Transition Year Admission Policy 2026 - 2027

Coláiste Iósaef

Transition Year

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

Aims of the TY programme:

1. Nurture the development of the student as a whole person by building on their previous experiences, through a curriculum designed by the school that is aligned to the TY Programme Statement
2. Create space and opportunities for meaningful, enjoyable learning experiences through which the key competencies of the student can be developed in the classroom and school, in the home and in their role as local, national and global citizens
3. Expand the student's experience and awareness of diverse future pathways and nurture the student's capacity to sustain their growth and development through a process of lifelong learning
4. Evolve continuously to support the learning and development of the student through a reflection and renewal process involving students, teachers, school leaders, parents and community partners

Students who are interested in applying for a place in Transition Year 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 the programme.

The maximum number of available places and class groups in TY will be dependent upon staffing, facilities and resources and will be determined annually by the school principal in consultation with the Board of Management.

The maximum number of students for TY 26/27 is 80 students.

Student Selection

Students are selected for the TY programme based on their suitability for the programme. This is determined by the completion of an application form and an interview, which will be reviewed by the TY admissions committee.

Application Procedures

- From enrolment in the school, students are made aware of our TY programme, and it is referenced at Open Night and other whole school events.
- In year 3 of the Junior Cycle programme, the students will have opportunities to attend a number of TY events and performances, when TY students display their work/projects or initiatives completed up to that point.
- Early in Term 2 the TY coordinator and TY core team will give a formal presentation to students and parents/guardians regarding TY, 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 the 3rd year classes and provide a forum for questions and answers on the programme and their experiences in same.
- Students apply for a place through an 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.
- Students complete an interview based on their application form. The TY coordinator will convene interview panels consisting of teachers knowledgeable with the requirements and commitments of the TY programme in Coláiste Iósaef.

Criteria for Admission

Each application will be considered on its own merit. Entrance to TY is by application only and subsequent interview. 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 TY programme 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 TY will be made available in school and online following the Senior Cycle options night in **Term 2** (January/February). Completed forms must be returned to the TY 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 Transition Year Admissions Committee

- The TY admissions committee will consist of the Principal, Deputy Principal, Transition Year coordinator and the Year head of third year.
- The committee will be responsible for assessing applications and feedback from the student interviews.
- 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 if required/deemed necessary by school management.

Offer and Acceptance of Places

- Places will be offered in writing to successful applicants.
- If a place in TY is not awarded, the unsuccessful applicant will 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 €200 as an initial commitment to the payment of the total TY fee of €540.

- Failure to return a formal letter of acceptance by the date indicated may result in forfeiture of the place.
- Where the TY 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

The TY programme for 2026/2027 will cost €540. This will cover all of the costs relating to the programme. The payment schedule will be advised to parents/guardians in the acceptance letter. The school reserves the right to change the costing of the TY programme and will advise parents/guardians in advance of any changes.

The full TY fee is to be paid by all students engaging with the TY programme. A breakdown of the costs is shared at the outset of the year by the TY coordinator. All payments are non-refundable.

Other costs may arise during the year for optional events/activities/excursions/tours. These are not covered by the €540.

External Applicants

Any application to transfer to Coláiste Iósaef will be considered under the terms of the school's Admissions Policy. A limited number of places in TY are provided each year to international students. This is coordinated by the relevant member of the SLMT.

Change of Mind

A student who accepts a placed on the TY 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 bands having been built and certain subjects having reached 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 student who is not offered a place by the TY admissions committee, an appeal may be made in writing to the school 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 every Friday with the exception of dates communicated to parents and guardians at the beginning of the year. It is suggested that students apply for work experience in writing with a CV and covering letter. Students will be furnished with a Host Employer Information Sheet, a Risk Assessment form, a Summary of Work Experience form, 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. It is the responsibility of the student to secure their work experience.

Assessment

Assessment occurs across 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: Rev William Fitzmaurice (Chairperson of Board of Management)

Signed: Noel Kelly (Principal)

Date: 23rd March 2026

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Date of Policy Review: Jan/Feb 2027