



Access, Transfer and Progression Policy

Access

Our admission process is designed to be inclusive and transparent, adhering to clear criteria for both, Junior and adult learners, ensuring equal opportunities for all applicants. Information about our programmes and admission procedures is communicated clearly and made readily available to prospective learners, ensuring transparency and accessibility.

Information on our courses is available on our website and from the office.

Students may apply online through our website. Groups may apply by email.

We welcome direct enquiries and contact by email or phone or in person here at our school in Wexford Town.

Support for Diverse Learners

We are committed to providing reasonable accommodation and support services to learners and will evaluate on a case-by-case basis what additional needs we can support within our programme.

Some of our teachers have completed training in teaching neurodiverse students.

Transfer

Internal Transfer:

Learners may request internal transfers between courses and levels, subject to availability and the learner's demonstrated ability.

External Transfer:

Requests from learners joining us from other language schools will be considered case-by-case, considering previous language proficiency and course content covered.

Transfer Procedures:

Learners who wish to transfer to another programme or level, can communicate this to the Academic Director. The Academic Director will discuss the move with the teachers with regard to their academic suitability for such a move and with operations regarding spaces and make a decision which they will communicate to the student along with their reasoning.

Progression

Academic Progression:

We support learners' academic progression based on successful completion of course objectives aligned with the CEFR.

Progression Procedures:

Students are assessed weekly. Progression is based on successful completion of weekly and other assessment, with a focus on CEFR-aligned objective.

Assessment for young learners is done via project presentations.

Upon course completion, learners receive a proficiency certificate and a progress report tracking their progress with regard to 'can do' descriptors on the CEFR.

Course programmes' purpose and intended Learning Outcomes are outlined for each course programme.