

Dublin and Dún Laoghaire Education and Training Board (DDLETB)

Dún Laoghaire Further Education Institute (DFEi)

Admissions Appeals Policy

DFEi, 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/DFEi College 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 DFEi.
- 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 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 ten 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 deputy principal or manager from another DDLETB 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 five working days.
- 2.8 DFEi is subject to the *Education (Admissions to Schools) Act 2018*.