



## **Transition Year Application Policy**

## **RATIONALE**

Our TY programme is an optional one-year programme designed to:

- bridge the gap between Junior and Senior Cycle and to prepare students for adult life
- prepare the student for the world of work through engagement in the application process (application form, interview, etc.) and through engagement with the work experience programme
- promote the personal, social, educational and vocational development of the student and to prepare the student for their role as autonomous, participative and responsible members of society

## **SCHOOL MISSION STATEMENT**

Coláiste Muire seeks to foster the personal development and pastoral care of each individual and to:

- maintain a balance between academic, technical and artistic achievement.
- value each individual, recognising their uniqueness and dignity.
- affirm the Catholic ethos and develop an appreciation and pride in their cultural heritage and environment.
- develop a co-operative caring environment between students, teachers and home.
- maintain a policy of openness to all, regardless of class, creed or culture.

## **CURRICULUM**

The school will decide upon the subjects and modules based on the needs of the students, staff allocations and teacher expertise as well as parental expectation and local resources.

The TY Programme will offer a broad and balanced curriculum based on the following 4 layers as advised by the Department of Education TY Guidelines:

### **Core subjects**

Subjects taken for the full year which may include but are not limited to the following:

English, Irish, Mathematics, PE, MFL, Art, Careers, Science, Construction, Home Economics, History, Geography, Business Studies and Music.

### **Ty specific layer**

Subjects and modules specifically designed to meet the unique requirements of a TY Programme which may include but are not limited to the following:

Mini Company, Build a Bank, Gaisce, Young Scientist Exhibition, etc.

### **Calendar layer**

A programme of activities and events throughout the course of the year which will vary annually depending on opportunities and student interests but which may include some or all of the following:

Work Experience, Gaisce, Visiting Speakers, trips and excursions, etc.

### **Work Experience**

All TY students will attend work experience each Wednesday. It is the responsibility of the student to organise their own work experience placements and it is recommended that a variety of placements be sought to gain a varied experience, e.g. 5 placements of 6 weeks each. Work experience placements are covered by school insurance.

### **PROCEDURE**

- Application for admission to Transition Year is open to all students in Junior Certificate (3<sup>rd</sup> year) who have completed the Junior Certificate State Examinations.
- For students currently enrolled in Coláiste Muire Ballymote, application forms are made available following the senior cycle subject choice information day which informs students and their parents of the options available to them after the Junior Certificate Examinations. The application form will require the student to complete a personal statement outlining why he/she wishes to apply for the TY programme.
- The application form and any other relevant documentation must be returned to the school office by the closing date (date on application form). It is the responsibility of each student and his/her parents/guardians to ensure that the application form is returned in full and on time. (Late applications will be processed only after all applications submitted on time have been processed and finalised.)
- All students who apply will be called to attend an interview. The interview will be held during school time and the TY selection committee will be selected by the Principal. The interview is an opportunity for the student to talk about their reasons for applying for the programme as well as highlighting any other information that that may be associated with the student's individual application.

- The decision to deem an applicant suitable or not for the Transition Year Programme will be made by the Senior Management team including the Transition Year Co-ordinator who will review applications and interview information and take into account each of the following (in no particular order):
  - The information supplied on the application form (personal statement)
  - The student's interview
  - The student's homework and study record to date
  - The student's record of compliance with the school's Code of Behaviour
  - The student's enthusiasm in getting involved in wider school life (extra-curricular activities) to date
  
- After the interview, all students will be informed by letter of the following (dependent on which of the following two situations applies to that student):
  - They have secured their place in the programme for the following academic year. The parents of successful students will be notified in writing (appendix A) and will be given a window of time to accept the place. To accept a place in TY, the TY contract (appendix B) must be signed by both parent and student and returned to the school office before the deadline. Failure to return the contract on time will result in the offered place being withdrawn. A deposit of €100 towards the annual TY charge must be paid by the parent when returning this form.
  - They have been deemed as unsuitable for the programme and are advised to meet with the school Guidance Counsellor to discuss alternative options. Parents of unsuccessful students will be notified in writing (appendix C) and will be given an opportunity to lodge an appeal to the Board of Management.
  
- Any serious breach of the school's 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.
  
- A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that his/her place in Transition Year will be offered to the first student on the waiting list and consequently will not be re-instated to the withdrawing student.

- Places in Transition Year are limited to 24 and the school reserves the right to reserve one place for external students who may seek to enrol.

### **APPEALS**

- Parents of unsuccessful students will be notified in writing (appendix C) and will be given an opportunity to lodge an appeal to the Board of Management. A request for such an appeal should be made in writing within 10 working days of the date of the letter of decline to The Secretary, Board of Management, Coláiste Muire, Ballymote, Co. Sligo. Appeals will be held by the Board of Management and the outcome will be notified to parents by the Secretary to the Board of Management in writing. The appeals must state clearly the reason for appeal and the applicant's age will not be considered as a reason for appeal. Any such appeal will consider procedural fairness and the right of a student to an impartial judgement. In the interim, the unsuccessful student will be placed on a waiting list (in order of merit) and will be notified if a place becomes available.
- Please be advised that the decision of the Board in this regard is final.

