



Educate  
Together

**Galway Educate Together Secondary School**  
**Roll Number 68347V**

C/O Educate Together  
Equity House, 16/17 Ormond Quay,  
Dublin 7

**Transfer & Repeat Policy**

May 2019

## **Introduction**

Galway Educate Together Secondary School (Galway ETSS) is an equality-based, co-educational secondary school recognised by the Department of Education and Skills (DES). As such, it operates within the regulations laid down by the DES.

The Board of Management reserves the right to amend the number of student places in a year, according to the accommodation available to the school in consultation with the Department of Education and Skills.

## **Vision**

The Galway Educate Together Secondary School is a new model of second-level school, one that places the student – your child – at its centre. We aim to create a vibrant, welcoming school community to which every student feels a real sense of belonging. We use the best teaching and learning methods to enable each individual student to reach their full academic and social potential.

## **Aim**

Galway ETSS aims to provide an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge and skills necessary to live their lives and to build their careers in the 21<sup>st</sup> century.

## **Our Ethos**

Educate Together Schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and run democratically. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an ethical curriculum, which includes learning about different religions and belief systems. Our ethos provides a strong moral, ethical and spiritual framework for the whole school community, and informs all policies and practices in the daily life of the school.

In exercising this policy making and decision making responsibilities the School Manager/Board of Management upholds the characteristic spirit of the school. In this policy, reference to parents is to be taken as including reference to guardians.

## **Transfers to Galway ETSS**

The same general principles of fairness and equality will apply to the acceptance of pupils transferring from another school or pupils repeating the year. Applications may be made throughout the academic year though they are subject to the school's Admissions Policy. Where a waiting list for places into any given year exists, priority will be given to a student who has already moved into the area, has proof of residence and has no existing school place.

Applications for transfer from another post-primary schools should be made in writing to the principal requesting a transfer application form. It should be noted that the submission of an application form(s) does not confer a right to enrolment.

The parents of students requesting a transfer from another post-primary school will be supplied with the school's admissions policy and are required to:

1. Agree to their current/past Principal being contacted to discuss the particular circumstances of the transfer application and current needs of the student.
2. Provide copies of school reports from the previous school.
3. Be willing to accept the school ethos including the dress code.
4. Provide written confirmation in which the parents and the student accept the Code of Behaviour of the school and other policies on curriculum, organisation and management.

## **Refusing an Application to Transfer**

A transfer application may be refused for any of the following reasons:

1. That no space/accommodation exists in the year group.
2. That the relevant subject options are not available mid-year.
3. The Board of Management reserves the right, in exceptional circumstances, not to enrol an applicant or rescind an offer because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
4. The Board of Management also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
5. The terms of the Admissions Policy are not complied with.

## **Repeat in Galway ETSS**

Students already enrolled in the school will be given priority over students transferring into the school.

Applications to repeat a school year will be accepted from May. Application to repeat any year of any programme within the school will be examined in conjunction with Circular M02/95 <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/Repeat-a-year-of-Post-Primary-Level.pdf> and will be considered if the application to repeat :

- Is in agreement with the school's Admission Policy
- Is in the best interest of the applicant
- Is in the best interest of the school and its students already enrolled in the programme at the time of application

In cases of permissions granted to repeat a year by the Board of Management (<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/Repeat-a-year-of-Post-Primary-Level.pdf>), a return (Form M02/95A) certifying the fact of the permissions and the specific grounds on which they were granted, may be forwarded by the school to the Department of Education and Skills no later than the 29th September of the school year in which the repeats are taking place. Management at Galway Educate Together Secondary School cannot guarantee that DES permission will be granted to accommodate the student request in this matter.

### **Refusing an Application for a Repeat**

An application to repeat may be refused for any of the following reasons:

1. That no space/accommodation exists in the year group.
2. That the relevant subject options are not available mid-year.
3. The Board of Management reserves the right, in exceptional circumstances, not to enrol an applicant or rescind an offer because the applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the school cannot meet such needs and/or provide the applicant with an appropriate education.
4. The Board of Management also reserves the right to refuse admission in exceptional circumstances where the applicant poses unacceptable risk(s) to other pupils, staff and/or school property.
5. The terms of the Admissions Policy are not complied with.

### **Right of Appeal**

In such a case, parents the right to appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be

located on [www.education.ie](http://www.education.ie). This application must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.