

St. Joseph's Secondary School, Tulla, Co. Clare.

Admissions Policy for Transition Year Programme

St. Joseph's Secondary School 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 Transition Year Programme is not compulsory in our school. The Board of Management will decide on the number of places available on the programme annually.

St. Joseph's Secondary School seeks to promote equality of access to and participation in the Transition Year Programme subject to the procedures and criteria outlined in this policy.

For acceptance on to 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.

Procedures for Admission to Transition Year

- Application for admission to Transition Year is open to all students in Junior Certificate Year.
- For students currently enrolled in St. Joseph's Secondary School application for admission to Transition Year is made via the Application Form, which is made available at the Transition Year Open Night, for students and parents.
- A closing date will be indicated on the Application Form and late applications may not be considered.
- Decisions on Admission to Transition Year will be made by The Transition Year Admissions Committee.

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, Deputy-Principal and Guidance counsellor, or a nominee or nominees of the Principal to replace one or any 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 may 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 criteria outlined below will be critical factors in determining a student's admission on to the Transition Year Programme.

The Transition Year Admissions Committee reserves the right to organise interviews of students in relation to their applications and their suitability for participation.

External Applicants

Any application to transfer to St. Joseph's from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. External Applicants will only be considered once all applications from internal candidates have been processed.

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:

Enrolment – Students currently enrolled in third year of this school, on January 1st of the year of admission to Transition Year will be given preference.

The student's homework and study record.

The student's attendance and punctuality record.

The student's record of compliance with the school's (or previous secondary schools') Behaviour Policy and the Code of Conduct.

The student's ability to represent the school at competitions, workshops etc

The student's interview, in the event that Interviews are requested by The T.Y. Admissions Committee.

Should the number of students satisfying the criteria, exceed the number of places on offer in TY in any given year, it will be necessary to allocate places on the basis of an independently adjudicated draw. Following such a draw, a waiting list will be established from which students will be subsequently offered a place should one arise.

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Students may in rare circumstances have their admission on Transition Year revoked in the case of poor behaviour which endangers themselves or others or which effects the organisation and running of Transition Year so that his/her admission to Transition Year or continued participation will prevent any other student(s) from benefiting from participation in Transition Year.

Application Procedures

The Programme Coordinator or nominee of the principal will give a formal presentation on the Transition Year Programme to third year students and their parents. The qualities and disposition essential for successful participation in Transition Year will be fully outlined to students at this presentation.

Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.

The final submission date for applications will be **1.15pm on the closing date specified on the application form.**

Applications will be considered valid only if they are fully completed and submitted to the school secretary within the specified deadline.

Any application received subsequent to the stated deadline will be considered **only** after students whose applications were submitted on time have been processed. A waiting list may apply, based on a first come, first served basis. All the criteria for admissions will apply.

Offer & Acceptance of Places:

Places will be offered in writing (known as the letter of offer) to successful applicants within 20 school days of completion of the application process. 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.

Students accepting a place must complete and return the Acceptance Form within the date specified on the letter of offer. This form must be signed by the applicant and witnessed by a parent/guardian and must be accompanied by €150, the first moiety of the Transition Year fee. Should a student change his/her mind, this decision must be communicated to the school in writing, signed by a parent. Their place may be immediately offered to a student on the waiting list.

A student may not accept a place in Transition Year and apply for a place on year one of the Leaving Certificate cycle at the same time.

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 €400 and is payable in two moieties €150 with the acceptance form and the remainder, currently €250 by May 8th prior to admission to Transition Year.