



# ***Coláiste na Carraige***

## **Doiciméad Polasaí**

Ainm an Polasaí <b>Beartas Iontrála den Chlár Idirbhliana</b>	<i>Policy Name</i> <b><i>Transition Year Admission Policy</i></b>
Dáta Daingnithe <b>06/02/2024</b>	<i>Date Ratified</i> <b><i>06/02/2024</i></b>
Dáta an chéad athbhreithnithe eile <b>Feabhra 2025</b>	<i>Date of next review</i> <b><i>February 2025</i></b>



## Contents

<b>Link to Mission Statement</b>	<b>2</b>
<b>Rationale</b>	<b>2</b>
<b>Scope</b>	<b>2</b>
<b>Objectives</b>	<b>2</b>
<b>Procedures</b>	<b>2</b>
<b>Monitoring, Review and Evaluation</b>	<b>4</b>



The Transition Year Programme in Coláiste na Carraige is an optional One Year Programme taken after the Junior Cycle and before the Two Year Leaving Certificate Programme. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:

- Education for maturity with the emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with the emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity.

## **1. Link to Mission Statement**

In keeping with the aims of the school, this policy will be driven by the educational needs of students, and will seek to ensure that each person on the programme maximises his/her potential.

## **2. Rationale**

The policy aims to ensure that appropriate procedures are in place to enable the school to facilitate the development of students, subject to school capacity. For acceptance into the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation.

## **3. Scope**

The policy is directed towards students who wish to pursue the Transition Year Programme (TYP) on completion of the Junior Certificate, and their parents/guardians.

## **4. Objectives**

To develop an effective, fair, open and transparent system of allocating places on the TYP.

## **5. Procedures for Admission**

- 5.1. The preferred number of places available in any TY class is 24. (The maximum number of places is subject to staffing availability, the specific requirements of practical subjects, in-house facilities and resources which may limit the number of places available in Transition Year. The maximum number of places available will be determined annually by school management).



- 5.2. The Programme Coordinator/Guidance Counsellor will visit all third year classes. He/she will make it clear that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, punctuality, application and attitude to work and behaviour will be important factors. Criteria for selection will be outlined to students (See 5.7);
- 5.3. An information evening for parents/guardians of interested TYP applicants will be held on the same evening an information session will also be held for all third year students and current TY students in which subject choice will be explained. Application forms for TY and a form for subject choice options will also be handed out. These forms must be returned on a specified date, to be outlined at the information evening. A non-refundable deposit to be determined by school management must be paid to the school in order to carry out the interview. (The rationale for this charge is that in the past students have completed interviews, been offered places and then withdrawn from the TY programme, causing unnecessary disappointment to students who weren't initially offered a place). This deposit will be used as part of the overall Transition Year fee. If a student is unsuccessful they will get their money back.
- 5.4. The selection will be managed by the Transition Year Coordinator.
- 5.5. Applications for a place on the TYP are to be submitted to the TY Coordinator on the date specified at the information evening. Late applications may not be considered.
- 5.6. Selection of students for TYP is ultimately based on the perceived benefits of the programme to individual applicants, subject to school capacity.
- 5.7. Criteria for selection:
  - Students who have already completed a Junior Cycle programme or equivalent
  - The Student's behaviour record as recorded on VShare
  - The Student's Attendance and Punctuality.
  - Student's homework and study record
  - Involvement in school life - extra-curricular and co-curricular activities
  - Completion of TY application form in full including a Personal Statement of Interest in and Suitability for Transition Year with a comprehensive level of reflection on all questions.
  - Age (Students must be a minimum of 15 years of age at the start of the TY academic year)
- 5.8. Selection Process
  - Completed application forms
  - Interview panel opinion as to suitability, which will consider amongst other things the following: discipline record, attendance and school based performance (non-academic).



- Individual interviews of all applicants, which will be conducted by a TY Selection Committee. The applicant's Personal Statement of interest and suitability for the TY Programme will help guide the interview process.
- Meeting of the interview panel to discuss individual applications as to capacity to fulfil programme requirements. Student's subject option choices may also come into consideration.
- Student selection will be marked as follows:

Class teacher opinion	<b>20%</b>
(Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the T.Y. Programme Coordinator regarding their suitability for TY. Where appropriate the Student Support team will be consulted re an applicant's suitability to the programme)	
Behaviour Reports	<b>20%</b>
Attendance and Punctuality	<b>20%</b>
TY interview and personal statement	<b>40%</b>

- 5.9. Parents/guardians may discuss the perceived benefits of the programme for their daughter/son by appointment in advance of final selection.
- 5.10. Where the number of selected students exceeds the number of available places on the programme, final selection will be conducted by the interview panel. A waiting list will be drawn up of the remaining candidates.
- 5.11. Successful applicants will be expected to take up the offer of a place on the TYP.
- 5.12. Where a place becomes vacant on the programme, the next applicant, in accordance with their ranking on the waiting list will be offered a place.
- 5.13. Written communication will go out whether candidates have or have not been offered a place in Transition Year.
- 5.14. If a student has accepted a place and subsequently decides to continue to 5th year, written communication to that effect is required from their parents/guardian.
- 5.15. If less than 24 students accept their place in the TY Programme, and provided there is no waiting list, late applications will be considered by the selection committee on a first come first served basis. Late applications will then follow the selection procedure outlined above.

### **Right of Appeal**

Where an applicant is refused admission, Parents/Guardians have the right to appeal a refusal to enrol a student, in the first instance to the Principal. Such an appeal should be made within 5 days of the date of written notification of the refusal. Thereafter parents/guardians have the right



to appeal the decision to the Board of Management

## 6. Monitoring, Review and Evaluation

- 6.1. Every student will be monitored by their class teachers and Programme Co-ordinator up until the sixth week of the academic year in relation to attendance, behaviour, interaction with other students, positive influence in the class/school and academic engagement.
- 6.2. If a decision is taken to move a student to a more suitable programme this will be made by the Transition Year Programme Coordinator in consultation with school management.
- 6.3. In the event of a student being moved to another programme within the time period stated in 6.1, a full refund of the Transition Year fee will be made. Parents/Guardians will be notified in writing of the decision made including the reasons behind it.
- 6.4. Criteria for moving a Transition Year Student to an alternative programme:
  - Attendance record on the programme to date.
  - Behaviour on the programme to date through written and oral referrals from class teachers.
  - Level of engagement and interaction on the programme through written and oral referrals from class teachers.
  - Level of academic progress to date as evidenced by referrals from class teachers and the programme coordinator.

The implementation, monitoring, review and evaluation of the policy will be a matter for senior management in conjunction with staff and the Board of Management. It is envisaged that review would take place annually, and evaluation during the final year of a board of management.

Signed: Paul Agius  
Chairperson of BOM

Date: 6/2/2024

Signed: Caroline Uí Ghallchoir  
Príomhoide

Date: 06/02/2024

Date of next review: 02/2025