



CBS Secondary School, Mitchell Street, Dungarvan.

Permanent Transfer of Student Policy

Permanent transfer of a Student into the Dungarvan CBS Procedures

1. Meeting arranged with Principal, potential applicant and Parent/Guardian to discuss reason for transfer.
2. If appropriate Transfer Student Information Request Form given to potential student to be completed by his school where presently enrolled.
3. Transfer Student Information Request Form returned by post by the Principal of the school where presently enrolled.
4. On review of Transfer Student Information Request Form the Principal decides whether or not the potential applicant will be issued with an application form.
5. Application Form will be issued if appropriate.
6. Completed Application Form returned by Parent/Guardian.
7. Principal considers all information supplied and the reason for transfer and makes decision as to whether or not to accept the applicant.

In such cases where a transfer application to our school may be considered, admission to the school will be subject to the following:

- Compliance with the Admission Policy of our school
- In the best interest of the school community
- Suitability of our curriculum provision
- Availability of subject choice
- Availability of space in class or year group
- In the best interest of the student e.g. consequences of midterm transfer
- Is of educational benefit to the student
- That all-relevant information from the former school is made available e.g. disciplinary and attendance record, special needs, as per Section 20 of the Education (Welfare Act) 2000
- Consultation with the Educational Welfare Officer if necessary

- The applicant's presence is unlikely to adversely affect the education of the pupils already enrolled in the school.
- The applicant has no previous history of substance abuse or of the distribution of such substances,
- The applicant has never seriously harassed/assaulted/bullied other pupil or staff member in his previous school(s)
- The applicant has not previously in a serious manner hindered the educational progress of other fellow students i.e. persistently interfered with the teaching and learning and infringed the rights of others to proper educational provision
- The school being satisfied with the reason for the transfer. The Principal reserves the right to refuse an application for admission in accordance with the school's Admission Policy and Permanent Transfer of Student Policy.