

Transition Year Programme Admission Policy



Ethos Statement

Coláiste Iascaigh is a constituent college of Mayo Sligo & Leitrim Education and Training Board. Mayo, Sligo Leitrim ETB is a community of learners and its schools, colleges and centres of education and training have a historic and unique tradition as providers of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo, Sligo Leitrim ETB Colleges, Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Colaiste Iascaigh is publishing this document as the official Transition Year Programme Admission Policy. Mayo, Sligo & Leitrim ETB as patron of the school has approved this publication. Copies of the policy are available at the school and on the school website and are furnished to each person who applies to be admitted to the school.

Mission Statement

Coláiste Iascaigh in conjunction with its education partners is committed to providing an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The Transition Year Programme in Coláiste Iascaigh is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Principal and Board of Management.

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 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, Year Head, the Career Guidance teacher, the student and the parents of the student concerned.

1. Application Procedures

1.1 Early in the third year, the Programme Co-ordinator will visit third year classes. She will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.

1.2 During the Second Term, the Programme Coordinator 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.

1.3 Subsequent to 1.2, a formal evening presentation on Senior Cycle options (Transition Year, LCA and Leaving Cert) will be delivered to parents/guardians of third year students interested in applying for a place on the programme.

1.4 Students apply for a place on a formal application form (Appendix 1) witnessed by their parent(s)/guardian(s). This application 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.

1.5 The final submission date for applications will be the last school day in March in the academic year prior to entry. Valid applications will be date-stamped on submission.

1.6 The first deposit of the Transition Year Fee, currently €150.00 must accompany each application.

1.7 Applications will be considered valid only if they are fully completed and submitted to the TY Co-Ordinator within the specified deadline and includes the first deposit of the Transition Year fee.

2. The Transition Year Admissions Committee:

2.1 The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal, Year Head of the current third year students, the Career Guidance teacher or a nominee of the Principal.

2.2 Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.

2.3 The criteria outlined in 1.1(above), the Application Form, the Professional Advice and Judgements of the teaching staff will be critical factors in determining a student's admission on to the Transition Year Programme. The criteria to be taken into consideration in this selection process include:

- Behaviour
- Attendance
- Punctuality

- Proven engagement with all aspects of school life, inside and outside the classroom
- School assessment of the ability of a student to work as part of a group
- School assessment of the ability of a student to undertake individual learning
- Age

2.4 The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.

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.

3. Offer & Acceptance of Places:

3.1 Places will be offered in writing to successful applicants within 10 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 (See Section 5 below).

3.2 Students accepting a place must have completed and returned the Contract of Learning-Section 2 in the application form within the date specified. This form must be signed by the applicant and witnessed by a parent/guardian.

At this stage, 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.

The school reserves the right to remove a student from the Programme if there is non-engagement in the curriculum by students. This includes non-participation in the work experience programme

4. Programme Fees:

The Programme Fee is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €300.00 and is payable at application and balance at beginning of September of their TY year.

5. Appeals

In the case of a student who is not offered a place by the T.Y. Admissions' Committee, an appeal may be made in writing to the Principal within 10 school days of the date places were offered. The appeal will be heard within 10 school days of receipt of the appeal.

In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 10 school days of the date on which the Principal issues his written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.

This policy was formulated in November 2016

APPENDIX

Section 1: Application Form



Transition Year Application Form

Name: _____

Class group: _____

Date of Birth: _____

Please note: This application form is one part of the selection process for Transition Year which may include an interview with the prospective candidate to assess their motivations and suitability to participate successfully in the programme.

Completion of this form does not a guarantee of acceptance on to the Transition Year Programme.

Please complete all areas of the following form fully and honestly.

Students please complete the following:

1. Please describe the overall reasons why you wish to participate in the Coláiste Iascaigh Transition Year Programme?

2. If selected to participate in the Transition Year Programme, can you identify specific ways in which you see yourself benefiting from the programme in terms of for example, your academic development, skills development, social development, career development etc. (i.e. what will you take from the programme).

