

CALASANCTIUS COLLEGE, ORANMORE

TRANSITION YEAR ADMISSIONS POLICY

LINK TO MISSION STATEMENT:

In keeping with the aims of the school, this policy will be driven by the educational needs of students, and will seek to ensure that each person on the programme maximises her/ his potential.

RATIONALE:

The policy aims to ensure that appropriate procedures are in place to enable the school to facilitate the development of students, subject to school capacity.

SCOPE:

The policy is directed towards students, who wish to pursue the Transition Year Programme (TYP) on completion of the Junior Cycle, and their Parents / Guardians.

OBJECTIVES:

- To develop an effective, fair, open, and transparent system of allocating places on the TYP.

PROCEDURES:

1. The number of places available to students in TYP in any school year is limited to 24 or 48 students. Applications are invited from all prospective students of Calasanctius College. **All** students will be subject to the same application process and admissions criteria (outlined below) in the selection process.
2. An information evening for Parents / Guardians of interested TYP applicants will be held each year in January.
3. On the commencement of the student's Second & Third Year, the Programme Co-ordinator will address all prospective students, clearly outlining the application process and explaining the admissions criteria of the TYP.
4. Applications for a place on the TYP are to be submitted to the school office on / before a specified date. Late applications will be placed on a '*Late Applications List*' where they will be considered after all applications submitted on time are processed. Students on the '*Waiting List*' (see point 7) will take precedence over students on the '*Late Applications List*'. Students will be placed on the *Late Applications List* in accordance with the day and time of their submitted application.
5. Students who wish to apply for TYP must complete the Calasanctius TYP Application Form.
6. The school retains the right to advise applicants and their parents/guardians regarding the applicants' suitability to the TYP.
7. In the case of the *TYP* being over-subscribed, the names of all applicants will be placed into a random selection draw. TY places will be allocated to students in accordance with their numbers from this random draw, which will take place in the presence of two Student Council members. In the case of over-subscription, those students not offered a place, will be placed on a *Waiting List*. If the *Waiting List* is fully subscribed, places will be offered to students on the *Late Applications List*.
8. Any serious breach of the school's Code of Behaviour prior to the commencement of Transition Year may lead to the withdrawal of the offer of a place in Transition Year, and if the student has accepted the place, the student may lose their non-refundable deposit.
9. The selection process will be completed before the information evening for incoming 5th year students.

10. Successful applicants will be notified of the offer of a place on the TYP. Return of the TY Acceptance Form and a **non-refundable** deposit of €250 must be paid to the school by the specified date, in order that a student may secure and formally accept the offer of a place on the TYP. Failure to either return the Acceptance Form, or provide the deposit monies by the specified date, will result in offer of a place being forfeited, and the offer will be made to another student on the Waiting List.
11. The deposit payable will be used to partially offset parent contributions to costs associated with the programme.
12. A student, who accepts a place in the TYP, (i.e. by returning the Acceptance Form and providing deposit monies by the specified date), and subsequently withdraws from the TYP (regardless of when the student withdraws), must bear the potential consequences in terms of subject options available in fifth year. Specifically, students are advised that on withdrawal from the TYP, should the student apply for oversubscribed subject options in 5th Year, the student will be placed at the end of the waiting list for each of the oversubscribed subjects.
13. Where a place becomes vacant on the TYP, the next applicant on the *Waiting List* will be offered a place. Places will only be offered to those on the *Late Application List*, when the *Waiting List* has been exhausted i.e. students on the Waiting List have been offered the place(s) in the first instance.

MONITORING, REVIEW AND EVALUATION:

The implementation, monitoring, review and evaluation of this policy will be a matter for senior management in conjunction with staff and the Board of Management. It is envisaged that review of this policy will take place as necessary.

This policy was adopted by the Board of Management on 23rd January 2017

E&OE