



Transfer Policy

Student numbers in Athy Community College are limited. This is to

- enable learning and teaching for enrolled students to be effective
- for Health and Safety reasons

While transfers are discouraged except at the commencement of a programme (eg./ first and fifth year), any transfers must comply with the school's Admission Policy.

In the first instance the school authority will consider the consequences of a transfer on the applicants academic and all round progress and also the effect on students already in the school. The school authority must be confident that the curriculum can be delivered on and that all students needs can be met.

Applicants must

- Make written application to transfer before May 31st , preceding the commencement of a school year.
- Attend for interview/s with member/s of school's Admission Committee. The student must be accompanied by parent/guardian.
- Provide a written reference from his/her previous school principal
- Provide copies of all examination results (including State Exam results) to date.
- Provide all relevant education records
- Provide a psychological report (where one exists)
- Provide passport number, PPS number, student identity number, details of status in state, where deemed relevant.
- Provide any report deemed to assist the applicant and the school authorities.

The School reserves the right to contact previous educational establishments and any other relevant authorities where records of the student may exist

In the case that an applicant is being excluded from another school or refused admission to another school and that student is now seeking a placement at Athy Community College, the following applies:

Written evidence must be presented to the principal and the Board of Management to prove that all section 29 procedures have been exhausted before any application for transfer is considered