


Document Title/Reference	Admission Appeals Policy
Purpose	<p>To outline to applicants to LMETB's Further Education and Training programmes</p> <ul style="list-style-type: none"> a- the grounds to appeal a decision made in relation to admissions b- the procedures to appeal a decision made in relation to admission
Scope	Applicants to LMETB's Further Education and Training Programmes, FET principals and co-ordinators
Contents	<ul style="list-style-type: none"> 1. Policy Statement 2. Grounds to appeal 3. Procedures to appeal
Contextual Guidelines	QQI Core Guidelines 3.2 regarding Learner admission, progression and recognition
Related Policy	LMETB Further Education and Training Admission Policy
Audience & Communication	<p>Applicable to Learners & Staff</p> <p>LMETB will be open and transparent and will communicate its policy and procedures on admission appeals both formally on its website and informally through interactions with the learning community members.</p>
Policy Owner & Implementation	<p>The policy owner is the CE of LMETB. The policy is approved by QAGMC.</p> <p>The CE of LMETB is responsible for ensuring that the policy is implemented. Acting on this policy at a local level is the responsibility of all members of the community: learners, administrative staff, teaching staff, programme co-</p>

	ordinators, AEO, FET Programme/Centre Managers, Principals and FET Director	
Key Implementation Actions	Admissions Appeal Policy to be publicised at LMETB and centre level. Systems are in place to facilitate the procedures	
Monitoring, Review & Continuous Improvement	Evaluation and improvement of the admissions appeal policy and procedures will be undertaken every year by the QAGMC based on staff and learner experience and feedback on the process.	
Revision History Commencement Date Date of Next Review	June 2019 Version 1 Commencement Date: September 2019 Date of Review: September 2020	
Document Name	Admissions Appeals Policy	
Version Reference	VS 1	
Document Owner	QA Sub Committee	
Approved by	QAGMC	
Date	28 th June 2019	
Ratified by	LMETB Board	
Date	10 October 2019	

1. Admissions Appeals Policy

Louth and Meath Education and Training Board (LMETB) 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.

2. Grounds to Appeal

An applicant may appeal where they believe:

2.1 there has been a failure to follow clear procedures as detailed in LMETB's policies and procedures.

2.2 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.

3. Procedures to Appeal

3.1 When an applicant is unsuccessful in obtaining a place for the course applied for he or she will be informed of this in writing.

3.2 The applicant may contact the relevant LMETB centre for further feedback and/or receive information on any other available opportunities.

3.3 If the applicant is unwilling to accept feedback and/or any other available opportunities suggested, he or she may choose to initiate an appeals process.

3.4 Appeals must be lodged in writing to the ETB within five working days after receipt of the letter refusing admission, specifying the grounds on which the decision is being appealed.

3.5 LMETB 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 a minimum of two suitable members of staff such as Principal / Deputy Principal / Co-ordinator, 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 LMETB service.

3.6 The applicant may address the Appeals Panel in person.

3.7 LMETB will inform the applicant of the decision of the Appeals Panel within five working days.