



CEIST

Catholic Education
An Irish Schools Trust 

Change of Level/Change of Subject Procedures

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1.0: Purpose

To provide clarity and structure to the process of changing a student's subject or subject level, ensuring all stakeholders are kept informed.

2.0: Scope

This procedure applies to all students and subject teachers, academic council, administrative staff and Senior Leadership Team

3.0 Procedures for Change of Subject Level

Presentation Secondary School Wexford strives to ensure that all students attain their full potential. The decision about changing levels in an academic subject is a serious matter. Parents and students need to consider both the immediate and the long-term implications of such a decision on academic progress and subject/career choices. The school wishes to ensure that good and well-informed decisions are made by students in this regard.

Accordingly, the school has put in place a policy regarding Change of Level. All applications for Change of Level must be made to the Academic Council.

Change of Level Form can be found in our School Journal

- a) Students must complete a "Change of Level Request Form" in their Student Journal
- b) The student must give the form to her subject teacher who will give it to the Academic Council for consideration.
- c) The Academic Council will then consider the request under the following criteria:
 - Ability level of the student
 - Pattern of academic attainment in the subject by the student
 - Student's previous history in the subject
 - The subject teacher's recommendation
 - The welfare of the student

There are three possible outcomes to the request:

- The request to change level will be granted if the criteria indicate that a change of level is advisable.
- The request will not be granted if the criteria indicate that a change of level is not advisable.
- In some cases, further investigation involving the completion of an Academic Progress Review and a meeting with the student and her parents/guardians, will be carried out before a decision is made.

NOTES:

1. If the student's request to change level is not granted and in circumstances where some of the criteria may change, then she may reapply at a later date.
2. Only students who have had a "Change of Level" approved by the Academic Council may change level. Students need to be aware that this process may take up to a month to complete
3. A teacher will alert parents if they are concerned about the level which the student is taking in his/her subject.

Further Implications for Incoming 2nd and 5th Year Students:

Due to the fact that in September each year there can be a lot of requests for Changes in Levels in some subjects the following procedures will apply.

2nd Year Maths and Irish

Irish and Maths are blocked in 2nd year to allow setting for ability.

Any change of level in Maths and Irish to come into effect in September of 2nd year must be processed before the end of 1st year. Following consultation with teachers, students who are requesting to change from H.L. to O.L. in these subjects must submit their "*Change of Level Form*" to their teacher by the 1st May of 1st Year. The teacher will then give these forms to the Academic Council for consideration

Any further requests for changes throughout the year will be processed as per the policy.

5th Year Irish, English, Maths

The allocation of 5th year students to H.L. or O.L. in the above subjects will be as a result of a process of consultation between students and teachers. There are two factors that will determine who will get a place in a H.L. class.

- The student record of attainment in the subject to date including the Junior Cert exam.
- Availability of H.L. places.

Following this process, the O.L. class teacher will ensure that any student who had completed H.L. at Junior Cert will complete the "*Request to Change Level Form*" and the teacher will submit same to the Academic Council.

Any further requests for changes throughout the year will be processed as per the policy.

4.0 Procedures for Change of Subject

Change of mind for Second & Fifth Year Subject.

In the year prior to commencement of second & Fifth Year students have reached a decision on their subject choices after engaging with and completing the subject's option form.

The onus is on the student to make an informed decision in tandem with their parent/guardian and in consultation with the Careers Department.

Students have been informed of the subjects which they are being offered for the following August.

The subjects offered are based on their choices and have been accepted by student and signed by parent, prior to end of academic year.

Students wishing to change choices can only do so after all students have been offered subjects in the first round and post appointment.

Senior Option — Change of Mind in Fifth Year

Students who have engaged with and completed the application process correctly for Senior Options should only need to complete change of mind forms in very limited cases.

Prior to the 2nd Friday in September in the academic year

Students obtain the specific application form for change of subject choice from the Deputy Principal. A student completing a form does in no way state or guarantee that the student will be changing their subject options.

Each form must be fully completed (including reasons clearly defined why the subject change is requested) and signed by student, parent/guardian, current teacher and post Meeting with Career Guidance Department.

