

Coláiste Choilm Tullamore



Transition Year Admissions Policy

1. Aims and Objectives

Coláiste Choilm offers Transition Year as an optional one-year programme, post Junior Certificate. 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' (*Transition Year Programmes - Guidelines for Schools, Department of Education and Skills [DES], P.1*).

The aims of the Transition Year Programme reflect those specific to the DES Guidelines namely:

- Education for maturity with the emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with the emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity.

The objectives of the Transition Year Programme in our school are as follows:

- To help each student develop his personality and character towards a more positive and confident self-image.
- To develop in each student independent work and study habits appropriate to the Senior Cycle.
- To familiarise each student with workplaces outside school and possible career paths.
- To help each student become more informed about society and more skilled at dealing with people.

2. Procedures

- ✓ Application for admission to Transition Year is open to all students in Third Year and is made via the standard Transition Year Application Form.
- ✓ Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- ✓ All additional relevant information that applicants feel should be considered as part of the application process should accompany the Application Form. Such information cannot be submitted after the indicated closing date.
- ✓ A closing date will be indicated on the application form and late applications may not be considered.
- ✓ External applicants must in the first instance complete an official Application Form for admission to the school.
- ✓ Priority will be given to existing Third Year students in Coláiste Choilm over external applicants.
- ✓ The maximum number of places available in each Transition Year Class in the programme group is twenty-four.

- ✓ The total number of students that can be accommodated in Transition Year has been set by the Board of Management at ninety-six for the academic year 2024/2025.
- ✓ An Information Evening for parents of 3rd year students is held early in the year of entry.
- ✓ The student is required to organise his own Work Experience.
- ✓ Transition Year application forms are distributed to students by the Transition Year Coordinator and returned to the Transition Year Coordinator.
- ✓ The Transition Year Coordinator will consult members of the Teaching Staff with respect to the Transition Year Applications List and will consider any concerns raised.
- ✓ The Selection Committee, which includes the Deputy Principal, Transition Year Coordinator and Year 3 Year Head and Year 3 Tutors, is designated and authorised by the Board of Management to process all applications received as per the Criteria for Admission.
- ✓ When there are more applications than available places, random selection will apply as outlined at point 3 below.
- ✓ The Waiting List will cease to operate after October 31st of that school year. Should a place become available after that date, the place will not be filled so as to preserve the integrity of the Transition Year Programme.
- ✓ How well the student meets the criteria for admission will be considered when processing applications for Transition Year by the Selection Committee and a student may be refused a place on the Transition Year Programme if he does not meet the criteria set out below in point 3. The Principal, as delegated by the Board of Management, has discretion to refuse a place to a student in such circumstances.
- ✓ If a student changes their mind during the summer of the year of entry and wants to apply for a place in Transition Year, they must make a case citing exceptional circumstances to the Principal. If the application is accepted the selection criteria will then be applied to assess the student's suitability.

3. 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:

- The number of students that can be accommodated in Transition Year has been set by the school's Board of Management at ninety-six.
- The student is willing to sign the Contract of Learning.
- The student's attendance and punctuality record
- The student's behaviour and effort in school
- The student's participation in class and completion of homework and project work
- The student's general attitude to school life
- The student's record of compliance with the school's Code of Behaviour.

4. Transition Year Fee

The Transition Year Fee per student for the 2024-2025 school year has been set at €575. This fee includes all major costs associated with Transition Year such as all activities, projects, travel costs and student insurance. This fee also covers the School Registration Fee (€100) for the student.

The Transition Year Fee of €575 may be paid in installments but must be paid in full by 13th May 2024. Please note that if the full fee has not been paid by this date, the offer of a place in Transition Year will be withdrawn and the student will take a place in LC1 instead.

The payment deadline will be strictly enforced. Fees not fully paid by that date will be refunded, the offer of a place in Transition Year will be withdrawn and students will be offered a place in Fifth Year instead. Please note that any outstanding school bills (e.g. Bookshop bills) must be settled before payment will be accepted for Transition Year.

5. Appeals

A student who fails to secure a place in the Transition Year Programme may appeal the decision to the Principal within seven days of receipt of notification. Thereafter, an appeal can be made to the Board of Management within seven days of receipt of notification of the outcome of the appeal to the Principal.

*** No further information can be brought to the Appeals Process ***

6. Ratification by Board of Management

This policy was adopted by the Board of Management on 17th February 2022.

This policy was reviewed and ratified by the Board of Management on 06th February 2024.

Signed: Fiona Flanagan

Date: 06/02/2024

(Chairperson of Board of Management)

Signed: Tadhg O'Sullivan

Date: 06/02/2024

(Principal)