

# St Joseph's Secondary School

Newfoundell, Drogheda, Co. Louth

## Transition Year Admissions Policy 2020/2021



This Policy was ratified by the Board of Management on February 25<sup>th</sup> 2020.

# **TRANSITION YEAR ADMISSIONS POLICY 2020/2021**

## **1. Procedures for Admission**

1.1. Application for admission to Transition Year is open to all students in 3<sup>rd</sup> Year who have completed the Junior Certificate State Examinations.

1.2. For students currently enrolled in St Joseph's Secondary School, application forms are made available at the teachers' presentations on each subject/program, which informs students of the options available to them after the Junior Certificate Examinations. There will also be an information night for parents and students on senior cycle options.

1.3. The application form must be returned to the school office by the closing date (date on application form). **The application form is worth 20% of the application process.** It is the responsibility of each student and his 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.)

1.4. If a student is not offered a place on the TY Programme, the Guidance Counsellor will meet with the student to discuss other Senior Cycle options. The parents may arrange a meeting if they wish to discuss the matter further.

### **1.5. 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.
- Based on the Admissions Criteria, a short-list of suitable candidates will be drawn up.
- Applicants may be interviewed by the Principal and/or the Deputy Principal(s) and/or the Transition Year Co-ordinator.

## **2. Criteria for Admission**

Each application will be considered on its own merit. However, the following criteria will apply in assessing a prospective Transition Year student's application:

2.1 The number of students that can be accommodated in Transition Year will be decided by the Board of Management.

2.2 Applicants will be required to attend for an interview with the transition year coordinator and a member of the parents' council. **The interview is worth 40% of the application process.** This 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.

2.3. The TY co-ordinator will choose 5 random teachers who teach each student. The teachers will be asked to provide a score of 1 to 8 for each student. **The teachers' scores are worth 40% of the application.** Teachers will take the following criteria into account;

- The student's attendance and punctuality record.
- The student's behaviour & cooperation in class.
- The student's compliance with doing homework and assigned tasks.

2.4. Students who achieve a score of **60% or higher** in a combination of their interview, teacher's scores and application form will be offered a place in Transition Year (subject to the number of places available).

2.5. All students will be informed by letter of the following (dependent on which of the following two situations applies to that student):

1. If they have secured their place in the programme for the following academic year and have to pay their fee.
2. If they have been deemed as unsuitable for the programme and are advised to meet with the school Guidance Counsellor to discuss alternative options.

2.6. In the event that the number of approved applicants exceeds the number of available places, a lottery will be conducted which will be overseen by the school Principal, the TY Co-ordinator, a member of the Board of Management and a member of the Parents' Council.

2.7. 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.

2.8. A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have applied first.

### **3. Appeals**

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 10 school days of receiving notification by outlining in detail and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.