

# Sligo Grammar School

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## LEAVING CERTIFICATE SUBJECT CHOICES AND CHANGE OF SUBJECTS OR LEVEL POLICY

### **SUBJECT CHOICES**

Each Student will select a minimum of 7 and a maximum of 8 Leaving Certificate Subjects prior to beginning 5th year. OR, if exempt from Irish, 6 Subject + LCVP (if subject combinations allows)

The School will endeavour to provide each pupil with their chosen subject preference. Priority will be given to selected subjects in their rank order of selection. Students for whom their first preference is not possible will be notified and have the opportunity to discuss alternatives with the Career Guidance Counsellor.

### **CHANGING SUBJECTS.**

This can only be undertaken after the following:

#### ***Discussion with the following teachers***

Career Guidance Counsellor (coordinator of subject choice)

Subject Teacher(s)

Relevant Learning Support Coordinator (if appropriate)

Senior School Coordinator

#### ***Parent/Guardian***

After consultation a student may change subjects or levels, when a letter of approval is received signed by the parent/guardian and the student and counter signed by the Career Guidance Counsellor.

#### ***Completing of the Change of Subject/Level Form***

This must be completed and signed by all parties and handed into the Office.

### **DURING THE FIRST TWO WEEKS OF THE SCHOOL YEAR**

If a student wishes to change from one subject to another we will, if possible accommodate his/her immediately if a place is available in that class.

If a place is not available we will place them on a waiting list on a first come, first served basis, but having regard to their proficiency in the subject and the overall balance of their subjects.

Some considerations might be: attempt to give all students a practical subject if they wish; advising students on the importance of a modern language and the importance of having a science subject; making students aware of the importance of having a range of subjects, especially if they are unclear about their career path.

### **AFTER THE FIRST TWO WEEKS OF THE SCHOOL YEAR**

If a student wishes to change a subject they can make an appointment with the guidance Counsellor. They must talk to the subject teacher to discuss their difficulties and ways in which they could overcome them. If they still request the change of subject, the Guidance Counsellor will speak with their subject teacher. If a decision is made that a change of subject would be beneficial to the student, the Guidance Counsellor will make every effort to place them in an alternative subject where available, bearing in mind the considerations already mentioned.

All subject changes must be completed before the Halloween Break, otherwise difficulties are created both for the student and the teacher of the class into which he/she is transferring. A large amount of material will have been covered by that time which students have difficulty in catching up on. This can also have a negative impact on the class into which they transfer as it can slow down the pace of work.

## **SUBJECT EXEMPTIONS**

DES policy applies to all exemption requests.

## **L.C.V.P.**

This is considered for third level Entry only when a minimum of six Leaving Certificate Subjects are successfully undertaken for Leaving Certificate. LCVP can only be taken in addition to seven Leaving Certificate subjects and/or in addition to six Leaving Certificate subjects when the procedure for the reduction in the number of subjects entered for Leaving Certificate is followed.

## **EXCEPTIONAL CIRCUMSTANCES**

Alterations to the above policies will require the approval of the Headmaster or Deputy.

Policy Reviewed and updated by Board of Management: \_\_\_\_14<sup>th</sup> May 2018\_\_\_\_

Signed \_\_\_\_Noel L Regan\_\_\_\_ Date \_\_\_\_14<sup>th</sup> May 2018\_\_\_\_  
Chairperson, Board of Management

Signed \_\_\_\_Michael Hall\_\_\_\_ Date \_\_\_\_14<sup>th</sup> May 2018\_\_\_\_  
Principal

Due for next review: \_\_\_\_\_2020\_\_\_\_\_

Updated: May2014  
Ratified by BOM 12/05/2014  
Reviewed 2018