



## Admissions Policy for Entry into the Transition Year Programme

### Policy Statement

St. Oliver Post Primary's Transition Year Programme is a highly structured one-year **optional** programme aimed at developing a more mature student with a wide range of transferable skills. It allows students to partake in a range of subjects and educational experiences, many of which involving trips away, therefore, enhancing their personal development while maintaining a very academic tone. Our Transition Year Programme facilitates young people to become familiar with adult and working life through the provision of weekly work experience opportunities and career guidance. St Oliver Post Primary 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'***

St Oliver Post Primary 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.

### 1. Application Procedures

1.1 Early in the third year, the Programme Coordinator will visit all third year classes. She will make it clear to all prospective applicants that knowledge of and research into Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. The criteria for admission to the programme will also be fully outlined to students.

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 criteria for admission to the programme will again be fully outlined to students as well as informing students of the qualities that are essential for successful participation in Transition Year.

1.3 The initial interest in Transition Year is made via the Fifth Year Options Form where students can indicate whether or not that they would like to do Transition Year. After this a formal evening presentation on the Senior Cycle Options will be delivered to parents/guardians of third year students. On this evening those interested in applying for a place on the Transition Year Programme can request a formal Application Form.

1.4 Students apply for a place on the formal Application Form, witnessed by their parent(s)/guardian(s).

A **Personal Statement** must accompany each application.

1.5 The final submission date for applications will be **3.30pm on the second Friday in March**. Valid applications will be date-stamped on submission.

1.6 A deposit of €80.00 must accompany each application. If a deposit is paid and a student does not end up doing Transition Year the deposit will be transferred to their book rental for 5<sup>th</sup> year.

**1.7 Applications will be considered valid only if they are fully completed and submitted to the School Secretary within the specified deadline (3.30pm on the second Friday in March) and if accompanied by the Personal Statement and the deposit of €80.00. Applications will be date-stamped only when considered valid.**

1.8 Any application received subsequent to the stated deadline (3.30pm on the second Friday in March) may be considered **only** after students whose applications were submitted on time have been processed.

## **2. 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:

2.1. The number of students that can be accommodated in Transition Year will be decided by the school's Board of Management.

2.2. Professional advice and judgements of the teaching staff will be critical factors in determining a student's admission on to the Transition Year Programme. 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 Transition Year Admissions Committee within a time schedule specified by the Programme Coordinator.

2.3. The student's compliance with the schools Code of Behaviour Policy.

2.4. The student's homework and classwork record.

2.5. The student's attendance and punctuality record.

2.6. The Application Form must be completed to a high standard and include evidence of knowledge of the Transition Year Programme based on individual research.

2.7. The student must submit a Personal Statement which will indicate their interest, suitability and planned contributions to the Transition Year Programme.

2.8 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.

### **3. The Transition Year Admissions Committee:**

3.1 The Transition Year Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.

3.2 The criteria outlined above, the Application Form and the Personal Statement will be critical factors in determining a student's admission on to the Transition Year Programme.

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

3.4 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.

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

4.1 The school will aim to make offers in writing to successful applicants within 10 school days of completion of the application process. The due dates for the final two instalments of the Transition Year fee will be indicated on this letter. Unsuccessful applicants will be informed in writing within the same time frame.

4.2 Students accepting a place must complete and return an Acceptance Form within the date specified. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school secretary within the specified time frame will result in the place being forfeited.

4.3 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 before the start of the new academic year.

#### **5. External Applications:**

Should places be available, applications from external candidates will be considered by the Transition Year Admissions Committee only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

#### **6. Programme Fees:**

Currently the Transition Year fee is €320.00. This may be subject to change following yearly review.

#### **7. Appeals**

A student who fails to secure a place on the programme may appeal the decision to the Principal with 15 school days.

Staff consulted on:

Parents consulted on:

BOM consulted on:

Ratified by BOM on: