

Presentation Secondary School Listowel

Co. Kerry



Transfer Of Programmes Policy

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed Shane O'Donoghue Date 25/11/2025
Chairperson, Board of Management

We endeavour to provide all our students with every possible opportunity to succeed and achieve their potential. Programmes have specific requirements as set out by the Department of Education and the State Exams Commission.

To achieve the best outcome for students, it is advisable for students to transfer programmes at the earliest opportunity but not later than the October midterm in 5th year. Transfer requests after this date cannot be facilitated.

Where a request to transfer programmes, take up a programme or change option subjects occurs, the school will require time to gather information on the request before a decision is reached.

Should a student wish to make a change from a subject option block or a senior cycle programme (relevant forms are available from the school office – see Appendix A & Appendix B)

1. In the first instance the student speaks with teacher of the subject and in the case of a programme, the programme coordinator to express her desire to make a change
2. The teacher / coordinator makes necessary enquiries to include – communication with relevant teachers, career guidance counsellor
3. For programme changes at Senior Cycle, the parent/guardian is invited to the school for a meeting and completion of documentation (see Appendix A)
4. Relevant school team meeting eg student support team / SEN team may be involved to discuss the transfer
5. Contact is made with the Department of Education and Youth and /State Exams Commission to confirm change of student registration

Appendix A



RE: Change in Programme form (TY, LCVP & LCA)

Name of Pupil: _____ Class: _____

Programme: _____ Programme Co-ordinator's Name: _____

Details of Change:

Programme leaving:	Programme joining:
Rationale for changing:	

Step 1: Discuss with Programme Co-Ordinator and relevant teachers(as applicable):

Comments and Recommendations:

Step 2: Guidance Counsellor's Comments:

Signed: _____

Date:

I am in full agreement with this and have discussed it with my daughter. I am aware that changing a programme may have implications on career choices and accept responsibility for carefully researching course requirements.

Signature of Parent(s) / Guardian(s): _____

Date: _____

Signature of Student: _____

Date: _____

Signature of Coordinator _____

Date: _____

Signature of Principal / Deputy Principal: _____

Date: _____

Appendix B

Change of subject options or change of Level form is available from the school office and must be completed in full before the change can be made.

[Change of subject level \(5\).pdf](#)



Re: Change in Level of Subject/Giving up Subject.

Name of Pupil: _____ Class: _____

Subject: _____

Teacher's Name: _____

Details of change:

Subject:	
Higher to Ordinary	
Ordinary to Higher	
Foundation to Ordinary	
Ordinary to Foundation	

Teacher's Comment:

Current Teacher: _____

Subsequent Teacher: _____

Guidance Counsellor's Comment:

I am in full agreement with this and I have discussed it with my daughter.

Signature
of Pupil: _____ Date: _____

Signature of
Parent/Guardian: _____ Date: _____

Signature of
Principal/Deputy Principal: _____ Date: _____

