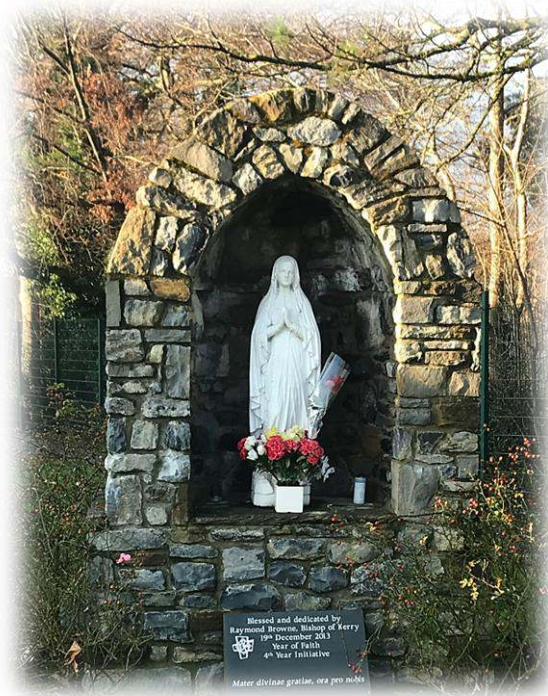


ADMISSIONS PROTOCOL FOR ENTRY TO TRANSITION YEAR 2020 – 2021



Review Date	Ratified by BOM	Next Review Date
October 2019	October 2019	October 2020

Introduction

Presentation Secondary School offers Transition Year as an optional one-year programme post Junior Certificate. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:

- Education for maturity with the emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with the emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity.

The Transition Year Programme in Presentation Secondary School is not compulsory. **The maximum number of available places for the 2020/2021 school year is: 72**

For acceptance on to the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that her participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, the student and the parents of the student concerned.

Application Procedures

1. During third year students will be addressed by the Transition Year Co-ordinator and a number of Transition Year students who will outline the programme content. The Co-ordinator will make it clear to all prospective applicants that the following criteria will be assessed in determining a student's suitability for Transition Year:
 2. knowledge of, research into and preparation for Transition Year, as evidenced in the application process.
 - attendance record.
 - application and attitude to schoolwork to date.
 - prior contribution to school life.
 - documented misbehaviour as per School Code of Positive Behaviour.
 - age
 3. Subsequently, an evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme.
 4. Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). A **Personal Statement** is an integral element of the application form.

This Personal Statement will 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. **Application Forms will be available from the TY Coordinator from 17th January 2020.** The final submission date for applications will be **printed on the application.** Valid applications will be date-stamped on submission.

5. **Applications will be considered valid only if they are fully completed and submitted to the School Office within the specified deadline.**
6. 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 T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (Chairperson), Principal and/or Deputy Principal 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.
- 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 T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.
- The criteria outlined above, the Application Form/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.
- The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.
- The Transition Year Admissions Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

Offer and Acceptance of Place

- Places will be offered in writing to successful applicants within **10 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.

- Students accepting a place must complete and return the Acceptance Form within the date specified, along with a non-refundable booking deposit of €50 which will be deducted from the Programme Fee. This form must be signed by the applicant and witnessed by a parent/guardian.
- Failure to return the acceptance form to the school office within the specified time frame will result in the place being forfeited.
- In the event that the number of approved applicants exceeds the number of available a lottery will be conducted which will be overseen by the school principal, and the TY co-ordinator.
- Any serious breach of the school's code of positive behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year. Any student suspended after a place in Transition Year has been accepted will forfeit her place
- A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that her application for subject options in 5th year will be placed after the students who have applied at the beginning of the process.

Programme Fee

The Programme Fee for 2020/2021 is €500 and is payable in 4 instalments:

- **€50 non-refundable deposit due with the Acceptance Form**
- **€150 due on 11th May 2020**
- **€150 due on 28th September 2020**
- **€150 due on 23rd November 2020**

This fee includes Personal Insurance cover which is mandatory for all Transition Year students. It will be used to pay for buses and entry fees for day trips as they arise, and to pay for workshops provided in school time. Parents of students doing Transitions Year can make a voluntary school contribution if they wish but are not required to pay an additional school administration fee as this is included in the Transition Year fee.

A school tour abroad is offered to students in transition year; however it is important to note that this trip is optional.

Student Placement in Transition Year

Amongst the aims of our Transition Year Programme are;

- the maturation of students
- exposure to new situations and experiences
- personal development
- the development of new friendships

Our students are offered the option to contact the Transition Year Coordinator at the end of 3rd yr with their requests in relation to placement with other students. It is not possible to satisfy all requests and it is the policy of the school to spread friend groups across a number of classes in order to allow students to meet the aims of the programme.

Requests to move students from one transition class to another will not be considered outside of this process. Exceptions to this will only be considered on a case by case basis, based on the student's medical needs, where the application is supported by requested documentation.

Review of Student Placement in Transition Year

Transition Year demands a high level of Self-regulation and maturity from our students. It is the case that sometimes students may not benefit as expected from a placement in Transition Year. A student's place will be reviewed by the Transition Year Admissions Committee where difficulties arise.

Such difficulties might include;

- Any behaviour that places the health and safety of the student or any other students at risk
- Any behaviour that brings the school into disrepute
- Serious breach or repeated minor breaches of the school Code of Positive Behaviour
- Failure by the student to settle or thrive in the Transition Year programme

Please be aware the above list is illustrative rather than exhaustive.

Review of Student Travel in Transition Year

Travel out from school is an integral part of Transition Year. Students travel on day trips, overnight national trips and are also afforded the opportunity to travel abroad during Transition year. As with any trip outside of the school, there are increased health and safety concerns when travelling with students.

For this reason, when travelling, students are required to;

- Submit permissions slips and travel documentation in advance as required

- Always follow all instructions from supervisors promptly and co-operate with the trip supervisors
- Adhere to all travel schedules and trip instructions - e.g. timing, meeting places, luggage limits, cash and spending limits etc.
- Respect other students and teachers on the trip/tour
- Represent the school with honour in all their interactions with the public
- Undertake not to carry or consume any contraband substances at any point for the duration of the trip/tour

Where students do not follow all of the above a review will take place of their fitness to travel on future trips. Whilst travel within Transition Year is seen as an intrinsic part of the student's education and maturation, the primary concern of the school is always the health and safety of its students and staff. The school will act at all times to ensure the safety of its students and staff and this may mean that a student may not be allowed to travel or may only travel under additional conditions.

Please note that all school policies apply to students for the duration of their travel, including the Code of Positive Behaviour, the Critical Incident Plan, the Anti-Bullying Policy, the Trips and Tours Policy, the Work Placement Policy and the Wellbeing Policy

In advance of all trip and tours plans are put in place to safeguard all students and staff. In the event of a serious incident/accident the school's Critical Incident Procedures shall be followed. The staff members on the trip will liaise with the Principal as necessary. Assigned staff within the school will liaise with parents/guardians in order to allow the staff on the trip to concentrate on the students on the trip/tour.

Appendix 1 - 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