

# **TRANSITION YEAR ADMISIONS POLICY**

## **1. CURRICULUM GUIDELINES FOR TRANSITION YEAR**

### **1.1 Mission**

To promote the personal, social, educational and vocational development of pupils and to prepare them for their role as autonomous, participative, and responsible member of society.

### **1.2 Overall aims**

- i. The aims of the Transition Year programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:
  - o Education for maturity with the emphasis on personal development including social awareness and increased social competence.
  - o The promotion of general, technical and academic skills with emphasis on interdisciplinary and self-directed learning.
  - o Education through experience of adult and working life as a basis for personal development and maturity

## **2. TRANSITION YEAR IN MITCHELSTOWN C.B.S.**

- i. The Transition year programme at Mitchelstown CBS is offered as an optional one-year programme, following completion of the Junior Certificate cycle.
- ii. The maximum number of places available will be dependent upon staffing, resources and facilities. It will be determined annually by the Board of Management.
- iii. In the event of there being more places available for Transition Year than applicants, places will be offered only to students for whom school management believes the programme will be suitable for, as set out in the criteria below.
- iv. For acceptance on to the Transition year Programme, the school must be of the opinion that a student is capable of benefitting from participation in Transition Year and, equally, that his participation will not prevent any other student(s) from benefitting from participation. Any decision in this regard will be taken by the Transition Year Advisory Committee, and following the procedures outlined in this policy.
- v. Where there are more applicants than available places, places will be allocated in order of merit based on the criteria below. Unsuccessful candidates will be placed on a waiting list. The next candidate on that list will be offered a place should a place become available, subject to 2.iv above.
- vi. The Transition Year Advisory Committee will consist of the Programme Co-ordinator, Principal and/or Deputy Principal, Guidance Counsellor and a nominee of the Principal.

## **3. APPLICATION PROCEDURES**

- i. Application for admission to Transition Year is open to all students in Third Year.
- ii. External applicants must in the first instance complete an official application form for admission to the school, and this application must be considered under the terms of the school's Admission Policy in relation to such transfers. In the event of enrolment as a student in the school, the student's application for a place on the Transition Year programme will then be considered once the process for internal candidates has been completed. The application will be subject to the criteria and subject to availability of a place.

- iii. During the Spring of Third Year an Information Evening for parents, and information seminars for students, are held. These seminars deal with programme options available to students in senior cycle, namely Transition year, the traditional Leaving Cert, LCVP and the Leaving Cert Applied.
- iv. Application will be made via the Senior Cycle Options form, which must be witnessed by parent(s)/guardian(s). A Personal Statement of interest and suitability must accompany each application. (See Appendix A)
- v. Completed application forms must be returned to the school office by the specified closing date.
- vi. Applications will be considered only if fully completed.
- vii. Late applications may not be considered.
- viii. Acceptance of the completed application form does not confirm or imply an offer of a place on the programme.
- ix. The Programme Co-ordinator will consult with teaching staff members in relation to the applicant list and will invite submissions in writing of their professional advice and judgement within a specified time.
- x. The Transition Year Advisory Committee will process applications received as per the Criteria below.

#### **4. CRITERIA FOR ADMISSION**

- i. The Transition Year Advisory Committee will be responsible for assessing applications and offering places.
- ii. The maximum number of places available in Transition Year in any given year will be decided by the school's Board of Management.
- iii. Each application will be considered on its own merit. The following criteria will be used in assessing a prospective Transition Year student's application:
  - a. Level of interest displayed by the student in the personal statement
  - b. Engagement with the various aspects of school life, including school work.
  - c. Student's record of attendance and punctuality
  - d. Student's record of adherence to the school's Code of Behaviour, or in the case of external applicants, to their previous school's Code of Behaviour
  - e. Assessment of the student's competence and ability to derive benefit from the TY programme
  - f. Assessment of the contribution the applicant can make to the TY programme
- iv. The criteria above, the Application form and Personal Statement, and the written professional advice of teaching staff will be critical factors in determining a student's admission to the Transition Year Programme.
- v. Marking scheme:

Criteria	Marks
Student's attendance and punctuality record	15
Student's record of compliance with school's Code of Behaviour	35
Student's personal statement and overall suitability for Programme	40
<b>TOTAL</b>	<b>90</b>

- vi. The Transition Year Advisory Committee reserves the right to interview applicants in relation to their application and their suitability for the Programme. In such cases, the applicant's parent/guardian will be notified in advance of the interview.

## **5. OFFER AND ACCEPTANCE OF PLACES**

- i. Following final selection by the Transition Year Advisory Committee, successful candidates will be offered a place on the Transition Year programme, subject to:
  - a. Acceptance and signing of the TY Contract by student and parent/guardian
  - b. Payment of deposit and return of contract by the specified date
- ii. Parent/guardian will be informed by letter of the offer, conditions applying and the final date for return of contract and deposit.
- iii. It is a condition of acceptance into the Transition Year Programme that the TY contract is accepted and signed by student and parent/guardian, and that the deposit is paid.
- iv. The Programme Co-ordinator will meet with unsuccessful candidates. Parent/guardian will be informed in writing and will be advised of their right to appeal the decision to the Board of Management.
- v. The school reserves the right to remove a student from the Transition Year Programme if there is a breach of the Transition Year contract.

## **6. TRANSITION YEAR PROGRAMME FEES**

- i. The fees for Transition Year shall be set annually by the Board of Management. The cost per student for 2016/17 will be €500.
- ii. The Transition Year Programme fees cover costs of trips, speakers, additional programmes sourced outside of the school, competition entry fees. It does not cover any end-of-year trip which may be organised by the school.
- iii. Transition Year students are also subject to the standard start-of-year fees as apply to all students of the school.

## **7. EXTERNAL CANDIDATES**

- i. External applicants must, in the first instance, complete the appropriate application form for admission to the school. The application will be subject to the terms, conditions, procedures and criteria outlined in the school's Admissions Policy.
- ii. In the event of enrolment as a student in the school, the student's application for a place on the Transition Year programme will then be considered once the process for internal candidates has been completed. The application will be subject to the criteria above and subject to availability of a place.

## **8. APPEALS**

- i. The decision of the TY Advisory Committee may be appealed by a parent/guardian to the Board of Management.
- ii. The appeal must be made in writing within 10 days of the date places were offered, and must state the grounds on which the appeal is being made.
- iii. The appeal will be heard by the Board of Management at its next meeting.
- iv. The decision of the Board will be issued in writing.

Signed: \_\_\_\_\_

Date approved: \_\_\_\_\_

## **APPENDIX A**

### **TRANSITION YEAR PROGRAMME – PERSONAL STATEMENT**

Please complete the following:

Why would you like to do the Transition Year programme?

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How do you think you would contribute to the Transition Year programme?

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What are your achievements to date, both inside and outside of school?

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**Where would be you place of choice for Work Experience?**

Placement 1 \_\_\_\_\_

Reason: \_\_\_\_\_

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Placement 2 \_\_\_\_\_

Reason: \_\_\_\_\_

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**What do you hope to gain from doing Transition Year?**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_