

CARRIGTWOHILL COMMUNITY COLLEGE

TRANSITION YEAR ADMISSIONS POLICY

ADOPTED 30 JANUARY 2020
REVIEWED AND RATIFIED 15 APRIL 2021
REVIEWED AND RATIFIED 19 JANUARY 2023
REVIEWED AND RATIFIED 30 JANUARY 2025



Extension of School Admission Policy: Specifically Regarding Entry into the Transition Year Programme at Carrigtwohill Community College 2026/27

Introduction

The Transition Year Programme in Carrigtwohill Community 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, the school must be of the opinion that a student is capable of benefitting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefitting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the students' teachers, the student and the parents of the student concerned. The opportunity for students to participate brings with it the responsibility to engage as fully as possible across the entire year of the programme.

Application Procedures

Early in third year, the Programme Coordinator will visit all third year classes. The Coordinator will make it clear to all prospective applicants that attendance, application and attitude to work and behaviour will be important factors in gaining entry to TY. The coordinator will give a clear overview of the TY Programme and explain the benefits of participation in the programme.

During the Second Term, 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.

Subsequent to the presentation above, a formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme. The TY Coordinator will explain the benefits of Transition Year and the responsibilities of participants.

Students apply for a place on a Transition Year application form, witnessed 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 set each year. Applications will be considered valid only if they are fully completed and submitted to the School Secretary within the specified deadline and if accompanied by the Personal Statement. Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed.

The Transition Year Admissions Committee

The Transition Year Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (chairperson), Principal, Deputy Principal with responsibility for third year 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. 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 Transition Year Admissions Committee within a time schedule specified by the Programme Coordinator.

The criteria outlined above, the Application Form, the 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. 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 in their completion of the Personal Statement, the following criteria will apply in assessing a prospective Transition Year student's application:

1. Student's behaviour
2. Attendance and punctuality
3. Involvement in school life

The Transition Year Admissions Committee may request to interview students in relation to their applications and their suitability for participation. The Transition Year Admissions Committee may request to interview the parents of students in relation to the students' applications and their suitability for participation.

Offer & Acceptance of Places

Places will be offered in writing to successful applicants within 20 school days of completion of the application process. Unsuccessful applicants 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 (See Appeals Section below).

Students accepting a place must complete and return the Acceptance Form within the date specified, along with the first portion of the Transition Year fee, currently €200.00. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited. At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange a community care placement and work experience placements for the specified periods during the academic year. They will be expected to present definite proposals in writing in relation to these placements. Having accepted a place, students' behaviour, attendance and punctuality will be closely monitored for the remainder of the academic year and any breaches may result in the withdrawal of a student's place on the programme.

External Applications

Any application to transfer to Carrigtwohill Community College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. Should places be available, applications from external candidates will be considered by the Transition Year Admissions Committee only after the 'Offer and Acceptance of Places' process for internal candidates has been completed.

Programme Fees

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €400.00 and is payable in two stages, one on receipt of a place and the balance before the first Friday in June.

Appeals

Under Section 29 of the Education Act, parents and students who have reached the age of 18 have the right to appeal the college's refusal to admit a student to a specific programme to the Board of Management. Appeals must be made within 14 calendar days from the date that the parent was notified of the college's decision. Full information will be made available through the principal upon request.

Personal Statement Guidelines (Max 200 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. Career areas you are interested in exploring as part of work experience.
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.