



Tullow Community School

Transition Year

Admissions Policy

1. Aims and Objectives

Tullow Community School offers a Transition Year (TY) as an optional one-year programme, post Junior Cycle. The school strives to achieve the mission of Transition Year which is:

“to promote the personal, social, educational and vocational development of the students and to prepare them for their role as autonomous, participative and responsible members of society”.

The aims of the Transition Year Programme are to 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 objectives of the Transition Year Programme in our school are as follows:

- To help each student develop his/her personality and character towards a more positive and confident self-image.
- To develop in each student independent work and study habits appropriate to the Senior Cycle.
- To familiarise each student with workplaces outside school and possible career paths.
- To help each student become more informed about society and more skilled at dealing with people.

2. Procedures

- Application for admission to Transition Year is open to all students in Third Year and is made via the standard **Transition Year Application Form**.
- Acceptance of the application form **does not confirm or imply an expectation of a place on the programme**.
- All additional relevant information that applicants feel should be considered as part of the application process should accompany the Application Form. Such information cannot be submitted after the indicated closing date.
- A **closing date** will be indicated on the application form and late applications may not be considered.
- External applicants must in the first instance complete an official Application Form for admission to the school.
- Priority will be given to existing Third Year students in Tullow Community School over external applicants.
- The **maximum number of places** available in each Transition Year Class in the programme group is **24**.
- The **total number of students** that can be accommodated in Transition Year for 2025 - 2026 has been set by the Board of Management at **96**.

- An **information evening** for parents and **information seminars** for students are held in November of the academic year before the Transition Year Programme begins. These seminars also deal with the programme options available to students after the Junior Cycle, namely Transition Year (TY), Leaving Certificate Applied (LCA) and the traditional Leaving Certificate, with or without the option of the Leaving Certificate Vocational Programme (LCVP).
- The student is required to organise his/her own Work Experience.
- Transition Year application forms are distributed to students by the TY Co-ordinator and returned to the Transition Year Co-ordinator.
- The Transition Year Co-ordinator will consult members of the teaching staff with respect to the Transition Year applications list and will consider any concerns raised.
- Each application may have to **undergo an interview** to decide if they should be offered a place.
- The selection committee, which includes the Transition Year Co-ordinator, is designated and authorised by the Board of Management to process all applications received as per the criteria for admission, all additional relevant information and the marking scheme outlined below. Applicants will be listed in order of merit based on marks received.
- When there are more applications than spaces available, a waiting list based on the order of merit will apply.
- The waiting list will cease to operate after October 31st of that school year. Should a place become available after that date, the place will not be filled so as to preserve the integrity of the Transition Year Programme.
- Any serious breach of the school's Code of Behaviour prior to the commencement of Transition Year may result in the withdrawal of the offer of a place in TY.

3. 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.

The number of students that can be accommodated in Transition Year has been set by the school's Board of Management at a **maximum of 96** in individual **class groups of 24**.

Considerations for admission to TY:

- The student must submit a completed Transition Year Application Form.
- The student's attendance record.
- The student's record of compliance with the school's Code of Behaviour.
- The student's record of contribution to extra-curricular and co-curricular activities.
- Suitability for the Transition Year Programme.
- The student must be willing to sign the TY Contract of Learning.

4. Marking Scheme

| Criteria | Marks |
|---|------------|
| The student's attendance & punctuality record | 20 |
| The student's record of compliance with the school's Code of Behaviour | 30 |
| The student's record of contribution to extra-curricular and co-curricular activities | 20 |
| The information supplied on the students TY Application Form and suitability for the TY Programme | 10 |
| The students TY Interview (<i>If the Interviews are possible</i>) | 20 |
| Total Marks | 100 |

5. Transition Year Fee

The Transition Year fee per student for the school year is fixed at the beginning of the academic year. This fee includes most major costs associated with Transition Year such as textbooks, activities, projects, travel costs and student insurance. This fee also covers the School Services fee for the student. The fee may be paid in full or in instalments. Payments must be made through the school office where a receipt will be issued.

The TY Fee **payment deadline of the 30th May 2025** will be strictly enforced. TY Fees not fully paid by that date will be refunded and the offer of a place in Transition Year will be withdrawn and students will be offered a place in fifth year instead. A **deposit** will also be required to secure a place and in the event of the deposit not being paid on time, then the place will be offered to those eligible on the waiting list.

6. Appeals

A student who fails to secure a place in the Transition Year Programme may appeal the decision to the **Principal within seven days of receipt of notification.**

Thereafter, an appeal can be made to the Board of Management within seven days of receipt of notification of the outcome of the appeal to the Principal. That appeal would then be considered at the next Board of Management meeting.

No further information can be brought to the Appeals Process

7. Ratification by Board of Management

This policy was adopted by the Board of Management in June 2017, reviewed in January 2024 and reviewed again in November 2024.