City of Dublin ETB FET College

Ballyfermot Road

Admissions Appeals Policy 2027/2028

City of Dublin FET College Ballyfermot Road, as a constituent college of City of Dublin ETB, recognises the right of students 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 City of Dublin FET College Ballyfermot 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. Procedures to Appeal

2.1. When an applicant is deemed unsuitable for the course, he or she will be informed of this in writing by City of Dublin FET College Ballyfermot.

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.

2.3. If the applicant is unwilling to accept feedback and/or any alternatives suggested, he or she may choose to initiate an appeals process.

2.4. Appeals must be lodged in writing/by email to the college Principal within five working days after receipt of the college's letter refusing admission, specifying the grounds on which the decision is being appealed.

2.5 The Principal will establish an Appeals Panel to consider the appeal, which must meet within five working days of the appeal being received. The Panel may be comprised of suitable members of staff such as Principal, Deputy Principal, Department Head, Course Coordinator, or other staff members who were not involved in the original admissions decision. The panel can also include another person external to the college/service, such as a Principal, Deputy Principal or Manager from another City of Dublin ETB service.

2.6 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.

2.7 The Principal will inform the applicant of the decision of the Appeals Panel within 10 working days.

2.8 If the applicant is not happy with the outcome they can appeal to the Secretary of the Board of Management in writing to City of Dublin FET College Ballyfermot, Ballyfermot Road, 269 Ballyfermot Road, Dublin 10, D10 TX46 or by email info@bcfe.cdetb.ie stating grounds for appealing this decision within 5 working days.

2.9 This appeal application will be reviewed by the Board of Management within 14 calendar days. 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.

2.10 If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998 within 10 working days.

2.11 City of Dublin FET College Ballyfermot is subject to the Education (Admissions to Schools) Act 2018.