### **EXTERNAL APPLICANTS**

- External Applicants must, in the first instance, complete an official Application Form for admission to the school. These applicants will be subject to the terms, conditions, procedures and criteria outlined in the school's Admissions Policy.
- External applicants wishing to transfer from another school to the Transition Year programme will be subject to the procedures in this policy. In the event that there are more applications than places, priority will be afforded to current 3rd year students of the school.

### **GENERAL**

The school welcomes queries from parents in respect of applications and the operation of the policy. Parents are advised to telephone in advance to arrange an appointment when seeking to meet school personnel. Any queries arising from this policy may be addressed to the Principal at the school.

This policy will be reviewed by the Board of Management at appropriate intervals.

This policy may be amended from time to time at the decision of the Board of Management.  
Such amendments will be notified to relevant parties.

School policy statements are available for viewing on the school's website [www.cmbm.ie](http://www.cmbm.ie).

This Policy was reviewed by the Board of Management and ratified on 1<sup>st</sup> February 2021.

Signed by Chairperson of the Board:

A handwritten signature in blue ink, reading "Malachy Molloy", is written over a horizontal line.

Appendix A



# Colaiste Muire

*Ballymote, Co Sligo*

Telephone: 071 9183086

Email: [office@cmbm.ie](mailto:office@cmbm.ie)

Fax: 071 9189210

Website: [www.cmbm.ie](http://www.cmbm.ie)

Principal:

Deputy Principal:

Date: \_\_\_\_\_

Dear Parent/Guardian,

Following \_\_\_\_\_'s application for Transition Year 20??-??, we wish to advise that \_\_\_\_\_ has been successful in acquiring a place. Heartiest congratulations!

To accept this place or otherwise, please read and sign the enclosed contract and return to the school office **on or before (date)**. Failure to return will automatically assume a decline in offer of place.

Kind regards,

Principal

Deputy Principal

## Appendix B



# TY Contract 20xx-xx

*Please return to the secretary's office for the attention of the Principal/Deputy Principal on or before (date)*

### Student Responsibilities

In accepting a place in TY 20xx-xx, I understand that I:

- (a) will accept the school's code of behaviour and anti-bullying policies and will fully comply with same on all school outings/trips
- (b) will fully participate in all classes during the year, completing all homework and assignments/projects to the best of my ability
- (c) will fully participate in and commit to all arranged activities both in and out of school, including the Gaisce President's Award 20xx
- (d) will have all materials required of me for class on the first day of term
- (e) will meet the requirements of the school's uniform policy, unless directed otherwise by a member of staff

### Parent(s)/Guardian(s) Responsibilities

In accepting a place for my son/daughter in TY 20xx-xx, I understand that:

- (a) My son/daughter must comply with school policies and participate fully in all arranged activities and classes.
- (b) A deposit of €100 accompanies this contract.
- (c) The balance of the TY charge will be paid by the appropriate deadline
- (d) All subject charges and student services charges will be paid to the school office promptly.
- (e) I will give permission for my child to attend arranged TY trips/outings (these will be notified in advance)

### Signatures:

|                         |  |              |  |
|-------------------------|--|--------------|--|
| <b>Parent/Guardian:</b> |  | <b>Date:</b> |  |
| <b>Student:</b>         |  | <b>Date:</b> |  |

### For Office Use only:

|                     |              |  |              |  |
|---------------------|--------------|--|--------------|--|
| <b>Received on:</b> | <b>Date:</b> |  | <b>Time:</b> |  |
| <b>Signed:</b>      |              |  |              |  |



Appendix C



# Colaiste Muire

*Ballymote, Co Sligo*

Telephone: 071 9183086

Email: [office@cmbm.ie](mailto:office@cmbm.ie)

Fax: 071 9189210

Website: [www.cmbm.ie](http://www.cmbm.ie)

Principal:

Deputy Principal:

Date: \_\_\_\_\_

Dear Parent/Guardian,

We wish to advise that has \_\_\_\_\_ has been unsuccessful in acquiring a place in Transition Year for 20xx-xx.

\_\_\_\_\_ has been added to a waiting list and should a place become vacant, you will be notified.

An appeal system may be initiated in the event that you are not satisfied with this decision. **A request for such an appeal should be made in writing within 10 working days of the date of this letter to The Secretary, Board of Management, Colaiste Muire, Ballymote, Co. Sligo.** Any such appeal will consider procedural fairness and the right of a student to an impartial judgement. The decision of the Board of Management will be final.

Kind regards,

Principal

Deputy Principal