

TY Admissions policy

Coláiste na Mí 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 Coláiste na Mí 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, 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, the student and the parents of the student concerned.

1. Application Procedures

1.1 Early in the third year, the Programme Co-ordinator will visit all third year classes. She/he 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.

1.2 In January/February of third year a formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme in January. This will be delivered as part of a senior options night.

1.3 At this evening an indicative programme options form is completed by all students who wish to enter senior cycle. Students who select the TY option on this form will be invited to apply for admission to the TY programme.

1.4 Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). Two teacher referees on the form are also required to apply.

1.5 The final submission date for applications will be outlined at the parent's information evening in January.

1.6 Applications will be considered valid only if they are fully completed and submitted to the Programme Coordinator within the specified deadline.

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

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 Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.

2.3 The criteria outlined in 6.1(below), the Application Form, 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.

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. Shortlisting of applications for interview will be based on the admission criteria set out in section 6. Following interview a shortlist of applicants, in order of merit, will be drafted taking into consideration the admission criteria.

3. Offer & Acceptance of Places:

3.1 Places will be offered in writing to successful applicants. The Programme Coordinator will meet unsuccessful candidates. All queries can be directed to the Programme Coordinator.

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

4. External Applications:

4.1 Any application to transfer to Coláiste na Mí from another school will be considered strictly under the terms of the school's TY Admissions Policy in relation to such transfers.

5. Programme Advance Payment:

The Programme Advance Payment set annually by the Board of Management of Coláiste na Mí is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This fee 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 evening in January/February.

6. Admissions Criteria

6.1 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:

1. Students who have already completed a Junior Cycle programme in Coláiste na Mí.
2. The Student's behaviour record in Junior Cycle.
3. The Student's Attendance and Punctuality record in Junior Cycle.
4. Involvement in school life since entering the school.
5. Completion of TY application form in full with a comprehensive level of reflection on all questions.
6. Quality of references from teachers on the application form.

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

7.1 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.

7.2 Every student will be monitored by their class teacher, Caomhnóir and Programme Co-ordinator 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.

7.3 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 7.5.

7.4 In the event of a student being moved to another programme within the time period stated in 7.1, a full refund of the Transition Year fee will be made. Parents/Guardians will be notified in writing of the decision made including the reasons behind it.

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

1. Attendance 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 and the programme coordinator.