

Policy on Admission to Transition Year

Transition Year is a one year optional programme taken after the Junior Certificate and before the Leaving Certificate Programme.

The purpose of the year is to promote maturity;

- In learning- through encouraging self-directed learning
- In relation to work- by developing work related skills
- Personal maturity through improving communication skills, self-confidence and a sense of responsibility
- Social maturity, through developing greater people skills and more awareness of the world outside school
- Maturity to enable more informed subject choices for Leaving Certificate.

What subjects are studied?

The essential core subjects are Irish, English, Mathematics, the continued study of the modern language studied to Junior Certificate, science, physical education, religion and young enterprise, career guidance

Other subjects may include some of the following;

- Art, business, geography, history, home economics, personal development, music, cultural or heritage studies, project work
- Students participate in workshops, trips, outings, work experience, community care.

N. B. The above list is not exhaustive. Subjects, workshops and outings are determined by the availability of teaching and other resources.

The welfare, well-being and safety of the student group are priorities as regards outings and trips. The School Tour and Outing Policy applies and there are particular rules for particular trips. Parents and guardians and students will be informed of any particular rules. The school may withdraw permission to students to participate on a tour/outing/activity in accordance with school policies and rules.

Learning, Maturing, Health and Safety

Transition Year affords the opportunity to individual students to mature and progress. However, the opportunity for the individual must be balanced with the right of the year group. The learning, maturing and health and safety of the group as a whole are the main priorities for the school. The nature of Transition Year requires extra co-operation from students, particularly during the various activities, outings, workshops, work experience and community care. A third year student risks not being enrolled in Transition Year in cases where;

- His/her disciplinary record demonstrates very irresponsible behaviour
- He/she has caused or risked injury to the well being or safety of others (i.e. bullying, fighting, assault, refusing to follow teachers's safety instructions, abuse to teachers, staff or fellow students
- He/she has been involved with abuse of illegal substances
- He/she has seriously breached the code of behaviour, mobile phone and digital media policy, health and safety policy, anti-bullying policy etc.

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Some activities during Transition Year require extra voluntary commitment from teachers. If student is in serious breach of the Code of Behaviour and/or the specific rules of the tour or outing, (examples could be assault, alcohol or drug abuse, very irresponsible behaviour, etc), the school will withdraw permission for a student to remain on an outing/trip/tour. Parents/guardians will be required to bring the student home.

Application Procedures for Internal Applications

- The Board of Management must be satisfied that the school has the resources to discharge its statutory obligation to provide an appropriate education for every child in the school.
- Application forms are offered to students enrolled in 3rd Year Coláiste Muire.
- The closing date for receipt of forms is specified on the form.
- Any applications received after the closing date will be considered only after other applications have been processed.

- The Board of Management, having considered the availability of teaching and other resources will determine the number of class groups in Transition Year. As a general guide, the number of students per base class is in the region of 25.
- Applicants may be required to present for interview with the Deputy Principal and/or Transition Year Co-ordinator.. In some instances, parents attend the interview and provide clarification and commitment to Transition Year.
- If the number of applications for Transition Year exceeds the number of places which the Board of Management has deemed are available, places will be awarded by a lottery system.

Refusal of Offer of Place in Transition Year by the School

Third year students may be refused enrolment in Transition Year on the grounds of serious misbehaviour which has posed a risk to the health and safety of students and/or staff. The Board shall take into account the past records of students.

Withdrawal of Offer of Place in Transition Year by the School

Any serious breach of the code of behaviour prior to the commencement of Transition Year may result in the offer of the place being withdrawn.

Change of Mind by Student

Internal students who have accepted a place in Transition Year and subsequently change their mind will be accepted into 5th Year depending on availability of space in core classes. They will be placed at the end of any existing waiting list for 5th Year subjects which are oversubscribed. Internal students who are enrolled in 5th Year and wish to change to Transition Year will be dealt with under the terms of this policy.

External Applicants

- Applications for Transition Year from external applicants will be dealt with under the school Enrolment Policy. If a place becomes available, this policy then applies.
- The Board shall take into account the past records of students applying for transfer or re-entry to the school.
- The Board of Management must be satisfied that the school has the resources to discharge its statutory obligation to provide an appropriate education for every child in the school.
- Such applications will be considered only after all internal applicants have been considered.

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- An external applicant who has accepted a place in Transition Year and who subsequently wishes to change to 5th Year, will be required to make a new enrolment application. This new application will be dealt with in accordance with the school Enrolment Policy. If he/she is offered a place in 5th Year, he/she will be placed at the end of any existing waiting list for 5th Year subjects which are oversubscribed.
- The right of the Board of Management to refuse enrolment and the right of parents/ guardians to appeal refusal to enrol are contained in the school Enrolment Policy.

How much does Transition Year cost?

Transition Year provides a wide variety of opportunities for growth and development. These include workshops, outdoor pursuits, work experience, outings and trips. The cost of these activities and of transport can be considerable. The cost of Transition Year is covered by contributions from parents/guardians and may be subsidised by a Department of Education and Skills grant if available.

The contribution from parents/guardians for Transition Year will not exceed XXX for 20XX/20XX. Parents may pay in instalments providing a minimum of half is paid in June 20XX and the other half is paid in September 20XX. Receipts are provided in the school office.

Appeal

Parents/guardians who take the view that the application of their daughter/son has not been dealt with in accordance with this policy, may appeal to the Board of Management. This appeal is made in writing within 14 days of being notified that the applicant is not being offered a place in Transition Year, to: “The Secretary, Board of Management, Colaiste Muire, Cobh”

Contract for Learning

Students must sign a contract which outlines what is expected of them for the year, when accepting a place in Transition Year.

Finance

Transition Year is funded through a grant from DES and from parent/guardian contributions.

Approved by the Board of Management June 2015