



Patrician Presentation Secondary School

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"Our mission is to encourage all pupils to reach their potential in a caring and Christian environment"

Transition Year Admissions Policy

1. Policy Statement

Patrician Presentation 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.

2. Respecting the choice of Children and Parents

Our school acknowledges its duty to promote equality of access to and participation in the Transition Year Programme subject to the procedures and criteria outlined in this policy.

3. Procedures for Admission

3.1. Application for admission to Transition Year is open to all students in Junior Certificate Year 3 who have completed the Junior Certificate State Examinations.

3.2. For students currently enrolled in our school, application forms are made available in April which informs students and their parents of the options available to them after the Junior Certificate Examinations

3.3. The application form and any other relevant documentation must be returned to the school office by the closing date (date on application form). It is the responsibility of each student and his parents/guardians to ensure that the application form is returned in full and on time. (Late applications will be processed only after all applications submitted on time have been processed and finalised.)

3.4. If a student is not offered a place on the TY Programme, the Guidance Counsellor will meet with the student to discuss other Senior Cycle options. The parents may meet

with the Counsellor if they wish to discuss the matter further.

3.5 External Applicants must, in the first instance, complete an official Application Form for admission to the school. These applicants will be subject to the terms, conditions, procedures and criteria outlined in the school's Admissions Policy.

3.6 Based on the Admissions Criteria, a short-list of suitable candidates will be drawn up.

3.7 Applicants may be interviewed by the Transition Year Co-ordinator and appeals may be made to the principal.

4. 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:

4.1 The number of students that can be accommodated in Transition Year will be decided by the School Principal and or the Transition Year Co-ordinator

4.2. The student's homework and study record.

4.3. The student's attendance and punctuality record.

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

4.5. The student's record of compliance with the school's Behaviour Policy and the Code of Conduct.

4.6. The student must submit a Personal Statement of interest and suitability for the TY Programme. (As per application form)

4.7. All students who apply will be called to attend an interview with the Transition Year co-ordinator and Junior year head. This is an opportunity for the student to talk about their reasons for applying for the programme as well as highlighting any other information that that may be associated with the student's individual application.

4.8 The decision to deem an applicant suitable or not for the Transition Year Programme

will be made by the Transition Year Coordinator/junior year head who will review applications and interview information and take into account. Appeals may be made to the Principal

4.9. After the interview, all students will be informed by letter of the following

(dependent on which of the following three situations applies to that student):

- They have secured their place in the programme for the following academic year and have to pay their fee.

- They have secured their place in the programme for the following academic year and have to pay their fee. That they will be monitored until the end of the academic year - Some students will be informed that their attendance/behaviour/motivation/participation/homework etc will be monitored until the end of the school term before a decision will be made.

This is to give students an opportunity to take responsibility for their actions be it behaviour/ attendance/ homework/ participation to deem themselves suitable for the programme.

- They have been deemed as unsuitable for the programme and are advised to meet with the school Guidance Counsellor to discuss alternative options.

4.10. In the event that the number of approved applicants exceeds the number of available places a lottery will be conducted which will be overseen by the school principal, and the TY co-ordinator.

4.11. Any serious breach of the schools code of behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.

4.12. A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have applied first.

5 Appeals

Parents/Guardians of a student who is not offered a place in Transition Year and who take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Principal within 10 days of receiving notification by outlining in details and in writing the grounds for their appeal. A further appeal may be made to the board of management within 10 days of the principal's decision. Please be advised that the decision of the Board in this regard is final.

6 Review

This policy will be reviewed regularly.