



Respect - Justice - Integrity - Honesty - Saothar

Coláiste na Mí

Change of Level & Change of Subject Policy

Kindness - Honour - Teamwork - Responsibility



Tel: 046 9012130
Email: colaistenami@lmetb.ie
www.colaistenami.ie
Johnstown Educational Campus,
Johnstown, Navan, Co. Meath, C15 T028

Find us on X, Facebook and Instagram



Table on Contents

1. Introductory Statement	3
2. Rationale	3
3. Coláiste na Mí Mission Statement	3
4. Changing Subject Level	4
5. Changing Subject Choice	5
6. Appendix A	7
7. Appendix B.....	8

1. Introductory Statement

This policy was developed in accordance with:

1. Our mission statement and the 9 values of Coláiste na Mí.
2. Guidance from Guidance Service.
3. Consultation with Assistant Principal 1 team.
4. Consultation with the Students, Staff, Parents and Management of Coláiste na Mí.

This policy applies to all subjects that are currently offered in Coláiste na Mí.

2. Rationale

This policy provides clarity and structure to the process of changing subject level, changing subjects, or dropping/withdrawing from a subject. It ensures that all stakeholders—students, parents/guardians, teachers, and school management—are consulted and informed throughout the process.

4. Coláiste na Mí Mission Statement

Colaiste na Mí is a child-centred, supportive learning environment where each student is encouraged and facilitated in realizing their full potential in a positive climate which is caring, respectful, fair and inclusive. The school community of Coláiste na Mí is a partnership of students, staff, parents and all members of our community. The promotion of personal development and learning through hard work, creativity and commitment is a priority in our school.

The Nine Values

The Coláiste na Mí nine values are the foundations on which our school culture is built, every member of our school community is expected to support these nine values of our Coláiste.

Coláiste na Mí Nine Values

1. Respect
2. Justice
3. Integrity
4. Honesty
5. Saothar
6. Kindness
7. Honour
8. Teamwork
9. Responsibility

5.Changing Subject Level

Coláiste na Mí aims to help students reach their full potential at an appropriate level for their learning needs. Occasionally, students may need to change levels, particularly from Higher Level to Ordinary Level. This decision is significant and requires careful consideration of both immediate and long-term implications for academic progress and career choices.

Key Principles:

- In 1st year all students are taught to a level that encourages students to perform at a higher level.
- In 2nd year Irish, English and Math's teachers will consider the movement of students to ordinary level.
- Decisions about subject levels will be based on ability, academic performance, and overall student welfare.
- Students who do Ordinary Level for Junior Cycle will be placed in Ordinary level at Senior Cycle.
- Students in 5th and 6th year will not be facilitated to do Higher level if they have not done higher level for the Junior Cycle or for 5th year.

Procedure to Change Subject Level

1. **Initiation of Request:** Student and/or parent/guardian informs the subject teacher **OR** subject teacher recommends a change of level.
2. **Discussion:** Student discusses the change with the subject teacher. The implications of the change will be discussed, eg: change of class, availability of places, restriction of places, change in curriculum, curriculum missed, teacher concerns, implications for

senior cycle choices, implications for college choices etc. If a class change is required, the student consults the new subject teacher (subject to availability).

3. Formal Process:

- Subject teacher consults Yearhead.
- Subject teacher contacts parent/guardian.
- Yearhead gives the student the Change of Subject Level Form.
- Student completes the Change of Subject Level Form (Appendix A) and both student and parent/guardian must sign it.
- Referral to Guidance Service may occur.

4. Criteria for Approval:

- Ability level.
- Academic attainment pattern.
- Previous history in the subject.
- Subject teacher's recommendation.
- Students' welfare and wellbeing.

5. Finalisation:

- Yearhead oversees the process and may request a meeting with the parent/guardian if the change of level was deemed unsuitable and before a final decision is made.
- Yearhead signs the change of subject level form.
- Once all signatures are obtained, the change is implemented and filed in the student's record.

6. Changing Subject Choice

Changing an academic subject is a serious decision and can have long-term implications. Students and parents/guardians must consider academic progress and career choices carefully.

Restrictions:

- Student Options: In 1st and 5th year students may not get all their subject option preferences. Every effort will be made to facilitate their choices, but the options issued are final.
- Subject changes in 1st Year are not facilitated because of the taster programme in the first term that allows students to experience each option subject.
- Subject changes in 5th Year are only allowed in the first term and if class spaces allow for it.
- No subject changes will occur after the October mid-term break.

- No subject changes will occur in 2nd, 3rd or 6th Year.
- Requests for teacher changes in the same subject will not be facilitated.

Procedures for Changing Subject:

1. **Initiation of Request:** Student and/or parent/guardian informs the subject teacher.
2. **Discussion:** The student will discuss with the current subject teacher why they want to change subject. The teacher will advise the student. If the change is still required, the subject teacher refers the student to the Yearhead.

3. **Formal Process:**

- The student meets with the Yearhead to discuss the reason for desired move of subject. The Yearhead will only consider the move if there is room in the requested subject. If there is availability then the yearhead will discuss the implications of the change, eg: change of class, change in curriculum, curriculum missed, onus on student to do additional work to catch up, teacher concerns, implications for assessments, implications for college choices etc.
- Yearhead may refer the student to the Guidance Service.
- If there is room in the preferred subject the Yearhead will present the student with a Request a Change of Subject Form (Appendix B)
- Student completes the Change of Subject Form and both student and parent/guardian must sign it.
- The Year head consults the proposed new subject teacher (subject to availability).

Condition: Student must recover any lost tuition time independently and obtain notes and coursework completed prior to the change.

4. **Criteria for Approval:**

- Has the student studied the subject at Junior Cycle level?
- If so, what was the academic ability level of the student?
- Does the student need the subject for entry into a college course?
- Subject teacher's recommendation.
- Students' welfare and wellbeing.

5. **Finalisation:**

- Yearhead oversees the process and may request a meeting with the parent/guardian if the change of subject was deemed unsuitable and before a final decision is made.
- Yearhead signs the change of subject form.
- Once all signatures are obtained, the change is implemented and filed in the student's record.



Appendix A: Change of Subject Level Form

Student Name:	
Year/Class:	
Current subject level being studied:	
Proposed move to:	
Reason for change:	

Checklist Item	Yes	No
Have you discussed the change of level with your current teacher?	[]	[]
Have you discussed the change of level with the new proposed subject level teacher? (if applicable)	[]	[]
Have you been told there's room in the newly proposed subject level class? (if applicable)	[]	[]
Have you had a discussion with the career guidance teacher? (if applicable)	[]	[]
Do you understand the implications of moving subject level?	[]	[]
Have you had a discussion with a parent/guardian regarding the level change?	[]	[]

Signature Current Teacher:	
Signature of new proposed subject teacher: (if applicable)	
Signature of parent/guardian:	
Signature of student:	
Signature of Year head:	

Date of completion: _____



Appendix B: Change of Subject Form

Student Name:	
Year/Class:	
Current subject being studied:	
Proposed move to:	
Reason for change:	

Checklist Item	Yes	No
Have you discussed the subject change with your current teacher?	[]	[]
Have you discussed the subject change with your Year head?	[]	[]
Have you been told there's room in the newly proposed subject class?	[]	[]
Have you had a discussion with the career guidance teacher?	[]	[]
Do you understand the implications of moving subject?	[]	[]
Have you had a discussion with a parent/guardian regarding the subject change?	[]	[]

Signature Current Teacher:	
Signature of new proposed subject teacher:	
Signature of parent/guardian:	

Date of completion: _____