

Transfer Policy

Coláiste Muire Cobh

This policy applies to pupils enrolled in other second level schools seeking enrolment (i.e. a transfer) into 1st, 2nd, 3rd, TY, 5th and 6th year groups in Coláiste Muire, Cobh, during the school year 2018/2019

Coláiste Muire is a Catholic co-educational secondary school, under the trusteeship of the Presentation Brothers Schools Trust (PBST). The school is managed by a Board of Management, representing the trustees, parents and teaching staff. A Parents' Council is elected by the parents of students in the first term of each school year. A Student Council, representing first to sixth year students, is elected each year. The school was established in 1976 when St. Mary's Secondary School amalgamated with Presentation College. The school welcomes applications from students, who are resident in Cobh and on Great Island. Coláiste Muire does not accept enrolments in respect of adult education. All enrolments must receive the sanction of the Board of Management.

Mission Statement

Coláiste Muire is a Christian community of students, staff, parents, chaplaincy and management who work together towards the common goal of preparing young people, for living life to the full, as committed Christians, as concerned and loving people and as responsible members of society. Coláiste Muire aims to provide the best possible education for students in a caring, Christian environment. The highest standards of teaching, learning and behaviour are expected at all times. The school provides a comprehensive, holistic system of post-primary education for its students. This embraces spiritual, academic, practical and physical instruction, as specified by the Department of Education and Skills (DES). The school also recognises the uniqueness of the individual and strives to co-operate with parents and the community in working towards our common goal.

Operating Context

The school respects the diversity of values, beliefs and traditions, languages and ways of life in our school and in the community. The school operates in accordance with the ethos of the Presentation Brothers Schools Trust, within the context of the following Acts and any amendments thereof and within the policies and circulars of the Department of Education and Skills.

- Education Act 1998
- Safety, Health and Welfare Act 2005
- Education (Welfare) Act 2000
- Equal Status Act 2008
- Children First Act 2015

No member of the school community will be discriminated against on grounds of age, race, culture, religion, marital status, family status, sexual orientation, membership of the traveller community, physical or intellectual disability or special educational needs.

The school is funded by grants from the Department of Education and Skills (DES), by voluntary contributions and fundraising and is provided with staff in accordance with the regulations as set down from time to time by the DES. The school provides the following curricular programmes as set down by the DES, in accordance with Sections 9 and 30 of the Education Act 1998.

- Junior Certificate
- Junior Cycle
- Transition Year Programme
- Leaving Certificate
- Leaving Certificate Vocational Programme (LCVP)

Applications for transfer may be considered from parents/guardians of students resident in Cobh and Great Island subject to all of the following:

- The maximum number of students, which the Board of Management has determined, has not already been enrolled in a Year Group. Enrolment is limited by school capacity, the requirements of the school curriculum and organisational factors.
- That there is availability of subject choices.
- That the Board of Management must be satisfied that the school has the resources to discharge its statutory obligation to provide an appropriate education for every child in the school. There will be consultation with the Education Welfare Officer and/or the Special Educational Needs Officer, if appropriate and reports will be sought from previous school/s.
- Accurate completion of Student Transfer Request Form and Student Reference Form (see below).
- The Board shall take into account the past behavioural records of students applying for transfer or re-entry to the school.
- Coláiste Muire does not accept enrolments in respect of adult education.
- Applicants have reached the minimum age (aged 12 on 1st January of their 1st Year).
- The school being satisfied with the reasons for the transfer request.
- Applicants will not be considered for enrolment into 6th Year after 15th September 2017.

Procedures for students seeking a transfer to Coláiste Muire during the school year 2017/2018

- The Parent/Guardian or student (if over 18) seeking a transfer is given the following documentation: Transfer Policy, Student Transfer Request Form, Student Reference Form and form of Consent,
- Parents/Guardians of children with special educational needs, please refer also to the section in this Enrolment Policy entitled **Enrolment of Students with Special Educational Needs**.
- The completed documents, as well as copies of the two most recent school reports, proof of residency on Great Island, and two passport photographs, are returned to the school office. A written receipt will be issued.
- The Principal/Deputy Principal will advise the applicant within 21 days of receipt of these documents whether an offer to enrol can be made or if the student is placed on a waiting list. **If the maximum number of students, which the Board of Management has determined, is already enrolled in a Year Group, the applicant is added to the end of the current waiting list for the relevant year group. The waiting list for each year group is kept on a file in the school office. The position on the waiting list will be communicated to the parent/guardian or student (if over 18) seeking a transfer.**

Waiting lists for 1st to 3rd year are kept until the end of 3rd year.

Waiting lists for TY are kept until the end of the school year.

