



NORTH WICKLOW  
EDUCATE TOGETHER  
SECONDARY SCHOOL

## **TRANSFER AND REPEAT POLICY**

March 2023

## **Transfer of students from other schools to North Wicklow Educate Together**

### **Secondary School**

An application to transfer is defined as one from a student who has previously enrolled and attended another post-primary school in or outside the North Wicklow Educate Together Secondary School (NWETSS) catchment area.

As a matter of general policy, transfers into the school from another school are discouraged in the overall interests of the continuity of the student's education.

Note: Transfers into any year group will not be considered after 5<sup>th</sup> May 2023.

Exceptions may be made for those students from families who meet the following criteria:

1. Have moved into the area and have evidential proof of new residence.
2. Have no existing school place and have not been asked to leave or been expelled from their previous post primary school.
3. Students living in Direct Provision.

In order to consider an application from a student who has been expelled or asked to leave their previous post-primary school, it is required by the parents of that student to provide written evidence of the completion of the Section 29 process against the said school, as outlined in the Education Act 1998.

### **Process for Transfer Enrolment**

Students applying to North Wicklow Educate Together Secondary School (NWETSS) from another school must complete a Transfer Application Form. Applications must be accompanied by the student's three most recent school reports and the Junior Certification JCPA (if applicable). Only applications made on the appropriate form and accompanied by this supporting documentation will be processed further. Each request will be dealt with on a case by case situation respecting all legislative and DES circular letter regulations.

Applications will only be considered subject to the following conditions:

- 1) The enrolment priorities as outlined in the Admissions Policy of NWETSS.
- 2) The following supporting documentation must accompany the fully completed Transfer Application form: The student's three most recent school reports and the Junior Certification JCPA (if applicable).
- 3) The completed form and documentation should be sent by post or handed in to NWETSS by **5<sup>th</sup> May 2023** for application to enter our school the following September. Please note that submission of a Transfer Application form is not a guarantee of the student getting a placement in NWETSS.
- 4) The Principal of NWETSS may make contact with the Principal or Deputy Principal of the school the child is currently enrolled at to ensure a full understanding of the student's educational, social, emotional and behavioural needs.
- 5) A meeting with the applicant and Parents/Guardians/Carers may follow once the above has been completed and are satisfactory.

***Failure to fully complete the Transfer Application form, failure to supply any relevant documentation requested by the school or failure to make a reasonable arrangement to meet with the school authority to discuss the application may result in the application not being processed.***

### **Application to Repeat**

Students who are currently in NWETSS and who wish to repeat an academic year must make an application to do so before 1<sup>st</sup> May of their current school academic year. Eg: A First Year student of 2022/2023 who wishes to repeat First Year in 2023/2024 must make a written submission to do so before 1<sup>st</sup> May of 2023.

**All applications to repeat will be presented to the Board of Management for final decision.**

### **Application to Transfer & Repeat**

Students who seek to transfer and repeat an academic year must make an application and submit all relevant documentation before 5<sup>th</sup> May of the academic year. eg: A student who is currently in First Year in another post primary school, who is seeking to transfer and also wishes to repeat their previous academic year must submit all relevant documentation before 5<sup>th</sup> May of the school year in which the repeat of the school year is taking place. Students who seek to transfer and repeat an academic year must follow the same procedure for a transfer enrolment.

Repeats must be in full compliance with the provisions set out in Circular M02/95. In the case of permissions granted to repeat a year, a return certifying the fact of the permissions and the specific grounds on which they were granted must be forwarded to the Department of Education and Skills. This form (Form M02/95A) must be returned not later than 29<sup>th</sup> September of the school year in which the repeats are taking place. Management at NWETSS cannot guarantee that DES permission will be granted to accommodate the student request in this matter.

