



## **Transition Year Admissions Policy**

### **1. Policy Statement**

Dungarvan CBS offers Transition Year as an optional one-year programme designed to bridge the gap between the Junior and Senior Cycles and to prepare students for adult life. 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’**

### **2. Respecting the choice of Children and Parents**

Dungarvan CBS acknowledges its duty to promote equality of access to and participation in the Transition Year Programme subject to the procedures and criteria outlined in this policy.

### **3. Procedures for Admission**

3.1. Application for admission to Transition Year is open to all students in Junior Certificate Year 3 who have completed the Junior Certificate State Examinations.

3.2. For students currently enrolled in Dungarvan CBS, application forms are made available at the senior cycle information evening which informs students and their parents of the options available to them after the Junior Certificate Examinations

3.3. The application form and any other relevant documentation must be returned to the school office by the closing date (date on application form). It is the responsibility of each student and his parents/guardians to ensure that the application form is returned in full and on time. (Late applications will be processed only after all applications submitted on time have been processed and finalised.)

3.4. If a student is not offered a place on the TY Programme, the Guidance Counsellor will meet with the student to discuss other Senior Cycle options. The parents may meet with the Counsellor if they wish to discuss the matter further.

#### **3.5. External applicants**

- External Applicants must, in the first instance, complete an official Application Form for admission to the school. These applicants will be subject to the terms, conditions, procedures and criteria outlined in the school’s Admissions Policy.
- Based on the Admissions Criteria, a short-list of suitable candidates will be drawn up.
- Applicants may be interviewed by the Principal and/or the Deputy Principal and/or the Transition Year Co-ordinator.

#### 4. 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:

4.1 The number of students that can be accommodated in Transition Year will be decided by the School Principal and or the Transition Year Co-ordinator

4.2. The student's homework and study record.

4.3. The student's attendance and punctuality record.

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

4.5. The student's record of compliance with the school's Behaviour Policy and the Code of Conduct.

4.6. The student must submit a Personal Statement of interest and suitability for the TY Programme. (As per application form)

4.7. All students who apply will be called to attend an interview with the Transition Year co-ordinator and 3rd Year Head This is an opportunity for the student to talk about their reasons for applying for the programme as well as highlighting any other information that that may be associated with the student's individual application.

4.8 The decision to deem an applicant suitable or not for the Transition Year Programme will be made by the School Principal, the 3<sup>rd</sup> yr Year head and the Transition Year Co-ordinator who will review applications and interview information and take into account each of the following:

- The information supplied on the application form (personal statement)
- The students interview with the Co-ordinator and 3<sup>rd</sup> yr Year Head
- The students behaviour record
- The students attendance record
- The recommendation of the student's teachers
- The students behaviour/motivation
- The students ability to represent the school at competitions, workshops etc

4.9. After the interview, all students will be informed by letter of the following (dependent on which of the following three situations applies to that student):

- They have secured their place in the programme for the following academic year and have to pay their fee.
- They have secured their place in the programme for the following academic year and have to pay their fee. That they will be monitored until the end of the academic year - Some students will be informed that their attendance/behaviour/motivation/participation/homework etc will be monitored until the end of the school term before a decision will be made. This is to give students an opportunity to take responsibility for their actions

be it behavior/ attendance/ homework/ participation to deem themselves suitable for the programme.

- They have been deemed as unsuitable for the programme and are advised to meet with the school Guidance Counsellor to discuss alternative options.

4.10. In the event that the number of approved applicants exceeds the number of available a lottery will be conducted which will be overseen by the school principal, and the TY co-ordinator.

4.11. Any serious breach of the schools code of behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.

4.12. A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that his application for subject options in 5<sup>th</sup> year will be placed after the students who have applied first.

## **5 Appeals**

Parents/Guardians of a student who is not offered 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 within 10 days of receiving notification by outlining in details and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

## **6 Review**

This policy will be reviewed regularly.

## Transition Year Interview Score sheet

Student Name: \_\_\_\_\_

### Awarding of Marks

<b>Criteria</b>	<b>Marks</b>	<b>Marks Awarded</b>
The student's homework and study record	<b>10</b>	
The student's attendance and punctuality record	<b>10</b>	
The student's record of contribution to extracurricular and co-curricular activities	<b>10</b>	
The student's record of compliance with the school's Behaviour Policy and the Code of Conduct. (A rate of .5 will be deducted for each demerit )	<b>20</b>	
The information supplied on the application form (personal statement)	<b>20</b>	
The recommendation of the students teachers	<b>10</b>	
Student Interview	<b>20</b>	
<b>Total Marks</b>	<b>100</b>	

Interviewed by:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## Sample Interview Questions for Transition Year Applicants

1. Why would you like to do transition year?
2. Do you know anyone who has done transition year in our school or another school? What have they said about it?
3. What do you hope to get out of transition year?
4. What can you offer the transition year class?
5. Why should we offer you a place in transition year next year?
6. What activities/programmes that are available in Transition Year excite you the most?
  
7. How has your behaviour been in the past?
8. Have you met with the Board of discipline?
9. What has your attendance been like?
10. Have you ever been late for school?
11. How do you think your teachers would say about you if they were asked to comment on your work/attitude/motivation/behaviour?
  
12. What is your attitude to work like?
13. How do you motivate yourself?
14. What type of hobbies/interests do you have outside of school?
15. Do you prefer working on your own or in a group?
16. How do you think you would react if you are in a transition year class without your friends?
  
17. Do you have any careers that you would like to explore on your two blocks of work placement?
18. What are your strongest and weakest subjects?
19. What subjects do you hope to take for your leaving certificate?
20. What options do you look forward to sampling next year?
  
21. Do you have any questions that you would like to ask us?

**Proposed by:** \_\_\_\_\_ **Chairperson/Vice:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_