



Naas Community College Transfer Policy

Where a student from another post primary school requests to transfer to Naas Community College the following procedures will be followed:

- (a) Transfer Request Form must be completed
- (b) The student, accompanied by parents / Guardian is required to meet with the principal to discuss the student's request to transfer
- (c) The student will be required to give a complete and accurate explanation as to why he / she has left previous school
- (d) All available academic results from their previous school must be presented
- (d) Two written references and a progress report from the principal of the previous school must be presented

The transfer request will then be considered by the Board of Management.

All transfer requests are subject to the availability of a place in the relevant class and to suitable subject choices being available. As applications can only occur when a vacancy occurs, a waiting list will operate in respect of all transfer applications.

In normal circumstances, Naas Community College does not accept transfers into 3rd or 6th Year, as there are many complicating factors in relation to prescribed exam coursework, across a wide variety of subjects, that mitigate against a successful transition to another School.

Transfer requests should be submitted in a timely fashion, so as to ensure that all relevant student supports can be secured.

This policy will be reviewed by the Board of Management once in every two years.

This policy was initially adopted by the Board of Management on 5th March 2016.

Date of last review: March 2016

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal

Date: _____

Date: _____

Date of next review: March 2018