

**Transition Year Policy**

St Patrick’s College

Lacken Cross

Killala

Co Mayo

Roll No.: 72130S

Ph.: 096 34177

Email: info@lackencross.ie

www.lackencross.ie

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**1. The Programme**

St Patrick’s College, Lacken Cross offers Transition Year as an optional one-year programme post Junior 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 Patrick’s College is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

For acceptance on to the Transition Year Programme, School Management must believe 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, the student and the parents/guardians of the student concerned.

**2. Application Procedures**

• During Third year, the Programme Co-ordinator will visit all third-year classes. The Co-ordinator 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, records of attendance, homework and behaviour will be important factors.

• The Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. The qualities and disposition essential for successful participation in Transition Year will again be fully outlined to students at this presentation.

• A formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme.

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

• A Personal Statement must accompany each application. This Personal Statement will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.

• The final submission date for applications will be outlined at the parent’s/guardian’s information evening.

• Applications will be considered valid only if they are fully completed and submitted to the Programme Co-ordinator within the specified deadline.

• Any application received after the stated deadline will be considered only after students whose applications were submitted on time have been processed.

**3. The Transition Year Admissions Committee**

• The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Co-ordinator, the Deputy Principal and another teacher nominated by the Principal.

• Members of the teaching staff 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.

• The criteria outlined in Section 7 (below), the Application Form/Personal Statement and the professional advice and judgements of the teaching staff will be critical factors in determining a student’s admission on to the Transition Year Programme.

• The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation. Shortlisting of applications for interview will be based on the admission criteria set out in Section 7. Following interview, a shortlist of applicants, in order of merit, will be drafted taking into consideration the admission criteria.

**4. Offer & Acceptance of Places**

Places will be offered in writing to successful applicants. The Programme Co-ordinator will meet unsuccessful candidates. All queries should be directed to the Programme Co-ordinator. At this stage, the student and their parent(s)/guardian(s) are expected to give an undertaking to arrange work experience placements, for the specified periods, during the academic year.

**5. External Applications**

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

**6. Transition Year Fees**

The annual cost for Transition Year will be set by the school each year and parents will be notified by letter. This cost is dependent on external courses and activities that are offered.

If a student fails to pay the Transition Year fee, school management reserves the right to withdraw any subsidies for guest speakers/trips throughout the year thereby charging those students the full amount for each event.

Parents/Guardians who experience difficulty with Transition Year fees should contact the school to discuss the matter. Payment for Transition Year will be made through the school Way2Pay platform.

**7. Admissions Criteria**

Each application will be considered on its own merit. In addition to the level of serious commitment indicated by the students in the application process and/or at interview, the following criteria will apply in assessing a prospective Transition Year student’s application:

Third year students will be advised during the school year that 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 will be decided by the school’s Board of Management.

• Age - Preference is given to students who are under 15 years of age on the 1st of January in the year of entry to the Transition Year Programme (or 17½ years or younger sitting the Leaving Certificate examinations).

• The student is willing to sign the Contract of Learning.

• The student’s homework and study record.

• The student’s attendance and punctuality record.

• The student’s record of contribution to extra-curricular and co-curricular activities.

• The student’s record of compliance with the school’s Code of Conduct.

• The student must submit a Personal Statement of interest and suitability for the Transition Year Programme. (Personal Statement template attached as Appendix 1)

Personal Statement Guidelines (Max 250 words/ minimum 150 words)

Please include the following in your personal statement:

• The reasons why you would like to do the Transition Year Programme.

• The contribution that you can make to the programme.

• Your involvement to date in extra-curricular and other activities in the school.

• A list of your achievements to date in school and outside – i.e. sports, music, drama, community group etc.

• Why you should be offered a place on the programme.

• Any idea's you may have for a possible mini company project.

• Areas of interest in which you would like to pursue work placement.

**8. Awarding of Marks**

|  |  |
| --- | --- |
| Criteria Marks | Marks Awarded |
| Age - Preference is given to students who are under 15 years of age on the 1st of January in the year of entry to the Transition Year Programme (or 17½ years or younger sitting the Leaving Certificate examinations) | 15 |
| The student’s homework and study record | 15 |
| The student’s attendance and punctuality record | 15 |
| The student’s record of contribution to extracurricular and co-curricular activities | 15 |
| The student’s record of compliance with the school’s Code of Behaviour | 15 |
| The student must submit a Personal Statement of interest and suitability for the TY Programme. | 25 |
| Total | 100 |

**9. Appeals**

In the case of a student who is not offered a place by the Transition Year Admissions Committee, an appeal may be made in writing to the Principal within 10 school days of the date places were offered. The appeal will be heard within 10 school days of receipt of the appeal.

In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 10 school days of the date on which the Principal issues his/her written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.

**10. Work Placement**

Students who are awarded a place on the St. Patrick’s College TY programme must organise at least 3 work placements for the year prior to commencement of the course in September.

**11. Garda Vetting**

Garda Vetting may be required for some courses and work experience activities during the year. It is the responsibility of the student and their parents/guardians to organise Garda vetting when they reach the age of 16yrs.

**12. Declaration**

This St Patrick’s College Policy was formed following consultation with all staff, members of the Board of Management, Parents and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of St Patrick’s College on:

Signed: Date:

 Chairperson of the Board of Management

Signed: Date:

 Board Secretary & School Principal

**Appendix 1 - Transition Year Application Form**

**(Sample from 2017/2018)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age on (Date):\_\_\_\_\_\_

Personal Statement

(Max 250 words/ minimum – 150 words)

Please include the following in your personal statement:

1. The reasons why you would like to do the Transition Year Programme

2. The contribution that you can make to the programme

3. Your involvement to date in extra-curricular and other activities in the school

4. A list of your achievements to date in school and outside – i.e. sports, music, drama, community

group etc.

5. Why you should be offered a place on the programme

6. Any idea's you may have for a possible mini company project

7. Areas of interest in which you would like to pursue work placement

Parent/Guardian Signature:

Student Signature:

Parent/Guardian Email:

Mobile Number: