



Transition Year Admissions Policy

All Third Year students are eligible to apply for Transition Year.

What exactly is the Transition Year?

The Department of Education and Skills guidelines on the Transition Year Programme states that as its mission, Transition Year seeks

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

The Transition Year Programme 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 the academic year 2018/19 the maximum number of places available is expected to be 48 (2 x classes of 24) due to practical class size restrictions. This is subject to annual review.

An information evening will be held early in Semester 2 (October) for all parents of Third Year in relation to Senior Cycle Options. Students can choose between four course programmes:

- Transition Year (TY)
- Traditional Leaving Certificate (TLC)
- Leaving Certificate Vocational Programme (LCVP)
- Leaving Certificate Applied Programme (LCA)

A presentation will also be made to all third year students in Semester 2. Application Forms for TY will be issued to interested students in January of Third Year. These forms must be returned to the Front Office on the date stated on the Application Form.

As stated there are a limited number of places available in Transition Year. All applicants will be assessed in terms of their suitability to Transition Year using the following criteria.

Students applying for places in Transition Year will be eligible in accordance with the following order of priorities

- ***Current students of 3rd Year in Colaiste Pobail Setanta***
- ***Current students of Colaiste Pobail Setanta on the waiting list for Transition Year***

1. Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). The formal application form will require some research into the Transition Year Programme and clear 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.



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2. Each applicant's maturity and record in relation to attendance, punctuality & behaviour will be reviewed together with their participation in the life of the College over the last three years.
3. Each application will be considered in terms of the student's needs and suitability to the programme.
4. Each student will have to complete an interview process.

Students who are unsuccessful in the first round will be placed on a waiting list.

The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Principal/Deputy Principal and members of the Pastoral Care Team. The Yearhead/Tutors will also play a role in the decision making process.

Offer & Acceptance of Places:

- It is expected that interviews for the TY process will be conducted in January following receipt of the completed application form by the deadline.
- It is intended that places will be offered by post to successful applicants before the Mid Term Break. Applicants who are unsuccessful will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal.
- Students accepting a place must complete and return the Acceptance Form within the date specified on the Application Form. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the College administration office within the specified time frame may result in the place being forfeited.
- An initial deposit of €50.00 will be required at this stage and must be paid online, students must return the Acceptance Form after paying this fee. This deposit is transferrable for other Senior Cycle Courses Voluntary Contribution in the event of the student or Parent/Guardian changing their mind regarding their acceptance of a place in TY
- A student may forfeit her/his place if they are involved in any serious breaches of the Behaviour and Learning Policy/Code.

At this stage both the student and his/her parent(s)/guardian(s) are expected to give an undertaking to arrange three x 1 work-experience placements for the specified periods during the academic year. They will be expected to submit the completed Work Experience Forms to the Front Office in relation to these placements.



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Timelines for Senior Cycle Options 2017/18

Semester 1 (October)	Information Evening for Parents/Guardians on Senior Cycle Options at Coláiste Pobail Setanta. Senior Cycle Programmes Information Booklet issued to all parents/guardians.
Semester 1 (October)	Information Session for all 3rd Year students on Senior Cycle Programmes.
Nov./Dec./Jan.	Students discuss programme options with students, teachers, parents and Guidance Counsellors.
Early January	Application Forms for TY issued to students
Mid January	Closing date for completed Application Form (Stated on the form)
Late January	Transition Year Interview Schedule
February	TY Letters of Offer
Late February	TY Letters of Acceptance and Deposit returned
Early March	CAT 4 Testing for all Third Years
Early March	Leaving Certificate Applied Application Forms issued and Interviews held
Late March/Early April	5th Year subject Options confirmed
May	5th Year classes finalised taking cognisance of TY students



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Transition Year Application Form 2018/19

Students Name _____ Date of Birth _____

Class Name _____ Tutor _____

What extra-curricular activities have you been involved in to date?

What leadership initiatives have you been involved in to date?

Please state clearly, 3 reasons why you should be considered for a place on the Transition Year Programme.

1 _____

2 _____

3 _____



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Please state clearly, three personal qualities that you possess that would make you a suitable candidate and why?

1. _____

2. _____

3. _____

Please state clearly, the one thing that you hope to achieve from your involvement in the Transition Year Programme.

Any other Module that you would like to see included in the TY programme and why.

Parents/Guardian Name (Print) _____ Signature _____

Students Signature _____ Date _____



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Alternative Course of Studies.

Students who have been successful in securing a place in Transition Year and who wish to pursue a course of studies away from the College for the academic year in question may apply to the Board of Management for permission.

There are a number of requirements that must be met in order for the BOM to facilitate this request.

The students must have secured a place in Transition Year.

The alternative course of studies must be approved by the BOM

There must be no waiting list for Transition Year so that the BOM can facilitate re-enrolment into TY before the end of the academic year in question.