

Transition Year Selection Process

St. Joseph's Secondary School, Drogheda.

All third year students are eligible to apply for a place in Transition Year in St. Joseph's Secondary School, Drogheda. The closing date for receipt of applications is normally at the end of March each year. Parents and students will be informed about the closing date for applications at the 5th Year Options Information Night which is normally held in early March each year. It will be outlined by the TY coordinator at the Information Night in detail the selection process, the aims of the Transition Year Programme and the school's expectations for a Transition Year student. Students will also be informed in class by the Transition Year Coordinator. Applications forms are only available from the Transition Year Coordinator.

The Board of Management will decide on an annual basis in the month of January the number of places and classes to be offered in Transition Year. The Board will determine this with reference to the available school resources and the maximum permitted numbers of students in particular TY subject classes.

Applications from external students for a place in Transition Year will only be accepted if a place/places exist after all applications from St. Joseph's students have been processed and offered a place. External applicants will also be interviewed for suitability as outlined below and contact will be made with the student's previous school to establish the student's suitability for Transition Year.

Selection Process

The selection process is based on a marking scheme out of 100 marks as outlined below. Applicants must reach a minimum score of 60 marks in the scoring system if they are to be eligible to be offered a place in TY. The number of TY places as already stated will be set by the Board of Management. Securing a score of 60 or higher does not guarantee a place in TY. Students who achieve a total score of 59 marks or less will not be eligible for a place in TY. On completion of the selection process students will be arranged on a list with reference to their total score and the students with the highest scores will be offered places until all the places have been assigned.

Teacher recommendation 40 marks

Five teachers who have taught the student in 3rd year will be asked to rate the student from 1 to 8 marks as a suitable candidate for the Transition Year programme. Each teacher will

consider the student's attendance, homework, behaviour, participation in class and attitude to school when marking the student.

Application form 20 marks

Please note that marks will be deducted if any sections of the Application Form are left blank.

An application form not signed by a Parent/guardian and student will not be accepted.

A Personal Statement must also accompany each Application Form. This Personal Statement will outline some research by the student into the Transition Year Programme. It will also outline the commitment that the student 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.

An application submitted after the closing date will not be accepted. The closing date will be printed on the Application Form. The form must be handed in to the General Office by 15.46 on the closing date. No other member of staff must be given the Application Form. Fully completed applications including the personal statement must be handed into the General Office in a sealed envelope, clearly marked 'Application for TY' with the student's name and class. The Application Form and Personal Statement will be scored by the interview panel.

Interview 40 marks

The criteria to be taken into consideration by the interview panel in this interview selection process will include:

- Behaviour in and out of school
- Attendance record at school.
- Punctuality to school and classes.
- The potential benefit of the TY course to the student.
- Written or oral evidence of proven engagement with all aspects of school life, both inside and outside the classroom.
- Interview panel's assessment of the ability of a student to work as part of a group/team player.
- Interview panel's assessment of the ability of a student to undertake individual learning/self-directed learning.

In the event of a tie in scores between students a lottery system will come into play. The tied student's names will be placed in a 'hat' and a name will be picked out by the Principal with the students present who have tied for a place and a member of the Board of Management in attendance.

The interview panel will comprise of three interviewers:

1. The Transition Year Coordinator.
2. A permanent member of the teaching staff.
3. A parent or a member of the Parents Council who has a son in the school and has no connection/relationship with any of the applicants.

Students and parents will be informed in writing of the outcome of the Transition Year application process. The right of appeal to the Board of Management is available to the parents of unsuccessful students. The Appeal must be in writing from the parents/guardians and the submission must clearly set out the grounds that the Appeal is being made. The Appeal is to be addressed to The Secretary of the Board of Management, St. Joseph's Secondary School. The Appeal will be considered at the next monthly meeting of the Board of Management after receiving the Appeal. The decision of the Board of Management is final in Appeals.

John Mc Eneaney.

Chairperson of the Board of Management.

11th January, 2016.

Adopted by the Board of Management at the Board meeting on the 11th of January, 2016.

Revised at the Board of Management meeting 27th March, 2017.