

# Tullow Community School



## Transition Year Programme

### Admissions Policy

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### 1. Aims and Objectives

Tullow Community School offers a Transition Year as an optional one-year programme, post Junior Certificate. The school strives to achieve the mission of transition Year which is: *“to promote the personal, social, educational and vocational development of the students and to prepare them for their role as autonomous, participative and responsible members of society”*.

The aims of the Transition Year Programme is to 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.*

The objectives of the Transition Year Programme in our school are as follows:

- *To help each student develop his/her personality and character towards a more positive and confident self-image.*
- *To develop in each student independent work and study habits appropriate to the Senior Cycle.*
- *To Familiarise each student with workplaces outside school and possible career paths.*
- *To help each student become more informed about society and more skilled at dealing with people.*

### 2. Procedures

- Application for admission to Transition Year is open to all students in Third Year and is made via the standard Transition Year Application Form.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- All additional relevant information that applicants feel should be considered as part of the application process should accompany the Application Form. Such information cannot be submitted after the indicated closing date.
- A closing date will be indicated on the application form and late applications may not be considered.
- External applicants must in the first instance complete an official Application Form for admission to the school.
- Priority will be given to existing Third Year students in Tullow Community School over external applicants.
- The optimal number of places available in each Transition Year Class in the programme group is 24. However, this may be increased to 30 if the school is only operating one Transition year class group.

- The total number of students that can be accommodated in Transition Year has been set by the Board of Management at 72. In order for a second class group to be considered there must be at least 44 suitable candidates.
- An information evening for parents and information seminars for students are held in the spring time of the year of entry. These seminars deal with the programme options available to students after the Junior Certificate, namely Transition Year and traditional Leaving Certificate, with or without the option of the Leaving Certificate Vocational Programme.
- The student is required to organise his/her own Work Experience.
- Transition Year application forms are distributed to students by the Deputy Principal/TY co-ordinator and returned to the Transition Year Co-ordinator.
- The Transition Year co-ordinator will consult members of the teaching staff with respect to the Transition Year applications list and will consider any concerns raised.
- Each application will have to undergo an interview to decide if they should be offered a place.
- The selection committee, which includes the Transition Year co-ordinator, is designated and authorised by the Board of Management to process all applications received as per the criteria for admission, all additional relevant information and the marking scheme outlined below. Applicants will be listed in order of merit based on marks received.
- When there are more applications than spaces available, a waiting list based on the order of merit will apply.
- The waiting list will cease to operate after October 31<sup>st</sup> of that school year. Should a place become available after that date, the place will not be filled so as to preserve the integrity of the Transition Year Programme.

### 3. Criteria for Admission

Each application will be considered on its own merit. However, the following criteria will apply in assessing a prospective Transition Year student's application.

The number of students that can be accommodated in Transition Year has been set by the school's Board of Management at a maximum of 72 in individual class groups of 24.

The student is willing to sign the Contract of Learning

The student's attendance record

The student's record of contribution to extra-curricular and co-curricular activities.

The student's record of compliance with the school's Code of Behaviour.

The student must submit a personal statement of interest and suitability for the Transition Year Programme. (Personal Statement template attached).

### 4. Marking Scheme

<b>Criteria</b>	<b>Marks</b>
The student's attendance record	20

The student's record of contribution to extra-curricular and co-curricular activities	20
The student's record of compliance with the school's Code of Behaviour	30
The quality of the student's Personal statement of interest and suitability for the Transition Year Programme	30
<b>Total Marks</b>	<b>100</b>

#### 5. Transition Year Fee

The Transition Year fee per student for the school year is fixed at the beginning of the academic year. This fee includes all major costs associated with Transition Year such as textbooks, all activities, projects, travel costs and student insurance. This fee also covers the School Services fee for the student.

The fee may be paid in full or in instalments. Payments must be made through the school office where a receipt will be issued.

*The payment deadline of 1<sup>st</sup> June will be strictly enforced. Fees not fully paid by that date will be refunded and the offer of a place in Transition Year will be withdrawn and students will be offered a place in fifth year instead.*

#### 6. Appeals

A student who fails to secure a place in the Transition Year Programme may appeal the decision to the Principal within seven days of receipt of notification.

Thereafter, an appeal can be made to the Board of Management within seven days of receipt of notification of the outcome of the appeal to the Principal.

No further information can be brought to the Appeals Process

#### 7. Ratification by Boards of Management

This policy was adopted and ratified by the Board of Management on

### **Transition Year Programme – Personal Statement**

Personal Statement  
(Max 200 words/minimum 150 words)

