



Educate  
Together

**Dublin South City Educate Together Secondary  
School**

**Roll Number 68305F**

C/O Educate Together  
16/17 Upper Ormond Quay  
Dublin 7

**Transfer & Repeat Policy**

March 2017

**Transfer of students from other schools to Dublin South City Educate  
Together Secondary School**

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

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 Dublin South City Educate Together Secondary School 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. It is not the policy of the Board of Management to accept transfer applications from students already enrolled in local post-primary schools before 1st May or after 1st September preceding the academic year for which the student is seeking to join. This allows parents/guardians adequate time to meet the criteria (completion of reports) for a student's application to transfer into Dublin South City Educate Together Secondary School to proceed.

Note: Transfers into any student year group will not be considered after 1st September in any school year. Exception to this Board of Management requirement is maintained for those students from families who meet all of the following three criteria:

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

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.

***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 a child being refused admission to the school.***

## **ICT**

Dublin South City Educate Together Secondary School requires all students to purchase an iPad/Surface Pro prior to the start of their school year. Our school uses digital textbooks (wherever possible). Students are required to register with the mobile management service company chosen by Dublin South City Educate Together Secondary School. Students are required to register their iPad's serial number and MAC address with the school. 3G enabled iPads/Surface Pros are not permitted on the Dublin South City Educate Together Secondary School Campus.

### **Process for Transfer Enrolment**

Students applying to Dublin South City Educate Together Secondary School from another school must make the request in writing to the Principal requesting a Transfer Enrolment Application Form, stating where the child is currently enrolled as a student and the academic year they are studying. Only applications made on the appropriate form 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 policy of Dublin South City Educate Together Secondary School.

**2** The following information must accompany the **fully** completed "*Transfer Enrolment*" application form.

- a) Record of school attendance to date
- b) Special Educational and Physical Needs information
- c) Full and honest reasons for transfer
- d) List of all subjects studied, including the levels studied, and also those subjects the student wishes to study at Dublin South City Educate Together Secondary School
- e) The completion of a Principal's report from their current school

- f) Copies of the pupil's last 3 school-based assessments, including any State Examinations
- g) Copies of any Psychological, Medical assessments relating to the student and their educational needs.

**3** The completed form and documentation, together with the applicant's original birth certificate should be sent by post or handed in to Dublin South City Educate Together Secondary School within 21 days of the receipt of the letter of request of transfer. Please note that submission of a Transfer Application form is not a guarantee of the student getting a placement in Dublin South City Educate Together Secondary School.

**4** The Principal of Dublin South City Educate Together Secondary School will 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 both Parents/Guardians will follow once the above has been completed and are satisfactory. This will take place before the Board of Management meeting to process and finalise a decision on the student's application to transfer to Dublin South City Educate Together Secondary School.

***Failure to fully complete the transfer application form, failure to supply any relevant documentation requested by School Management on behalf of Dublin South City Educate Together Secondary School or failure to make a reasonable arrangement to meet with the school authority to discuss the application may result in a child being refused admission to the school.***

### **Application to Repeat**

Students who are currently in Dublin South City Educate Together Secondary School and who wish to repeat an academic year must make an application to do so before 1 June of their current school academic year. E.G A First Year student of 2018/2019 who wishes to repeat First Year in 2019/2020 must make a written submission to do so before 1 May of 2019.

**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 1 September of the academic year. E.G. A student who is currently in first year (2017/2018) 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 1 September 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.

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 the 29th September of the school year in which the repeats are taking place. Management at Dublin South City Educate Together Secondary School 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 Dublin South City Educate Together Secondary School:**

- 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 Dublin South City Educate Together Secondary School community.
- 3) The availability of places in a particular year in the school. Please see Appendix 1.
- 4) (i) Availability of the full subject options sought by the student.  
(ii) The capacity of Dublin South City Educate Together Secondary School 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 her/his Parents/Guardians of the Dublin South City Educate Together Secondary School Code of Discipline.
- 5) Consultation with the Education Welfare Officer and Special Educational Needs Officer (as appropriate).
- 6) The capacity of Dublin South City Educate Together Secondary School to accommodate any educational or physical special needs requirements.
- 7) All documentation listed above in Section 2 of the conditions is submitted and deemed satisfactory.
- 8) A meeting with the applicant and both parents/guardians has taken place.
- 9) Date of receipt of application to transfer (Stamped by Dublin South City Educate Together Secondary School office) confirms hierarchy where all of the above criteria (1-8) are satisfied. This is in the event where the numbers of transfer and/or repeat application submitted exceeds the number of available places in a particular

academic year.

Parents/Guardians please note that incomplete applications will be returned. Also it should be noted that existing students already enrolled at Dublin South City Educate Together Secondary School 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 Dublin South City Educate Together Secondary School 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 Dublin South City Educate Together Secondary School cannot meet the needs of the individual student.
4. Where the student and or Parent/Guardian refuses to work in partnership with the college or to support educational initiatives and activities as offered within Dublin South City Educate Together Secondary School.
5. Where the student and or parent/Guardian refuse to accept the terms of the Code of Discipline/Behaviour.

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

### **Notification**

The Board of Management will notify the candidate of its decision by post within 5 working days of the meeting.

### **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 Dublin South City 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.

A handwritten signature in black ink, appearing to be 'P.M.', with a long horizontal stroke extending to the right.

**Signed:**

**Date: March 21, 2017**

## **Appendix 1**

**Number of places available in First Year 2018-19: 80**

**Number of places available in First Year 2019-20: 120**