The student will receive a dated and timed copy of their request to change option subject from the Deputy Principal. Each Change of Mind Subject Option Form is dealt with in rotation by the Deputy Principal and strictly on a case-by-case basis.

Where it is possible and deemed desirable for a student to change subject:

- they must inform their current teacher in a mannerly fashion.
- Ask to join the new subject class ,
- understand and agree that it is their responsibility and not that of the teacher to catch up on missed work, notes study the student must speak to and discuss same with the class teacher of the subject which they are joining.

4.1: Initial Consultation:

- ✓ A student desiring a change in their subject must first engage with their current teacher.
- ✓ The teacher should offer advice on the matter, considering the student's academic performance and aspirations.

4.2: Parental Consent:

Change of Subject can be found here, or from the Deputy Principal responsible for Subject Options

To ensure parental awareness, the student must obtain a signature from their parent or guardian on the relevant change form.

- ✓ Reasons must be set out as to why the student wishes to change subject.

Please note Parent(s)/Guardian(s) are responsible for the purchase of the books for the new subject or level their child is moving to.

4.3: Discussion with Guidance Counsellor, Subject Choice DP and Potential Receiving Teacher:

For a change of subject, the student will have to meet:

- ✓ Deputy Principal responsible for Subject Choice
- ✓ Guidance Counsellor
- ✓ Subject Teacher of the new choice subject

If there's a receiving teacher involved, their input and agreement should be sought. This teacher must also sign the form, acknowledging their willingness to accept the student.

4.4: Completion of the Change Form:

The form should possess signatures from:

- ✓ Current teacher
- ✓ Receiving teacher (if relevant)
- ✓ Parent or guardian
- ✓ Student

4.5: Returning the form to Deputy Principal responsible for Subject Options:

With the form complete, the student should then return form for administrative processing and archival.

This ensures a trail of the decision-making process, aligning with school policy and regulation.

5.0: Documentation

The school will store all digital records of changes on the relevant shared drive, ensuring transparency and allowing for reviews when necessary.

6.0 Final Decision

Please note the decision of the Principal T is final

Change of Mind post the 2nd Friday of September

Appointment to be made with the Principal by the Parent/ Guardian and following collection. & collation of data/ information by the SLT and in consultation with the Careers Department a decision will be reached. It is very rare for a student to change subjects after the 2nd Friday of September in 2nd or 5th year

7.0: Annual Review

This procedure will undergo an annual review, ensuring it stays effective, aligned with school policy, and compliant with educational standards.

8.0: Ratification

This policy was ratified by the Board of Management on 5th October 2023 following consultation with all stakeholders.

Chairperson: Mary Culleton

Date 5th October 2023

Principal: Billy Ryan

Date: 5th October 2023

Appendix: Change of Subject Request Form

Student Details:

Full Name: _____

Year Group: _____

Current Subject: _____

Current Level (if applicable): _____

Requested Change Details:

Desired Subject: _____

Desired Level (if applicable): _____

Reason for Change:

(Please provide a brief explanation as to why you are requesting this change.)

Approval Signatures:

1. Guidance Counsellor/Deputy Principal

I have discussed the implications and potential outcomes of this change with the student.

Signature: _____ **Date:** _____

2. Current Teacher

I acknowledge and have spoken with the student regarding subject change

Signature: _____ **Date:** _____

3. Receiving Teacher (if applicable):

I acknowledge and agree to accept the student for the desired subject

Signature: _____ **Date:** _____

4. Parent/Guardian:

I am aware of and agree to the proposed subject change for my child.

Signature: _____ **Date:** _____

5. Student:

I understand the implications of changing my subject and agree to adhere to any requirements of the new subject.

Signature: _____ **Date:** _____

For Office Use Only:

Subject Options DP Review:

Comments: _____

Signature: _____ **Date:** _____

PPOD Entry

Change Implemented on PPOD: Yes No

Signature: _____ **Date:** _____

Please ensure all relevant parties have signed this form. Once completed, submit this form to the relevant teacher. Any changes are not final until approved & updated in PPOD.