3. Transition year students are expected to contribute in multiples of ways to the Transition Year Programme. Give examples of your possible contribution to the Transition Year Programme? (i.e. what will you give back).

4. Work experience and Career Guidance are important features of the Transition Year Programme. Students will be required to participate in different work experience settings over the course of the year.

Please list examples of three areas of work experience that would be of interest to you and give an explanation for your choice?

Work Placement 1. _____

Reason for Choice: _____

Work Placement 2. _____

Reason for Choice:

Work Placement 3. _____

Reason for Choice:

SECTION 2- STUDENT CONTRACT OF LEARNING

The success of the Transition Year Programme is heavily dependent on the attitudes and behaviours carried into the programme by participants. It is therefore essential that all participants are willing to accept and abide by the required behaviours. Please read through the following carefully and sign below to acknowledge acceptance.

Transition Year students of Colaiste Iascaigh are expected to adhere to the following:

- **Good attendance:** Good attendance is a basic requirement of the TY programme. Any consistent or prolonged absences will reduce the benefits of TY considerably and will not be looked on favourably. All lengthy absences will require a doctor's certificate.
- **Application to work:** We require that our students "opt in" to activities offered in the TY programme. A broad and varied programme of activities is a feature of the programme and students are expected to partake in all activities. During the TY programme students are encouraged to move from dependent learners relying on the teacher to independent learners who take responsibility for their own learning. As TY students you are expected to use your own initiative, carry out independent research and pursue a project of personal importance to you e.g. competition entries etc. All projects must be completed on time to the best of student's abilities.
- **Work Experience:** Work experience is a key feature of the TY Programme. Students are responsible for their own work placement and are expected to make their own

arrangements in this regard. It is also expected that students will move around to different work experience settings and choose work experience carefully to ensure maximum experience is gained. Students should not seek work experience from existing part-time jobs as this will not broaden their experience. Students must be aware that while on work experience they are representing Colaiste Iascaigh and all future TY students and ensure that they conduct themselves accordingly. Work experience diaries must be maintained to a high standard throughout.

- **Behaviour:** Group work, team work and project work feature heavily in the TY programme. As such, while students are expected to adhere to the current Code of Behaviour and Anti-Bullying Policy, there are increased expectations on our TY students in terms of being inclusive, cooperative and positive in their interactions with peers to ensure maximum personal development for all.

I have read and understood the above student contract and agree to adhere to it.

Signed: _____ **(student)**

Signed: _____ **(parent/ guardian)**

Date: _____

Section 3: Interview Process

All prospective participants may be interviewed by The Transition Year Admissions Committee if numbers exceed 24. The interview will be based on questions posed on the application form and will strive to identify and clarify if the student has the correct motives for applying for the course and has the intention of engaging actively and participating effectively in the course. Students who are deemed to be partaking in the Transition Year Programme with motivations and attitudes incompatible with the mission statement of the programme will be denied access to ensure the integrity of the TY programme for all participants. Please note as part of this process behavioural records and academic records will be taken into account.

Unsuccessful applicants will be notified of the reasons for the denial of access and may appeal this decision, see **Article 5. Appeals in Admission Policy for Entry into the Transition Year Programme.**

All forms must be returned to the school fully complete by _____. Once all forms have been received and any interviews process will begin and successful candidates will be issued a letter of offer.

This letter must be **signed and returned** with a **non-refundable deposit of €150** to complete the application process. A further **non-refundable fee of €150** must be submitted to the school in September to secure the placement. These payments include all trips, activities, books and administration costs. The date for return of the second payment will be communicated by letter to parents at a later stage.

Please note the TY specific modules are a central feature of the programme as are educational trips and outings. To be in a position to secure the most beneficial guest workshops and trips which are in high demand from other schools we must pre book in advance i.e. before the end of May this year.

Therefore it is imperative that we receive fees from prospective participants at this time.

Costs for all workshops are based on numbers of students participating and we are liable for payment if students pull out. The school subsidises many events and it could not run the programme without the fees collected. Our current fees are considerably lower than other schools in the area and we make every effort to keep them to a minimum. We would ask parents to be aware of the above. Thanking you for your co-operation.