



# Transition Year Admission Policy

Coláiste Iósaef 2021-2022



## Transition Year

Transition Year is an optional programme followed by some Coláiste Iósaef students upon completion of their Junior Certificate. It offers students the opportunity to renew and consolidate the work done in Junior Cycle, explore new areas and methods of study, and make a more mature and informed choice regarding their future development and learning at Senior Cycle level.

### Aims of the TY programme:

- Education for maturity with the emphasis on personal development.
- Promotion of general, technical and academic skills.
- Education through experience of adult and working life.

Transition Year is not compulsory in Coláiste Iósaef. Interested students should apply using the procedure outlined below. For acceptance onto the TY Programme, the school must be of the opinion that the student will benefit from participation in Transition Year, and, equally, that their participation will not prevent any other student from benefitting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, parents and with the student as well. The maximum number of available places and class groups will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

**Class size in Transition Year in 2020-2021 will be limited to a maximum of 24 students per class.**

### Student Selection

Students are selected for the TY programme based on their suitability for the programme.

The selection process involves:

#### Application Procedures

- When the student and parents visit the school on Open Night before they enrol, information regarding Transition Year will be made available for prospective students.
- At various times during third year, the students will have opportunities to attend a number of Transition Year events and performances, when TY students display their work/projects or initiatives completed up to that point.
- After Junior Cert Pre Exams, the TY Coordinator and Core Team will give a formal presentation to students and parents regarding Transition Year, as part of the Senior Options Information process. As well as information-giving, qualities and disposition

essential for successful participation will be outlined.

- The TY Coordinator and past TY students will visit all third year classes and provide a forum for Question and Answer sessions.
- Students apply for a place through a formal application form, witnessed and signed by their parents/guardians.
- The closing date for applications is outlined at the TY information evening, and late applications may not be considered.
- Applications will only be considered valid if they are fully completed and submitted through the correct channels.

### **The Transition Year Admissions Committee**

- The Transition Year Admissions Committee will consist of the Principal, Deputy Principal, Transition Year Coordinator and the Year Head of Third Year.
- The TY Coordinator will convene interview panels consisting of teachers knowledgeable with the requirements and commitments of the TY Programme in Coláiste Íosaef.
- The Committee will be responsible for assessing applications and offering places.
- The entire teaching staff will be advised of the list of applicants and will be invited to offer professional advice, observations and comments to the committee.
- The Committee will reserve the right to interview the parents of students in relation to their applications and their suitability for participation.

### **Criteria for Admission**

Each application will be considered on its own merit. Entrance to Transition Year is by application and subsequent interview. **It is important to know that not all students will be accepted.** Suitable applicants are successful based on meeting the school's criteria. All interviews are recorded in note form by interviewing teachers and graded by a standard marking scheme.

Students wishing to participate in the Transition Year Programmes must satisfy the following criteria.

- The record of the individual student regarding homework and study.
- The record of the individual student regarding attendance and punctuality.
- The record of the individual student regarding compliance with the school's behaviour policies.
- The record of the individual student regarding contribution to extra-curricular and co-curricular activities.
- The student's age and/or pastoral needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school

- The contribution that the individual can make to the TY Programme.

Application forms for Transition Year will be made available at the information evening concerning the Transition Year Programme. Completed forms must be returned to the Transition Year Coordinator on or before the specified deadline. Incomplete forms will be returned to the applicant. Forms which are submitted after the specified deadline will not be considered until all other applications have been processed.

The number of students admitted into Transition Year will be determined, each year, by the Principal, taking into account the number of applications and the teaching resources available.

### **Offer and Acceptance of Places**

- Places will be offered in writing to successful applicants.
- Unsuccessful applicants will also be informed in writing, along with information regarding the appeals process.
- Students accepting a place must formally accept the place in writing, accompanying this letter of acceptance with €100 as an initial commitment to the payment of the total TY Fee of €480.
- Failure to return a formal letter of acceptance may result in forfeiture of the place.
- Where the Transition Year fee represents a significant financial burden for a family, parents are invited to discuss the matter, in confidence, with the Principal. The school will be happy to facilitate phased payment plans where necessary.
- At this stage, the student and Parent(s)/Guardian(s) are understood to be undertaking the facilitation of Work Experience, and attendance at all TY Activities.

### **Transition Year Fees**

A total of €480 will be the fee for the Transition Year Programme, which will cover all of the costs relating to the TY Programme. A calendar of payment will be advised to Parents/Guardians in the acceptance letter.

### **External Applicants**

Any application to transfer to Coláiste Iósaef Community College will be considered under the terms of the school's Admissions Policy.

## **Change of Mind**

A student who accepts a place on the Transition Year Programme and subsequently withdraws from the programme is advised that his/her application for subject options in 5th year/LCA 1 will be limited due to the subject lines having been built and certain subjects having reached their student capacity.

## **Withdrawal of an Offer**

Any serious breach of the school's Code of Behaviour prior to and during the commencement of the Transition Year Programme may result in the withdrawal of the offer of a place on the programme.

## **Appeals**

In the case of a student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal, within ten school days of receipt of refusal onto the Programme.

In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within ten school days of the date on which the Principal's decision is issued.

The appeal will be heard by the Board of Management at its next scheduled meeting.

## **Work Experience**

Work Experience takes place twice during Transition Year at dates determined at the discretion of the Principal. These dates are communicated to TY students on Induction Day. It is the responsibility of each individual student to acquire work experience. It is suggested that students apply for work experience in writing with a CV and covering letter. Students will be furnished with the LCETB insurance form, a student evaluation booklet and an employer's evaluation sheet. Students must inform the school of their placement details, as the school will contact employers individually to assess the placement.

## **Assessment**

Assessment occurs three times in the academic year. Results are subsequently used to determine the level of award for each student at the end of the year. This credit system is outlined at the Information evening.



## Review Process

The policy will be reviewed in line with Coláiste Iósaef procedures regarding policy reviews and updates.

Signed: \_\_\_\_\_  
(Chairperson of Board of Management)

Signed: \_\_\_\_\_  
(Principal)

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

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

Date of Policy Review: \_\_\_\_\_