



## TRANSITION YEAR POLICY & APPLICATION PROCEDURES



Transition Year (TY) is an optional programme between Junior Cycle and Senior Cycle. Transition Year takes many different forms and each school offers a unique Transition Year programme.

Presentation Secondary School, Miltown is only in a position to offer 30 students per year the opportunity to complete Transition Year. Places will be allocated through an application process which is outlined in this policy.

The Board of Management will decide on an annual basis if the resources are available to have a Transition Year group for the following school year.

The Board of Management and/or the Principal acting on behalf of the Board of Management, has the right to refuse entry to Transition Year in circumstances where it is felt that the TY programme at Presentation Secondary School, Miltown is not suited to the needs of individual students.

Students who have a prior record of poor behaviour, including, but not confined to, aggressive, violent, disrespectful or dangerous behaviour (or the threat of such), truancy, bullying, poor attendance and/or continuously poor attitude towards schoolwork, staff members and/or peers, will not be considered for Transition Year.

### PROCEDURES AND CRITERIA FOR ADMISSION

In line with our ethos all 3rd Year students will be offered the opportunity of applying for Transition Year (subject to the the behaviour conditions outlined on p.20). However, the nature of Transition Year means that it is not necessarily suited to the needs of all students.

We have a responsibility to assist students in making informed choices. If it is felt that Transition Year may not be suitable for a particular student they will be offered career guidance counselling. The purpose of this is to discuss with the student the reasons our Transition Year programme is not suit them and also to assist them with their subject options for 5th Year.

The application process is designed to make students think carefully about why they want to do Transition Year and what they hope to gain from the programme. **Application Process**

An information session will be held for parents of 3rd Year students (a separate information evening will be held for the students themselves during school time). Students who are interested in applying for Transition Year will then complete the following application process.

- 1) Application Form
- 2) Interview
- 3) School Progress Report (Behaviour/Attendance)

Students will be allocated places on a points system based on their interview and School Progress Report. Where Transition Year is over-subscribed and one or more students have an equal amount of points in competition for the last place(s) a lottery system will apply.

Students who are not successful will be placed on a waiting list in order of points gained from the application process. Should places become available students on the waiting list will be offered a place accordingly.

Should a student who has been offered a place in Transition Year decline that place, it will be offered to the next student on the waiting list.

Students who have declined their place in Transition Year and change their mind will be placed at the end of the waiting list, after any late/external applicants who may have been added to the waiting list since the initial place was declined.

### **Late Applications**

Late applications will only be accepted after the initial application process has been completed (including interviews, allocation of initial 30 places and allocation of places on the waiting list).

Late applicants will follow the same application procedures including the application form, interview and School Progress Report. It may not be possible to reconvene the same interview panel for late applicants. In such cases the Board of Management and/or the Principal on behalf of the Board of Management will determine the interview panel.

Once the initial application process is complete (*places have been allocated on the waiting list to all suitable applicants who submitted applications by the specified deadline*), late applicants/external applicants will be offered a place or placed on the waiting list on a first-come-first-serve basis, subject to the criteria/procedures outlined in this policy.

## **External Applications for Transition Year**

External applications (students not currently enrolled in Presentation Miltown) must complete the application process, but will not be considered for Transition Year until the initial internal application process and waiting list have been exhausted.

External applicants will follow the same application procedures including the application form, interview and School Progress Report. It may not be possible to reconvene the same interview panel for late applicants. In such cases the Board of Management and/or the Principal on behalf of the Board of Management will determine the interview panel.

Suitability for Transition Year is an important part of the application process. In cases of external applicants it may not always be possible to determine such suitability due to the fact that the applicant's needs, personality, motivation and ability are not known to us. In such cases the Board of Management and/or the Principal acting on behalf of the Board of Management reserve the right to refuse entry to Transition Year. In such instances the applicant may be offered the opportunity to apply for 5<sup>th</sup> Years, should places be available and subject to the full terms of the school's Admissions Policy.

External applicants who have a prior record of poor behaviour, including, but not confined to, aggressive, violent, disrespectful or dangerous behaviour (or the threat of such), truancy, bullying, poor attendance and/or continuously poor attitude towards schoolwork, staff members and/or peers, will not be considered for Transition Year.

---

## **COST & FINANCE**

---

The nature of Transition Year inevitably incurs costs not associated with other programmes.

Our aim is to keep cost to a minimum while ensuring that a constructive, interesting and inspiring programme is provided.

Elements of the Transition Year programme will enable the students to fundraise for their own projects (*eg. Fun Events / Mini-Company etc*) and where possible the school will help to subsidise trips and activities.

Our school ethos has always been that finance should not be a reason for non-participating and where necessary some form of financial help may be available to students who wish to partake in the Transition Year programme but have difficulties meeting the cost of activities.

Our aim is **inclusivity** and we endeavour to include all TY students in all our activities where possible.

## FUTURE EVALUATION

### Evaluation Strategies

- Regular meetings between TY teaching team, Programmes Coordinator and school management to formally and informally review progress and make amendments as deemed necessary to enhance delivery of the programme.
- Evaluation and discussion with parents, TY students and teachers to help identify areas that can be improved and areas of strength. Where possible students will also be surveyed as they progress into 5th/6th Year and Third Level.
- This policy is reviewed annually prior to the TY application process commencing.

## TIMESCALE

- Ⓢ **Discuss & Decide** – *Parents, Guidance, Teachers*
- Ⓢ **Application Form** – *Closing Date – Thursday 16<sup>th</sup> February 2017*
- Ⓢ **Initial Interviews** – *End of February/Early March*
- Ⓢ **Second Round Interviews** – *Early March*
- Ⓢ **Offers and Acceptance of Places** - *Within one week of final interviews*

## NOTES