

Transition Year Admissions Policy

School Mission statement

The promotion of the educational development and fulfilment of the educational needs of all our pupils in a secure environment.

The pursuit of the excellence in individual achievement while nurturing a growth in responsibility that will prepare pupils for their role in family and society.

The maintenance of an educational philosophy, based on our Christian principals which will guide and support our pupils through further education and the world of work.

The creation of an atmosphere within the school in which:

- Authority is respected
- Study and achievement are promoted
- Spirituality is encouraged
- Environment is preserved

A supportive partnership is maintained with parents, employers and the wider community.

The development of a school spirit, in accordance with Christian ethos, in which there is mutual support and respect between all groups involved in the school.

The development of an understanding of different cultures and minorities and a respect for all irrespective of their gender, colour, creed or nationality.

The promotion of the highest standards of teaching and learning through professional development of staff and the development of all facilities necessary to deliver an up to date and comprehensive education to our students.

The maintenance of our independence to pursue our aims whilst developing links with other educational institutions in a spirit of co-operation.

Admissions Policy

The Transition Year Programme in the Patrician high school is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

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 his 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

- In third year, the Programme Co-ordinator will visit all third year classes. He will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.
- The Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. The qualities and disposition essential for successful participation in Transition Year will again be fully outlined to students at this presentation.
- A formal evening presentation may be delivered to parents/guardians of third year students interested in applying for a place on the programme.
- Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). A Personal Statement must accompany each application. This Personal Statement will outline some research into the Transition Year Programme and 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.
- The final submission date for applications will be 3.30pm on the final Friday in March. Valid applications will be date-stamped on submission.
- Any application received subsequent to the stated deadline (3.30pm on the final Friday in March) will be considered only after students whose applications were submitted on time have been processed.
- The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (chairman), Deputy-Principal and Year Heads of the current third year and transition year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.
- If a student is not offered a place on the TY Programme, the Deputy Principal will meet with the students to discuss other Senior Cycle options. After this meeting a letter is issued to the student's parents informing them of the option the student has been offered. The parents may meet with the Deputy Principal or Guidance Counsellor if they wish to discuss the matter further.



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:

- The total number on the Transition Year programme in the current academic year will not exceed 72 students.
- Age - Preference is given to students who are under 15 years of age on the 1st of January in the year of entry to the Transition Year Programme (or 17½ years or younger sitting the Leaving Certificate examinations)
- The student's homework and study record.
- The student's attendance and punctuality record.
- The student's record of contribution to extra-curricular and co-curricular activities.
- The suitability of the programme for the student in terms of his progression route (LC/LCVP) after the completion of Transition Year.
- The student's record of compliance with the school's Behaviour Policy and the Code of Conduct.
- The student must submit a Personal Statement of interest and suitability for the TY Programme.

Awarding of Marks

	Criteria	Mark	Mark Awarded
1	Age - Preference is given to students who are under 15 years of age on the 1st of January in the year of entry to the Transition Year Programme (or 17½ years or younger sitting the Leaving Certificate examinations).	10	
2	The student's homework and study record.	10	
3	The student's attendance and punctuality record.	10	
4	The student's record of contribution to extra-curricular or co-curricular activities.	10	
5	The suitability of the programme for the student in terms of his progression route into senior cycle, taking into account the individuals Pastoral, Academic and Social needs.	10	
6	The student's record of compliance with the school's Behaviour Policy and the Code of Conduct.	20	
7	The student must submit a Personal Statement of interest and suitability for the TY Programme.	30	
	Total Marks	100	



Offer and Acceptance of Places

- Students who have reached the required baseline mark from the criteria will be offered a place in transition year.
- The baseline mark will be set by the selection committee to include 75% of the places available in transition year.
- The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.
- All remaining applicants may be interviewed by the selection committee. Extra marks will be awarded for the interview. This mark will be added to the scores already awarded from the criteria and the remaining available places will then be offered.
- The amount of extra marks awarded for interview will be determined by the Admissions Committee.
- In the event that the number of approved students after interview exceeds the number of places, a lottery will apply. The lottery will be overseen by the School Principal and will be witnessed by the Vice Principal, a representative of the Board of Management, a representation of the Parent's Association, a member of the TY Core team and the School Secretary who will act only as recording secretary.
- Unsuccessful candidates will be shortlisted and places will be offered, in order of merit, if and when places become available.
- 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 an initial deposit of €150. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.
- The remainder of the transition year fee (€200) must be paid in full before the end of September. (Failure to submit the full fee to the school administration office within the specified time frame will result in the place being forfeited)



External Applications

Any application to transfer to the patrician high School from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers.

Should places be available, applications from external candidates will be considered by the Transition Year Admissions Committee only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

Appeals

In the case of a student who is not offered a place by the T.Y. Admissions' Committee, an appeal may be made in writing to the Principal within 5 school days of the date places were offered. The appeal will be heard within 5 school days of receipt of the appeal.

In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 5 school days of the date on which the Principal issues his written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.

