



## Application to Transfer to Midleton CBS Secondary School

*An application to transfer is defined as one from an applicant/student who has previously enrolled in another school in or outside the catchment area.*

Midleton CBS will make every reasonable effort to facilitate an applicant seeking enrolment into a year group other than First Year. However, such enrolment applications can only be considered if there is a vacancy within the relevant year group. Transfer applications are open annually for the next academic year i.e. the 2024-2025 academic year will be accepted up to the 31<sup>st</sup> May each year. All applications received after that date are considered as late. There is no guarantee of subjects/levels if an application is successful.

Applicants for transfer to Midleton CBS will be subject to the following criteria:

- a) The availability of a space in a particular year group with reference to the Department of Education guidelines on class sizes and the maximum number of students allowable in each year as determined by the Board of Management.
- b) Whether the subject requirements of the applicant can be accommodated by the current school curriculum.
- c) The applicant's prior history of study in the subjects they wish to pursue.
- d) The best interests of the applicant.
- e) The best interests of Midleton CBS.

Parent(s)/guardian(s) of the applicant (or the applicant who is over 18 years of age) wishing to apply for a place must submit the following:

- a) Fully completed 'Expression of Interest Transfer Form' (available on the school's website under Admissions).
- b) A copy of the applicant's two most recent post-primary school reports on headed paper and signed by an authorised signatory e.g.: Principal/Year Head.
- c) A copy of the applicant's Junior Cycle results (or equivalent), where applicable.
- d) Completed 'Current School Information Form' (available on the Admissions Section of the website)

Midleton CBS reserves the right to contact previous educational establishments or any other relevant authorities where records of the applicant may exist.

Applications will not be accepted for applicants who are the subject of ongoing disciplinary proceedings in another school which include any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000.

When the requirements above have been completed, and if a place is made available, the parent(s)/guardian(s) of the applicant (or the applicant who is over 18 years) must attend for an interview with school management or other relevant personnel of Midleton CBS.

Having due regard to the statutory and constitutional rights of parent(s)/guardian(s) and their children, the Board of Management of Midleton CBS reserves the right to refuse any application in particular circumstances which might include but is not exclusively confined to the following:

- (i) An established prior record of poor behaviour and/or a lack of adequate resources to cater for particular needs.

If the Board of Management of Midleton CBS is satisfied that the applicant has provided full and accurate information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant, whilst not infringing the rights of the students already attending the school, then a place may be offered to the applicant.

The Board of Management of Midleton CBS reserves the right to refuse to admit an applicant or withdraw an offer where full disclosure of information has not been provided or where inaccurate, false or misleading information has been provided.

In a case where an applicant has been permanently excluded from a school, the application may not proceed before the parent(s)/guardian(s) (or an applicant who is over 18 years) have been advised of their right to appeal the decision of the previous school with regard to the student.

The school will inform the parent(s)/guardian(s) (or a student who is over 18 years) of this right. The Department of Education web site has appeal forms in this regard.

Where a student, who has left Midleton CBS voluntarily to take up employment or to attend another educational establishment, subsequently makes a formal application for re-admission to the school, the Board of Management of Midleton CBS shall, upon review, take a decision as to whether or not to re-admit a student to the school. Such a review would incorporate the student's previous record in the school in relation to application to work, participation in school activities, attendance, behaviour, records from previous school, available places in the year group. The parent(s)/guardian(s) and the student will be required to attend a meeting with school management as part of the re-entry procedure.

Midleton CBS reserves the right to request other details relevant to the enrolment process.

Decisions will be notified within 21 days after parent(s)/guardian(s) or student over 18 years have provided all relevant data as per Section 19 Education Welfare Act 2000.

Prior to admission to Midleton CBS an applicant will be required to sign a form indicating their acceptance of and adherence to the school's Code of Ethics and Behaviour. Parents/Guardians must also sign a form confirming that the Code of Ethics and Behaviour is acceptable to them, and they will make all reasonable efforts to ensure compliance with the code.