



Coláiste Nano Nagle

Transition Year

Admissions Policy

## Transition Year Admissions Procedure

Transition Year is a valuable educational experience for students where educational, personal, social and vocational development takes place in the absence of terminal state examinations. As it is an optional year, Transition Year students need to be suitable for the programme in order to benefit from and contribute to the shared learning experience of the group.

The Board of Management of Coláiste Nano Nagle wishes to make the Transition Year programme available to students who would like to avail of a sixth year of second level education and who are deemed suitable due to the active and responsible nature of the activities provided during the year. This is subject to the maximum number of students who can be accommodated in any year, which is normally 24, subject to DES allocations and the capacity of the school. Students should have the Junior Certificate Cycle or equivalent completed.

The following information lays out the application procedure for a place in Transition Year:

1. Application forms are made available at the senior cycle information evening which informs students and their parents of the options available to them after the Junior Certificate Exam – Transition Year, Leaving Certificate Vocational Programme, Leaving Certificate Established and Leaving Certificate Applied.
2. The application form and any other relevant documentation must be returned to the school Guidance Counsellor by the closing date. It is the responsibility of each student and her parents/guardians to ensure that the application form is returned in full and on time.
3. Late applications will be processed only after all applications submitted on time have been processed and finalised.
4. All students who apply for Transition Year will be called to attend an interview with the Transition Year co-ordinator, Year Head and the school Guidance Counsellor. This is an opportunity for the student to make the interviewers aware of their reasons for applying to the programme as well as highlighting any difficulties that may be associated with the student's individual application. A sample list of the types of questions asked to students at this interview is available to students. The Interview panel will use the VS WARE system to check for attendance, lateness, homework and behaviour.
5. At the interview the following marking criteria and rating scale apply for each student.

### Rating Scale:

<b>20 Marks - Marking scheme:</b>	0 – 6: Fair	7 – 13: Good	14 – 20: Excellent
<b>10 Marks – Marking scheme:</b>	0-3: Fair	4 – 6: Good	7 – 10: Excellent

### Marking Criteria -

<p>Behaviour – 25 Marks:</p> <p>Notes relating to behavior issues/disturbing learning in the students journal are looked at as well as records from the Discipline Committee from first to third year.</p>
<p>Work ethic/motivation – 25 Marks:</p> <p>Notes relating to homework completion, bringing materials to class and general work ethic are looked at.</p>
<p>Attendance – 20 Marks</p> <p>The total number of days missed from first to third year is looked at and reasons for absenteeism are discussed with the student.</p>
<p>Interview answers – 20 Marks</p> <p>Students are expected to prepare for this interview. Communication skills and answers to questions are looked at.</p>
<p>Uniform/Presentation – 10 Marks</p> <p>Students must be in their full, correct uniform.</p>

Each student is marked out 100 marks and students who score the highest marks are deemed the most suitable students for this programme of study.

6. The decision to deem an applicant suitable or not for the Transition Year Programme will be made by the relevant Year Head, the Guidance Counsellor and the Transition Year coordinator who will review applications and interview information and take into account each of the following:
  - The information supplied on the application form

- The students interview
  - The students behaviour record
  - The students attendance record
  - The students motivation/work ethic
  - The students ability to represent the school at competitions, workshops etc.
7. The panel will then advise the principal and a final decision made.
8. After the interview, all students will be informed by letter of the following (dependent on which of the following three situations applies to that student):
- They have secured their place in the programme for the following academic year subject to the following conditions *1) payment of their fee by the set dates and 2) willingness to engage in the mandatory Work Experience element of the programme. Students who are unable to secure a suitable work placement, as determined by the Programme Coordinator, must be willing to engage in a work placement that is deemed suitable by the Programme Coordinator.*
  - They will be monitored until the end of the academic year - Some students will be informed that their attendance/behaviour/motivation/participation/homework etc. will be monitored until the end of the school term before a decision will be made. This is to give students an opportunity to take responsibility for their actions be it behaviour/ attendance/ homework/ participation to deem themselves suitable for the programme.
  - They have been deemed as unsuitable for the programme and are advised to meet with the school Guidance Counsellor to discuss alternative options.
- 6 In the event that the number of approved applicants exceeds the number of available places which as stated above is normally 24, a lottery will be conducted which will be overseen by the school principal, the TY co-ordinator and the Guidance Counsellor.
- 7 Parents/Guardians of a student who is not offered a place in Transition Year and who take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management within 5 days of receiving notification by outlining in details and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.
- 8 Any serious breach of the schools code of behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.
- 9 A student who accepts a placed in Transition Year and subsequently withdraws from the programme is advised that her application for subject options in 5<sup>th</sup> year will be placed after the students who have applied first.

## **Ratification**

This policy was ratified by the Board of Management on:

**Date:** 23/09/2024

**Signed:** *Tom O'Dwyer*

Chairperson, Board of Management

