

Calasactius 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 program 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.
2. An information evening for parents / guardians of interested TYP applicants will be held each year in late January.
3. Applications for a place on the TYP are to be submitted to the Guidance Counsellor on / before a date in early February. Late applications will not be accepted.
4. The selection will be managed by the guidance & counselling department.
5. Criteria for selection:
 - Completed application forms,
 - Year head / Tutor / Teacher opinion as to suitability, and discipline record
 - Meeting of TY teachers to discuss individual applications as to capacity to fulfil programme requirements
 - Individual interviews of all applicants.
6. Selection of students for TYP is ultimately based on the perceived benefits of the programme to individual applicants, subject to school capacity.
7. Parents / guardians will be afforded an opportunity to discuss the perceived merits / demerits of the programme for their daughter / son in advance of final selection.
8. Where the number of selected students exceeds the number of available places on the programme, final selection will be by random selection. This will be conducted by the Guidance Counsellors, under observation of nominees from the Students' Council.
9. Selection process will be completed before the information evening for incoming 5th year students.
10. Successful applicants will be expected to take up the offer of a place on the TYP. A non-refundable deposit of €200 must be paid to the school on accepting a place. This deposit will be used to partially offset parent contributions to costs associated with the programme.
11. Where a place becomes vacant on the programme, the next applicant on the waiting list will be offered a place.
12. Transparency will be integral to the operation of these procedures.

MONITORING, REVIEW AND EVALUATION:

The implementation, monitoring, review and evaluation of the policy will be a matter for senior management in conjunction with staff and the Board of Management. It is envisaged that review would take place annually, and evaluation during the final year of a Board of Management.

This policy was adopted by the board of management on 20 January 2009.

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