Waiting lists for 5th and 6th year are kept until the 15th of September of the 6th year

- If the offer to enrol for the purpose of transferring can be made, the student is provided with an enrolment form, and a form of agreement that they will respect the Catholic Ethos of Coláiste Muire and will observe the Code of Behaviour and all School Policies.
- Formal enrolment is complete, when the Enrolment Form has been signed and returned to Coláiste Muire together with the original Birth certificate, PPSN, signed form of agreement that they will respect the Catholic Ethos of Coláiste Muire and will observe the Code of Behaviour and all School Policies. (The *Education Welfare Act 2000 section 23 (1)* allows schools to require this commitment).
- Contribution: The total contribution requested from 1st to 3rd Years is a total of €185. This includes book rental scheme, student journal, personal accident insurance (24h), locker rental for 1st year, school SMS texts, and a voluntary contribution towards school activities. Contribution is €125 on enrolment and €60 before Friday 1st June 2018. TY fees are €470. 5th and 6th year voluntary contribution is €70.

The Board of Management reserves the right to refuse an application for transfer in exceptional circumstances. These may include a student transferring from another post primary school for reasons of gross misbehaviour.

When all the relevant information concerning attendance, educational progress, disabilities, special educational needs etc. has been provided by the applicant and the previous school authorities have been contacted, the decision of the Board of Management will be notified in writing to the applicant within 21 days of receipt by Coláiste Muire of all of the required documentation. Refer to **Right of the Board of Management to Refuse Enrolment**.

Enrolment of Students with Special Educational Needs

Coláiste Muire welcomes application for transfer from students with special educational needs and is wholly committed to the welfare and support of students with special educational needs. The school will use the both the financial and personnel resources, provided by the Department of Education and Skills, to make reasonable accommodation for students with disabilities or special educational needs, so that students are free to participate in the life of the school, so far as is reasonably practicable. Coláiste Muire does not accept enrolments in respect of adult education.

While recognising and fully supporting parents' right to have a school of their choice, the ability of Board of Management of Coláiste Muire to accept students with particular needs is dependent on the supply of resources, suitable to the needs of the individual student being supplied by the Department of Education & Skills.

The Board of Management must be satisfied that the school has the resources to discharge its statutory obligation to provide an appropriate education for every child in the school. There will be consultation with the Education Welfare Officer and/or the Special Educational Needs Officer, if appropriate.

The Board of Management welcomes applications from students with special educational needs, unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated.

If a place becomes available under the criteria in the relevant section/s of this policy, the Board of Management, having gathered all relevant information and professional documentation, assesses how the needs of the student can be met. Contact will be made with the National Council for Special Educational Needs regarding special educational needs resources to which the student may be entitled. The Principal may request a meeting with the parents of the student to discuss the application and the student's needs. The parents of the student may request a meeting with the Principal to discuss the student's educational or other needs.

Right of the Board of Management to Refuse Enrolment

The school respects the diversity of values, beliefs and traditions, languages and ways of life in our school and in the wider community. The Board shall take into account the past records of students applying for entry to the school. The Board of Management of Coláiste Muire reserves the right to refuse an application for enrolment in exceptional circumstances. Such an exceptional case could include the following:

- 1. In the opinion of the Board of Management, the student poses an unacceptable risk to themselves, to other students, to school staff or to school property.*
- 2. Coláiste Muire does not accept enrolments in respect of adult education.*

Right of Parent to Appeal a Refusal to Enrol

Parents/Guardians, or students over the age of 18 years, have a right to appeal a refusal by a Board of Management to enrol or being placed on the waiting list. Such appeals may be made in situations where the appellant believes the Board did not adhere to the Transfer Policy. A letter, stating the grounds of the appeal,

may be made in writing to The Secretary, Board of Management Coláiste Muire, within 21 days following notification of a place on the waiting list or of refusal to enrol.

As soon as is practicable, but not later than 21 days after the closing date in respect of applications for 1st Year and not later than 21 days, after a parent/guardian has provided all the relevant information and documentation in respect of applications for other year groups, the Board of Management shall make a decision in respect of the application concerned and shall inform parents/guardian in writing thereof. (Education Welfare Act 2000 (Section 19 (3)).31

Section 29 of the Education Act 1998 also provides for an appeal process to, “The Secretary General” Department of Education and Skills, Athlone. An appeal must be lodged within 42 calendar days of the notification by the Board of Management of its refusal to enrol. (Circular M48/01). Details available on education.ie.

N.B. It may take some time for the Department of Education and Skills to process such applications

This policy was adopted by the Board of Management on 16th April 2018

The Board of Management will review this policy annually.

Signed:

Mr. Sean Culhane, Chairperson, Board of Management