



# School Admission Policy: Transition Year Programme

The Transition Year programme in Coláiste Chiaráin is an optional year.

The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management. The maximum class size is 30 for general subjects, 24 for practical and science and 20 for Home Economics. For acceptance on to the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, the student and the parents of the student concerned.

## Application Procedures

1. Early in the third year, the Programme Co-ordinator will visit all third year classes. He/She will make it clear to all prospective applicants that attendance, application and attitude to work and behaviour will be important factors in gaining entry to TY.
2. During the Second Term, the school will give a formal presentation on the Transition Year Programme to third year students during school time. The qualities and disposition essential for successful participation in Transition Year will again be fully outlined to students at this presentation.
3. A formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme.
4. Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). A Personal Statement must accompany each application. This Personal Statement will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.
5. The final submission date for applications will be by the date posted on the application forms
6. Applications will be considered valid only if they are fully completed and submitted to the Principal/Deputy Principal within the specified deadline.
7. Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed.

## The Transition Year Admissions Committee:

1. The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee may comprise of the Programme Coordinator, three other TY team members and a nominee of the Principal to replace one of the above who may be unavailable.
2. Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.
3. Some or all of the criteria outlined below will be used as factors in determining a student's admission on to the Transition Year Programme.

- a. Interview and/or comments from the Year Head and Tutors
  - b. Behaviour and attendance records
  - c. Ability to contribute to the programme
  - d. Application form
  - e. Interview
4. The Transition Year Admissions Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

### **Offer & Acceptance of Places:**

1. Places will be offered in writing to successful applicants within 20 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal
2. Students accepting a place must complete and return the Acceptance Form within the date specified, along with the first moiety of the Transition Year fee,( currently €100.00). This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited. At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange work experience placements for the specified periods during the academic year. They will be expected to present definite proposals in writing in relation to these placements.

### **External Applications:**

Any application to transfer to Coláiste Chiaráin from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. Should places be available, applications from external candidates will be considered by the Principal in accordance with the school's admissions policy

### **Programme Fees:**

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €400.00 and is payable in two stages, one on receipt of a place and the balance before 31<sup>st</sup> September . A breakdown of the costs covered by the fee will be made available to parent/guardians.