

# **TRANSITION YEAR - ADMISSIONS AND PARTICIPATION POLICY**

## **ST. ANNE'S COMMUNITY COLLEGE,**

### **KILLALOE, CO. CLARE.**

The Enrolment Policy of St. Anne's Community College is in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the EPSEN Act 2004. This policy has been drawn up in consultation with Limerick and Clare Education and Training Board (LCETB), the Board of Management, staff, parents/guardians and students of the school and it has been adopted by the Board of Management. The implementation of the policy has been delegated to the Principal/Deputy Principal by the Board of Management and in her absence a nominated representative will be available to clarify any query arising from this policy.

#### **INTRODUCTION**

St. Anne's Community College is a coeducational post-primary school. Each student is accepted as an individual with his/her unique talents and gifts which we as a staff hope to nurture and develop while they are in our care. We hope to produce school leavers who are confident, mature and responsible and are well equipped for the world of work and leisure.

St. Anne's religious ethos while essentially guided by the central tenets of the Christian tradition is respectful of all faith traditions. We endeavour to develop students of all faiths and none, to their full potential.

Funding and staff are provided to the school by the Department of Education and Skills (DES) through Limerick and Clare Education and Training Board (LCETB). The school operates in accordance with the regulations as set down from time to time by the DES. The curricular programmes provided are set down by the DES in accordance with Sections 9 and 30 of the Education Act, 1998.

- **Transition Year - Overview**

The Transition Year programme is not compulsory for all students at St Anne's Community College. Interested students should apply using the procedure outlined below. For acceptance onto the Transition Year Programme, the school must be of the opinion that the student will benefit from participation in Transition Year, and, equally, that their participation will not prevent any other student from benefitting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, parents and with the individual student. A fee of €475 will be charged to cover expenses associated with the Transition Year Programme. This fee will be fully discharged in accordance with the LCETB's governance policy and cannot be refunded to any individual who partakes in/completes the Transition Year Programme either partially or in full.

- **TY Personnel**

TY Coordinator  
TY Core Team  
Class Tutor assigned to each Class group

- **Student Selection**

Students are selected for the TY programme based on their suitability for the programme. The selection process involves:

- **Information to Third Year students**

Information regarding Transition Year will be made available for prospective students at various times during Third Year. Third Year students will have opportunities to attend a number of Transition Year display events and performances.

After Junior Cert Mock Exams, the TY Coordinator and Core Team will give a formal presentation to students and parents regarding Transition Year, as part of the Senior Options Information process.

As well as information-giving, the individual student's qualities and disposition essential for successful participation will be outlined.

The TY Coordinator and past TY students will visit all Third Year classes and provide a forum for Question and Answer sessions.

- **The Transition Year Admissions Committee**

The Transition Year Admissions Committee will consist of the Principal, Deputy Principal, Transition Year Coordinator and Head of Third Year. The TY Coordinator will convene meetings consisting of teachers knowledgeable with the requirements and commitments of the TY Programme in St Anne's. The Committee will be responsible for assessing applications and offering places. The Committee will reserve the right to interview the parents and students in relation to their applications and their suitability for participation.

- **Criteria for Admission**

Students apply for a place through a formal online application form. Their parents/guardians/carers will also complete part of the form. The closing date for applications is outlined at the TY information evening, and late applications may not be considered. Applications will only be considered valid if they are fully completed and submitted through the correct channel. Details of how to access the online Application Forms for Transition Year will be made available at the information evening. Completed forms must be returned to the Transition Year Coordinator on or before the specified deadline. Incomplete forms will fail to submit electronically. Forms which are submitted after the specified deadline will not be considered until all other applications have been processed. It is important to note that completion of the online application form does not imply acceptance onto the programme. Each application will be considered on its own merit. Suitable applicants are successful following examination of their school record under following criteria:

- The record of the individual student regarding homework and study.
- The record of the individual student regarding attendance and punctuality.
- The record of the individual student regarding compliance with the school's Code of Behaviour.
- The record of the individual student regarding contribution to extra-curricular and co-curricular activities.
- The contribution that the individual student can make to the TY Programme.

- **Number of Students Admitted to the Transition Year Programme**

The number of students admitted into Transition Year will be determined, each year, by the Principal/Deputy Principal, taking into account the number of applicants and the teaching resources available.

- **Offer and Acceptance of Places**

Acceptance of the application form does not confirm or imply an expectation of a place on the Transition Year programme for an individual student.

Places will be offered by responding to the email given on the application form to successful applicants.

Unsuccessful applicants will also be informed by email, along with information regarding the appeals process.

Students accepting a place must formally accept the place by responding to the email and making the payment of €100 deposit through the Way2Pay system by a date specified.

Where the Transition Year Fee represents a significant financial burden for a family, parents are invited to discuss the matter, in confidence, with the Principal.

The school will be happy to facilitate phased payment plans where necessary.

- **Transition Year Fees**

A total of fee €475 will be charged for participation in the Transition Year Programme. This fee which will cover costs relating to the TY Programme apart from the Gaisce trip and any other activity not undertaken by the TY group as a whole. The initial deposit of €100 will be deducted from this total fee amount. A calendar of payment instalments will be advised to Parents/Guardians in the acceptance email.

- **External Applicants**

External applications will be considered after the closing date for applications from Third Year students attending the school has passed and only if places are still available. Any application to transfer to St Anne's Community College will be considered under the terms of the school's Admissions Policy.

- **Appeals**

In the case of student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal/Deputy Principal, within ten school days of receipt of refusal onto the Programme.

In the case of a student who is not offered a place by the Principal/Deputy Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within ten school days of the date on which the Principal/Deputy Principal's decision is issued.

- **Participation in the Programme**

Candidates must be willing to participate in all elements of the TY Programme both school based and external. In the event of an individual student not engaging with all aspects of the programme, that student may be asked to leave the programme and continue to 5th year.

By completion of a section of the Application Form, the student and Parent(s)/Guardian(s)/Carer(s) are understood to be undertaking the facilitation of Work Experience, and attendance at all TY Activities and timetabled classes.

- **Tours/Trips/Outings**

The length of a Transition Year outing or trip may vary from a short local visit for 1 day or part thereof to a foreign tour involving staying away for several days. Transition Year trips, outings and tours are a privilege

reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Principal/Deputy Principal and Head of Year may be refused permission to participate in a Transition Year outing, trip or tour. The Principal/Deputy Principal and Head of Year reserve the right to disallow a student from participation in a school outing, trip or tour if in their opinion, the health or safety of the student, other students or teachers is placed at risk. All school rules and all school policies apply while on school trips. In particular, parents/guardians/carers and students should be aware that permission to travel on a school related activity is conditional on an individual student's strict adherence to St Anne's Code of Behaviour.

The Admissions and Participation Policy was reviewed by the Board of Management on September 28<sup>th</sup> 2021.