

## **BALLINTEER COMMUNITY SCHOOL**

### **POLICY ON ADMISSION TO TRANSITION YEAR (TY)**

Transition Year is an optional one year programme between Junior Cycle and Senior Cycle. Students must be suitable for the Transition Year Programme in order to benefit from and contribute to the experience of the whole Transition Year group.

The maximum number of places available in TY will be subject to DES staffing allocations and the resources of the school. These will be decided each year by the Board of Management based on advice from the Principal.

The following are the application procedures for a place in TY:

- 1) Two meetings will be held during the month of March at which the Co-Ordinator will outline the programme and the application procedures.
  - (a) A meeting for all Third Year students
  - (b) An evening meeting for the parents/guardians of all Third Year students
- 2) Following these meetings, application forms and a copy of the TY Policy on Admission will be made available on request. Application forms and the Policy will also be available from the Co-Ordinator and the Principal for late applications.
- 3) Completed application forms and any other relevant documentation must be returned to the Co-Ordinator by the closing date, normally 1<sup>st</sup> April.
- 4) Late applications will only be considered after all applications submitted on time have been processed. Students and parents/guardian will be informed of the decision to accept or reject an application not later than 1<sup>st</sup> May.

- 5) The decision to accept or reject an application will be made by the Principal based on advice supplied to him by the Co-ordinator who will take the following into account.
  - (a) The recommendation of teachers, in particular, that of the Dean and Tutors of Third Year.
  - (b) The student's record of behaviour, attendance and application to his/her studies.
- 6) Parents/Guardians of a student who is refused a place on Transition Year may appeal the decision to the Principal by outlining in writing the reasons for their appeal. The Principal may refer the appeal to the Board of Management who will make the final decision.
- 7) The offer of a place in TY may be withdrawn prior to the commencement of the school year if the student is in breach of the school's Code of Behaviour.
- 8) The fee for TY will be determined each year by the Board of Management. The fee will be paid, unless other arrangements have been made with the Principal, to the school not later than 1<sup>st</sup> August.
- 9) Students will supply information on their arrangements for work experience on a form supplied by the Co-ordinator and also available from the Principal and school office. This form must be returned at the first registration of the school year. All TY students will engage in work experience on the Friday of a school week and will provide evidence of their attendance each week.
- 10) A student who accepts a place in TY and later withdraws from the programme is advised that they will be placed at the end of the waiting list for their preferred 5<sup>th</sup> year subjects.

This policy is subject to annual review.

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Richard O'Donovan  
Co-ordinator of Transition Year  
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