**All applications to transfer and repeat will be presented to the Board of Management for final decision.**

**Criteria for Transfer and/or Repeat Applicants to achieve a place in NWETSS:**

- 1) The BOM believes the transfer and/or repeat is in the best interest of the applicant students at this particular time.
- 2) The BOM believes the transfer and/or repeat is in the best interest and welfare of the existing NWETSS community.
- 3) The availability of places in a particular year in the school.
- 4) (i) Availability of the full subject options sought by the student.  
(ii) The capacity of NWETSS to provide a full educational programme of studies to the student applicant, subject to maximum numbers in specific class subject units.  
(ii) Acceptance by the student applicant and his/her/their parents/guardians/carers of the NWETSS Code of Discipline.
- 5) Consultation with the Education Welfare Officer and Special Educational Needs Officer (as appropriate).
- 6) The capacity of NWETSS to accommodate any educational or physical special needs requirements.
- 7) All supporting documentation listed above is submitted and deemed satisfactory.
- 8) A meeting with the applicant and both parents/guardians/carers has taken place.
- 9) In the event where the number of transfer and/or repeat applications submitted exceeds the number of available places in a particular academic year, the following priorities apply:
  - Priorities as listed in the Admissions Policy.
  - The above criteria (1-8) have been met.
  - The Transfer Application Form and supporting documentation has been received by NWETSS school office by 5<sup>h</sup> May 2023.

Parents/Guardians/Carers please note that incomplete applications will not be considered. It should be noted that existing students already enrolled at NWETSS have priority of entry to existing educational programmes and subjects over transfer students. The Board of Management having reviewed the application to transfer and following consultation with members of the teaching staff, reserves the right to recommend an alternative and more appropriate programme of study for the transferring student.

### **Right to refuse enrolment**

While recognising the right of students and parents to enrol in the school, the Board of Management of NWETSS has a responsibility to respect the rights of the existing school community and, in particular, the students already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all students.

The Board's policy is not to accept students who have been excluded due to drug-related incidents or incidents involving violent behaviour towards any member of the school community. This list is not exhaustive.

An application may be refused where a report from another school indicates that the applicant's behavioural record could be detrimental to the safety, welfare and education of students and staff. The Board of Management will seek to promote the greatest good for the student body at all times. The Board therefore reserves the right to refuse enrolment to any students in exceptional cases (Education Welfare Act 2000 S (24), Education Act, 1998 S (29) and Circular Letter M48/01.

Examples of where such an exceptional case could arise are outlined below:

1. Where in the opinion of the Board of Management the student poses an unacceptable risk to other students, school staff or school property.
2. The applicant has been excluded (formally or informally) from another school for causing serious disruption to the learning environment, drugs related offences, sexual assault, or violence.
3. Where the student has special educational requirements and where, in exceptional circumstances, resources provided to NWETSS cannot meet the needs of the individual student.
4. Where the student and or Parent/Guardian/Carer refuses to work in partnership with the college or to support educational initiatives and activities as offered within NWETSS.
5. Where the student and or Parent/Guardian/Carer refuse to accept the terms of the Code of Discipline/Behaviour.

**The list of reasons stated here is not exhaustive and all factors will be considered.**

### **Notification**

The Board of Management will notify the candidate of its decision by 31<sup>st</sup> May 2023.

Failure of an applicant to accept an offer within 14 days from the date the school offers a place may result in the offer being withdrawn.

## **Right of Appeal**

The Board of Management shall not refuse to admit a student, in respect of whom an application (to be so admitted) has been made, except where such refusal is in accordance with the terms of the North Wicklow Educate Together Secondary School's Admissions Policy as published in compliance with the terms of legislation and official DES circular letters.

Should a student's application for admission to the school be refused, the parents/guardians have the right to appeal to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29 (d) or any amendment or substitution thereof. The parents/guardians will be informed in writing of the Board's decision and the reasons why the student was not accepted will be clearly stated. An application form for such an appeal will be provided on request from the school office. The appeal must be made within 42 calendar days from the date the decision of the Board of Management is notified to the parents/guardians concerned (circular M48/01).

The appeal should be made in writing on the prescribed Application Form supplied by the Department of Education & Skills. The Appeals Application should be completed in full and should state:-

1. The decision being appealed;
2. The grounds on which the decision is being appealed.
3. The date that the parents/guardians were informed of the decision.
4. All other relevant information (circular M48/01).

The appeal may be made to the Secretary General of the Department of Education & Skills. The Appeals Administration Unit, Department of Education & Skills.

The school must be informed in writing of the decision to appeal.