

## **Transition Year Programme Admissions Policy**

Our Lady's Secondary School offers Transition Year as an optional one-year programme designed to bridge the gap between Junior and Senior Cycle. The number of places in the Transition Year Programme shall be determined by the Board of Management on an annual basis having regard for the teaching resources available in any given year.

### ***Procedures for Admission***

The application procedure for Senior Cycle at Our Lady's will be explained to third year students by the Guidance Counsellor each spring. Students will be provided with application forms and supporting documentation. An information evening for parents/guardians and students will be held in the school each spring. At this session all senior cycle programmes including Transition Year will be explored.

Application for admission to Transition Year is open to all students in Junior Certificate Year three. The Board may at its discretion, reserve a number of places for students applying to join the school. External applicants must complete the enrolment process as set out in the school's Admissions Policy. External applicants for Transition Year will be interviewed by the Deputy Principal/Principal.

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 the programme and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation.

For students enrolled at Our Lady's the initial application is made on the Senior Cycle Programme selection form. Students wishing to participate in the Transition Year Programme must satisfy the following criteria:

- a. The student must have completed the Junior Certificate
- b. The student must have submitted a completed Transition Year Application Form by the closing date. (Late applications may not be considered). It is the responsibility of the student and his/her parent(s)/guardian(s) to ensure that the form is fully completed and returned on time.
- c. The student's performance at the Transition Year interview.
- d. The student's willingness to adhere to the conditions set out in the Transition Year ***Contract of Learning***
- e. The student's willingness to pay the Transition Year fee by the due date.
- f. Confirmation that the student has opted in to the Pupil Insurance Scheme operated by the school
- g. Confirmation that the student will secure the required work experience placements

Each application will be considered on its own merit having regard to the following:

- a. The number of places available in Transition Year in the relevant year
- b. The student's behaviour record in the school
- c. The student's attendance and punctuality record.
- d. The student's homework record.
- e. The student's record of contribution to the extra-curricular/co-curricular programme.
- f. The information provided on the student's application form.
- g. The suitability of the programme for the students in terms of his/her progression route (LCA/Leaving Certificate) after the completion of Transition Year
- h. Performance of the student at the Transition Year interview.
- i. Professional advice and judgement of the teaching staff. A list of applicants will be provided to the teaching staff and teachers will be invited to provide advice in relation to the suitability of the applicants for the Transition Year Programme. The Principal/Deputy Principal will consult with the Transition Year Co-ordinator and the Third Year Yearhead.

Offers of a place in Transition Year shall be made in writing. Confirmation of a place is subject to acceptance of the ***Contract of Learning*** and payment of the €500 fee by the due date. This money is used to provide extra-curricular and co-curricular activities during the Transition Year Programme. Participation in all organised activities is mandatory and no refunds will issue for non-attendance as costs are calculated based on full group attendance. An account of expenditure will be provided to each student at the end of the year.

If a student is not offered a place in Transition Year, the Co-ordinator/Yearhead and/or the Deputy Principal/Principal will meet the student to discuss other Senior Cycle options. Parent(s)/guardian(s) should feel free to contact the school to discuss the matter further if required. Appeals against a refusal to admit a student to the Transition Year Programme should be made in writing initially to the Principal not later than the 25<sup>th</sup> May each year. Subsequently an appeal may be made in writing to the Board of Management within ten days of the date on which the Principal issues a written decision. The appeal will be heard at the next scheduled meeting of the Board. Please be advised that the decision of the Board in this regard is final.

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