1. An appeal may be made to Dublin and Dún Laoghaire Education and Training Board (DDLETB) in respect of a decision by the Board of Management of a DDLETB school, as defined in the Education Act 1998, or by a person acting on behalf of the board of management, to:
   1. permanently exclude a pupil
   2. suspend a pupil for a school for a period which would bring the cumulative period of suspension to 20 school days in any one school year
   3. refuse to enrol a child
2. An appeal may be made by the parent of the student concerned, or by the student, where he/she is aged 18 years or over, where this is established, or by the Education Welfare Officer where this is appropriate.
3. An appeal will generally not be admitted unless it is made within fourteen calendar days from the date the decision of the Board was notified to the parent or student concerned. The school Principal will notify the parent or student as appropriate, of their right of appeal to the ETB. However, a longer period for making appeals may be allowed as an exception where the Section 29 Appeals Administration Unit of DDLETB is satisfied that circumstances did not permit the making of an appeal within the above time limit.
4. Appeals should be made in writing on the Section 29 Appeals Application Form available from the school or ETB offices and should be submitted by signed letter or email to section29@ddletb.ie. If the appeal is made by email, it must also be confirmed in writing.
5. The Appeals application form should be completed in full and should specify:
   * + the appellant/student’s full name, address and, where relevant, telephone number
     + the students name
     + the decision being appealed
     + the grounds on which the decision is being appealed[[1]](#footnote-1)
     + the full name and address of the school concerned
     + the date that the parent or student was informed of the decision
     + the outcome of any relevant appeal proceedings at school level
6. Clarification may be required before determining whether to admit an appeal, such clarification will be sought immediately.
7. An appeal may only be considered where it meets the conditions as set down in points 3 and 4 and when all of the requisite information, as outlined in point 5 above, has been received.
8. A maximum period of 30 days from date of receipt of the appeal by the ETB is allowable in the ETB sector for conclusion of the appeal process.
9. Once the completed Section 29 Appeals Application Form containing all required information has been received, a letter of acknowledgement will issue to the appellant forthwith. The letter may also ask the appellant to submit any additional documentation relevant to the appeal without delay.
10. A letter will also issue simultaneously to the school Principal informing it of the appeal and the grounds on which it has been lodged, and the school will be asked to submit as soon as possible any information or documentation which it considers may be relevant to the appeal to the ETB.[[2]](#footnote-2)
11. All information and documentation provided by the appellant and by the Board of Management to assist the appeal will be treated in strict confidence and, save as otherwise provided by law, the Section 29 Appeals Administration Unit will not disclose such information or documentation to a person who is not party to the appeal without the consent of the appellant or Board of Management as the case may be.
12. Where an appeal is deemed by the CEO to be inadmissible under these procedures, a letter to that effect will issue to the appellant forthwith, and copied to the school, stating clearly the grounds on which the appeal is not being admitted.
13. An appeal may be withdrawn at any time by the appellant by notifying the Section 29 Appeals Administration Unit to that effect.
14. A further appeal can be made to the Secretary General of the Department of Education and Skills, to be advised as appropriate on conclusion of the ETB process.

1. Grounds generally include breaches of fair and reasonable procedures and/or failure to correctly

   apply policies. Compassionate grounds alone are not sufficient basis for an appeal under these

   procedures. [↑](#footnote-ref-1)
2. All documentation must be submitted in advance of the appeal. New documentation can be

   considered at the discretion of the appeal board and only in agreement by all parties. In

   submitting documentation named references to students other than the appellant should be

   removed. [↑](#footnote-ref-2)