



Coláiste na Carráige

**Transition Year
Admissions Policy**

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.

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.

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.

Objectives:

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

Procedures:

1. The number of places available in any TY class is limited to 24.
2. An information evening for parents/guardians of interested TYP applicants will be held each year prior to the February mid-term break. 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 (The rationale for this charge is that in the past students have completed interviews, been offered places and then withdrawn from the TY programme, causing unnecessary disappointment to students who weren't initially offered a place).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.
3. The selection will be managed by the Transition Year co-ordinator and the CORE team.

4. Applications for a place on the TYP are to be submitted to the TY co-ordinator on the date specified at the information evening. Late applications may not be considered.
5. Selection of students for TYP is ultimately based on the perceived benefits of the programme to individual applicants, subject to school capacity.
6. Criteria for selection:

- Completed application forms.
- Interview panel opinion as to suitability, based on 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 panel of three teachers, including the TY co-ordinator.
- Meeting of interview panel to discuss individual applications as to capacity to fulfil programme requirements. Student's subject option choices will also come into consideration.
- Student selection will be marked as follows:

Class teacher opinion 50% (all Junior Cert teachers will be asked to assess individual applicants who they teach. Students will be marked on a scale from 1-10 re their suitability for TY, and where appropriate an additional comment may be added.)

Behaviour/Discipline 20% (Discipline folder, not individual teacher classroom procedures)

Attendance and lateness 10%

TY interview 20%

7. Parents/guardians may discuss the perceived benefits of the programme for their daughter/son by appointment in advance of final selection.
8. 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.

9. Successful applicants will be expected to take up the offer of a place on the TYP.
10. 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.
11. A letter will be sent out re whether candidates have or have not been offered a place in Transition Year.
12. If a student has accepted a place and subsequently decides to continue to 5th year, a written letter to that effect is required from their parents/guardian.
13. 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 at 6 above.
14. Transparency will be vital to the operation of these procedures.

Monitoring, Review and Evaluation:

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.

This policy was adopted and ratified by the Board of Management of Coláiste na Carraige.

Signed: _____

Chairperson of BOM

Date: _____

Signed: _____

Principal

Date: _____

Date of next review: _____