



## **Scoil na mBráithre, Dungarvan**

**An Edmund Rice School**

### **Transition Year Admission Policy and Procedure**

Scoil na mBráithre offers Transition Year (TY) as an option after Junior Cycle. It is a valuable education programme for students who are interested in contributing and engaging in a shared learning experience.

#### **Mission**

To promote personal, social, educational and vocational development of each student and to prepare them for their role as autonomous, participative and responsible members of society.

#### **Transition Year in Scoil na mBráithre**

- Any Third Year who wishes to apply for Transition Year is welcome to do so.
- For acceptance on the Programme, the school must be satisfied that a student can benefit from participation and, equally, that his partaking will not prevent any other student(s) from fully engaging with all aspects on offer. Any decision in this regard will be taken by the Transition Year Advisory Committee following consultation with the student, his parents and teachers.
- The TY Advisory Committee will consist of the Programme Co-ordinator, Principal and/or Deputy Principal, Guidance Counsellor and Third Year Head.
- The Board of Management reserves the right to determine the maximum number of students accepted into the TY Programme each year. The number of available places will be dependent upon factors such as: staffing, practical subject allocations, facilities, resources and Health and Safety requirements.
- Where there are more approved applicants than available places then a lottery will be conducted which will be overseen by the TY Advisory Committee.
- External applicants will only be considered once the process for internal candidates has been completed. Priority is given to students of Scoil na mBráithre.

#### **Application Procedures**

1. In January, an Information Evening is held for Third Year students and their parents where the Programme Co-ordinator gives a formal presentation on the various aspects of Transition Year. The qualities and disposition essential for successful participation will be fully outlined to Third Years and their parents.
2. Students apply for a place on a formal application form, this includes a section which must be completed by the applicant's parent(s)/guardian(s).
3. Completed application forms must be returned by the specified closing date.

### **Criteria for Admission and Selection Process**

1. The Transition Year Advisory Committee, in conjunction with the Principal will be responsible for assessing applications and offering places.
2. Teachers will be advised of the list of applicants and will be invited to offer professional advice and judgements.
3. The maximum number of places available in Transition Year in any given year will be decided by the school's Board of Management.
4. Each application will be considered on its own merit. The following criteria will be used in assessing a prospective Transition Year student's application:
  - a. The level of interest displayed by the student in their application form
  - b. Engagement with all aspects of school life, inside and outside of the classroom
  - c. Age (preference is given to students who are under 15 years on January 1<sup>st</sup> of Third Year)
  - d. Student's record of attendance and punctuality
  - e. Student's record of compliance with the School's Code of Behaviour policy
  - f. Assessment of the student's competence to derive benefit from the TY Programme
  - g. Assessment of the contribution the applicant can make to the TY Programme

### 5. Marking Scheme

<b>Criteria</b>	<b>Marks</b>
Student's application form and engagement with school life	30
Student's record of compliance with the school's Code of Behaviour	20
Student's attendance and punctuality	10
Assessment of Student's overall suitability	30
Age	10
<b>Total</b>	<b>100 Marks</b>

6. The Transition Year Advisory Committee reserves the right to interview applicants in relation to their suitability for the Programme. In such cases, the applicant and his

parent(s)/guardian(s) will be notified in advance of the interview.

7. The Transition Year Advisory Committee reserves the right to interview parent(s)/guardian(s) of students in relation to their son's application and suitability for participation on the Transition Year Programme.

### **Offer and Acceptance of Places**

1. Following the selection process, successful candidates will be offered a place on the Transition Year Programme, subject to:

- (i) Signing and returning the Acceptance Form within the specified date
- (ii) Payment of the deposit

2. The school reserves the right to withdraw an offer of acceptance on to the Transition Year Programme if there is a serious breach of the school's Code of Behaviour prior to the commencement of the Programme.

3. Unsuccessful applicants will be informed and advised of their right to appeal the decision to the Board of Management.

### **Appeals**

1. The decision of the TY Advisory Committee may be appealed by a parent/guardian to the Board of Management.
2. The appeal must be made within the timeframe specified.
3. The appeal will heard by the Board of Management at its next meeting.
4. The decision of the Board is final and will be issued in writing.

### **Programme Fees**

- The Programme fee is set annually by the Board of Management and will be made known to applicants in advance.
- The fee includes the standard start-of-year contribution that applies to all students of the school.
- The fee is intended to defray costs associated with the various activities fundamental to the programme.
- The majority of activities are covered by the fee. Any overnight trips are extra. A minority of activities are optional (for instance, Gaisce participation and the Ploughing Trip)

### **School Closures due to unforeseen circumstances**

The Transition Year Programme will continue their class contact time online and follow the school's overall policy and procedure for such eventualities.

**The school reserves the right to remove a student from Transition Year if he shows persistent non-engagement with the programme.**