



TY Admissions policy

St. Peter's College offers Transition Year as an optional one-year programme post Junior Cycle to bridge the gap between Junior and Senior Cycle. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and Skills, 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 Transition Year Programme in St. Peter's College is an **optional programme** that students **apply to participate in**. Places on the Transition Year Programme are limited, therefore students cannot be guaranteed a place in transition year. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

Respecting the choice of parents and students, St. Peter's College acknowledges its duty to promote equality of access 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, following consultation with the student's teachers and tutor.

1. Application Procedures

1.1 When the student and parent(s)/Guardian(s) visit the school on Open Day before they enrol, information regarding Transition Year will be made available for prospective students.

1.2 Students will be advised in first year that securing a place on the Transition Year programme is a privilege and not a right. They have the opportunity over the three years to showcase that they are a hard- working, diligent student who gets involved in school life, follows school rules and always try their best.

1.3 Early in the third year, the Programme Co-ordinator will visit all third year classes. The Programme Coordinator will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.

1.4 During the first term of third year a formal evening presentation will be delivered to parent(s)/guardian(s) of third year students interested in applying for a place on the programme. A similar talk will be delivered to students during first term. This will be delivered in advance of the senior options night.

1.5 Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s).

1.6 The final submission date for applications will be outlined at the parents and students information talk.

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

1.8 Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed and only in exceptional circumstances.

2. The Transition Year Admissions Committee:

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

2.2 Third year Tutors and teachers will be advised of the list of applicants, and will be invited to offer professional advice and judgements to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.

2.3 The criteria outlined in 7.1(below), the Application Form, and the professional advice and judgements of the tutors, teachers and Ceannaire will be critical factors in determining a student's admission on to the Transition Year Programme.

2.4 The Transition Year Admissions Committee reserves the right to interview students if necessary, in relation to their applications and their suitability for participation.

3. Offer & Acceptance of Places:

3.1 Places will be offered in writing to successful applicants who meet TY Admissions criteria. Unsuccessful candidates will be informed in writing within the same time frame

and will be advised of their right to appeal the decision to the Principal. (Please see 4.1 for Appeals Procedure)

3.2 At this stage, the student and his/her parent(s)/guardian(s) are expected to give an undertaking to arrange Work and Community placements for the specified periods during the academic year.

3.3 Students accepting a place must complete and return the Acceptance Form online within the specified timeframe. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.

3.4 In the event of an oversubscription to the TY programme, places will be allocated by lottery. Please refer to section 7.

3.5 Payment of the direct costs associated with the Transition Year programme via Way 2 Pay is required for students to participate in the programme.

4. Appeals Procedures:

4.1 In the case of a student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal, within 10 school days of receipt of refusal onto the Programme. A standard appeal form will be used for this process which is available to download under the TY section of the school website.

4.2 The Principal will review the application. The Principals decision is final.

5. External Applications:

5.1 Any application to transfer to St. Peter's College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers.

6. Programme Direct Costs via Way 2 pay:

The Programme Direct Costs Contribution is approved annually by the Board of Management of St. Peter's College and is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. The Programme Direct Cost includes Personal Insurance cover which is mandatory for all Transition Year students. It will be used to pay for buses and entry fees for day trips as they arise, and to pay for workshops provided in school time.

Further details will be provided at the information talks.

7. Admissions Criteria

7.1 Each application will be considered on its own merit. In addition to the level of serious commitment indicated by the student in the application process (completion of TY application form in full with a comprehensive level of reflection on all questions), the following criteria will apply in assessing a prospective Transition Year student's application;

1. Students who have already completed a Junior Cycle programme in St. Peter's College
2. The student's *attendance and punctuality* record in Junior Cycle.
3. The student's *behaviour record* in Junior Cycle.
4. The student's *work ethic* record in Junior Cycle
5. *Contribution and involvement* in school life since entering the school.
6. The student's organisational abilities; equipment, correct uniform.

Students are made aware of the TY admissions criteria early in first year with this information being made available on the school website for parents. It gives students

the opportunity to reflect on how they are engaging and performing in all areas of school life, and where they need to improve to meet our expectations for TY

8. Students on the TY programme being moved to another programme

8.1 Any student that is accepted on the TY programme is accepted on a provisional basis up until the end of the sixth week of the academic year. In order to safeguard the programme and the experiences of all students we may move students to an alternative programme at the discretion of the Transition Year Admissions Committee.

8.2 Every student will be monitored by their class teacher, Tutor, Ceannaire and Programme Coordinator up until the sixth week of the academic year in relation to attendance, behaviour, interaction with other students, positive influence in the class/school and academic engagement.

8.3 If a decision is taken to move a student to a more suitable programme (LC, LCA) this will be made by the Transition Year Admissions Committee using the criteria in 8.5.

8.4 In the event of a student being moved to another programme within the time period stated in 8.1, a full refund of the Transition Year Direct Costs Contribution will be made. Parents/Guardians will be notified in writing of the decision made including the reasons behind it.

8.5 Criteria for moving a Transition Year Student to an alternative programme:

1. *Attendance and punctuality* record on the programme to date.
2. *Behaviour* on the programme to date through written and oral referrals from class teachers.
3. *Level of engagement and interaction* on the programme through written and oral referrals from class teachers.
4. Level of *academic progress* to date as evidenced by written and oral referrals from class teachers.
5. Level of *organisation* to date as evidenced by written and oral referrals from class teachers.

9. Alternative Courses of studies

Students who have been successful in securing a place in Transition Year and who wish to pursue a course of studies away outside of school during the academic year in question may apply to the TY Coordinator.

There are a number of requirements that must be met in order for the school to facilitate this request.

9.1 The students must have secured a place in Transition Year.

9.2 The alternative course of studies must be approved by the Principal.