



Tullow Community School

Policy on Admission to Transition Year 2023/24

Transition Year (TY) is a valuable educational experience for most students. As it is an optional year, TY students need to be suitable for the Transition Year Programme in order to benefit from and contribute to the shared learning experience of the group.

The Board of Management of Tullow Community School wishes to make the Transition Year option available to registered students of Tullow C.S. who would like to avail of a sixth year of second-level education and who are deemed suitable to benefit from and contribute to the TY experience, subject to the maximum number of students the School can accommodate in TY in any year. At the discretion of the Board of Management, a small number of places in TY may be reserved for students in exceptional circumstances e.g., certified history of illness etc. Please be advised that the identity of any student afforded a reserved place will remain confidential. Applications from students in other schools will be processed only after all applications from registered students of Tullow Community School have been processed and finally decided.

The number of students that can be accommodated in Transition Year is subject to;

- (a) D.E.S. staffing allocations, and
- (b) The capacity of the school.

The maximum number is determined each year by the Board of Management subject to (a) and (b) above.

Tuition / Work experience may take the following format i.e., Tuition five days per week with two weeks of work experience (*where possible*) assigned to any full academic week (*normally the week before the October Mid Term Break and the week before the February Mid Term Break*). The Tuition / work experience format used will again be subject to (a) and (b) above.

The following are the application procedures for a place in Transition Year:

1. TY Application Forms, including a copy of the school's Policy on Admission to Transition Year, will be posted on the school website in November. The closing date will be stated on the Application Form.

(If parents have difficulty accessing the website, a hard copy of the Transition Year Policy and the TY Application Form may be requested from the school office.)

2. Completed TY Application Forms must be returned to the School Office by the closing date. It is the responsibility of each student and their parents/guardians to ensure that their application form is submitted in full and on time.

3. Late applications will be processed only after all applications submitted on time have been processed and finalised.

4. The decision to deem an applicant suitable or not suitable for the Transition Year Programme will be made by the Transition Year Coordinator with the assistance of the School Principal and the Senior Leadership Team who will take into account each of the following as deemed appropriate:

- a. The information supplied on the students TY Application Form
- b. The students TY Interview (*If the Interviews are possible*)
- c. The students Conduct & Behaviour Record
- d. The students Attendance & Punctuality Record
- e. The student's suitability and the recommendation of their teachers

5. Parents/Guardians of a student who is refused a place in Transition Year and who take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management by outlining in detail and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

6. Any serious breach of the school's Code of Behaviour prior to the commencement of Transition Year may result in the withdrawal of the offer of a place in TY.

7. A student who accepts a place in Transition Year and subsequently withdraws from the programme, regardless of when they withdraw, is advised that their application for oversubscribed subject options in 5th Year will be placed at the end of the waiting list for each of the oversubscribed subjects.

This policy will be reviewed regularly.

Approved by Tullow Community School Board of Management on Tuesday 9th March 2021.

