



# Transition Year Admissions Policy

Transition Year is a valuable educational experience for most students. As it is an optional Year, Transition Year students need to be suitable for the programme in order to benefit from and contribute to the shared learning experience of the group.

Students will be admitted to the programme subject to resources. The School Management has an implied right and duty to, if necessary, limit the intake to Transition Year. It would be irresponsible of the School Management to admit an excessive number of students as to do so would involve a decline in educational standards and an erosion of the ethos of the Transition Year Programme. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

For acceptance into 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/ her 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, the student and the parents of the student concerned.

Students should have the Junior Certificate Cycle or equivalent completed.

The following information lays out the application procedure for a place in Transition Year:

## Application Procedures

1. A formal evening presentation will be delivered to parents/ guardians of Third year students, outlining Cnoc Mhuire's Transition Year Programme.

2. Students apply for a place on a formal application form. Witnessed by their parents/ guardians, these forms must be returned to the TY Coordinator on or before the deadline outlined on form.
3. Each applicant will then be invited to attend a formal interview. Those who have not previously studied at Cnoc Mhuire Secondary School may be considered for Transition Year upon admission to Cnoc Mhuire Secondary School subject to a place/places being available.

### **Criteria for Admission**

Each application will be considered on its own merit. Entrance to Transition Year is by application and subsequent interview. It is important to know that not all students will be accepted. Suitable applicants are successful based on meeting the school's criteria. All interviews are recorded in note form by interviewing teachers and graded by a standard.

Students wishing to participate in the Transition Year Programmes must satisfy the following criteria.

- The record of the individual student regarding homework and study.
- The record of the individual student regarding attendance and punctuality.
- The record of the individual student regarding compliance with the school's behaviour policies.  
The record of the individual student regarding contribution to extra-curricular and co-curricular activities.
- The student's age and/or pastoral needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school
- The contribution that the individual can make to the TY Programme.

### **The Transition Year Admissions Committee**

- The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (chairman), Principal/Deputy-Principal, Year Head to third years and Guidance Counsellor or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.

- 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 T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.
- The Application Form, the Interview and the professional advice and judgements of the teaching staff will be critical factors in determining a student's admission to the Transition Year Programme.

## **Offer & Acceptance of Places**

Places will be offered in writing to successful applicants. 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.

Students accepting a place must complete and return the Acceptance Form within the date specified, along with a deposit of €80 for Transition Year. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.

At this stage, the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange a community care placement and 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.

## **External Applications**

Any application to transfer to Cnoc Mhuire Secondary School from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. 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.

## **Programme Fees**

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €300. In addition to this €5 is required for each bus trip and additional funds if a TY student wishes to go on the optional TY Foreign Tour.

## **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.

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/ her written decision. The appeal will be heard by the Board of Management at the next scheduled meeting.

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