Date the application form
- c. Keep a copy of the application form

2. Letter of Application

- a. Some schools may not have an application form. You may need to contact the school by phone or email to find out how you apply for a school place in this instance. You could ask for a copy of the admissions policy for clarity.
- b. Date the letter of application
- c. When applying for a school place address the application to the 'Secretary of the Board of Management'. You should ask for a copy of the school's admission policy and include your child's name, date of birth, address and the class level that you are applying for.
- d. If your child has Special Educational Needs, ask for a copy of school's Special Educational Needs Policy.
- e. Keep a copy of any correspondence for future reference

3. What happens if I am told my child is on a waiting list?

Firstly, you should request a letter stating that your child is on the waiting list. You should ask the school where s/he is on the waiting list and how you will be told if your child will/ will not get a school place.

4. What happens if the Board of Management refuses to enrol my child?

- a. As a parent, you have a statutory right to appeal the decision under Section 29 of the Education Act 1998. For further information on this go to [HYPERLINK: https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/](https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-Exclusion-Suspension-or-Refusal-to-Enrol/)
- b. If, despite your efforts, your child still doesn't have a school place, you should contact the Educational Welfare Service on [042 9419017](tel:0429419017) or [042 9419027](tel:0429419027)
- c. For more information, see www.tusla.ie/tess