Transition Year Admission Policy

1. Aims and Objectives

Presentation College offers Transition Year as an optional one-year programme, post Junior Cycle. 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/her 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.

➢ Applications for places will be timely acknowledged and receipted.

➢ 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 Presentation College 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.

➢ An Information Evening for parents and information seminars for students are held in the spring time of the year of entry. These seminars deal with the programme options available to students after the Junior Cycle, namely Transition Year and traditional Leaving Certificate, with or without the option of the Leaving Certificate Vocational Programme.

➢ The student is required to organise his/her own Work Experience.

➢ Transition Year application forms are completed by students using an online Form on their Microsoft account.

➢ 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, Third Year Year Head, Third Year Dean of Discipline and the Transition Year Coordinator, is designated and authorised by the Board of Management to process all applications received as per the Criteria for Admission, all additional relevant information and the Marking Scheme outlined below. Applicants will be listed in order of merit based on marks received.

➢ When there are more applications than available places, a Waiting List based on the order of merit will apply.

➢ 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.

➢ The attendance and disciplinary record of students will be considered when processing applications for Transition Year. Students' attendance and disciplinary records must be considered satisfactory by the Selection Committee and a student may be refused a place on the Transition Year Programme if his/her attendance and/or disciplinary record is not considered to be satisfactory. The Principal, as delegated by the Board of Management, has discretion to refuse a place to a student in such circumstances.

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 record must be at least satisfactory.

➢ The student's disciplinary record must be at least satisfactory.

➢ The student's record of contribution to extra-curricular and co-curricular activities.

➢ The student must submit a Personal Statement of interest and suitability for the Transition Year Programme. (Personal Statement template attached)

4. Marking Scheme

Criteria	Marks
The student's attendance record.	**20**
The student's record of contribution to extra-curricular and co-curricular activities.	**20**
The student's record of compliance with the school's Code of Behaviour.	**30**
The quality of the student's Personal Statement of interest and suitability for the Transition Year Programme.	**30**
Total Marks	**100**

5. Transition Year Fee

The Transition Year Fee per student for the 2023-2024 school year has been set at €600 – similar to the last seven years. This fee includes all major costs associated with Transition Year such as textbooks, all activities, projects, travel costs and student insurance. This fee also covers the School Charge (€100) for the student.

The Transition Year Fee of €600 must be paid on or before the last day of the third academic term. The fee may be paid in full or in instalments through the online payments portal on the school's website (see homepage, https://presentationcollegecarlow.com/).

The payment deadline of the last day of the third academic term 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.

6. 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 ***

7. Ratification by Board of Management

This policy was ratified by the Board of Management on 27th April 2023

Signature of Chairperson: _____

For and on behalf of the Board of Management

Date of next review: May 2025

Transition Year Programme – Personal Statement

(Max 200 words/ minimum – 150 words)

Please include the following in your personal statement:

1. The reasons why you would like to do the Transition Year Programme.

2. The contribution that you can make to the programme.

3. Your involvement to date in extra-curricular and other activities in the school.

4. A list of your achievements to date in school and outside – i.e. sports, music, drama, community group etc.

5. Why you should be offered a place on the programme.

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Signed : _____
       Student

Date: _____

Class: _____

Transition Year Programme - Contract of Learning

Transition Year will help you make the transfer from Junior Cycle to Senior Cycle. It offers you a unique opportunity to develop in a number of important areas:

Personal - To help you develop your personality and character towards a more positive and confident self-image.

Study/Work - To develop independent work and study habits appropriate to the Senior Cycle.

Career - To become familiar with workplaces outside school and possible career paths.

Social - To become more informed about society and more skilled at dealing with people.

This school has high expectations of you during Transition Year. Here we outline our requirements with regard to work and behaviour. Transition Year students are expected to contract to do the following:

- ➢ Actively participate in the opportunities offered throughout Transition Year.
- ➢ Develop work and study habits appropriate to Senior Cycle.
- ➢ Establish positive and respectful relationships with fellow-students and teachers.
- ➢ Participate in classwork and complete homework and other assignments on time and to the required standard.
- ➢ Observe the rules and regulations of the school with regard to conduct, attendance, punctuality and uniform.
- ➢ Be conscious of representing the school when on outings or engaging in activities and maintaining the highest possible standards of courtesy, respect and behaviour at all times.

Signing this contract is a mark of your commitment to the success of your Transition Year. From the staff's point of view it represents our commitment to treat Transition Year students as young adults participating in a course which we have planned with the goals of developing greater maturity, relevant skills and an orientation to the working world.

Parental Consent

Permission is hereby given for my child to participate in all Transition Year outings. I understand that the Principal reserves the right to refuse permission for a student to participate in any Transition Year activity or outing if deemed necessary (e.g. poor behaviour record).

Contract

I, _____, have read and understand the Contract of Learning.

I accept the conditions set out for Transition Year as reasonable and appropriate to Senior Cycle students. I will work and behave according to the requirements set out above.

Signed: _____   Date: _____
        Student

Signed: _____   Signed: _____
        Parent   TY Coordinator