



# De La Salle College, Dundalk

## Transition Year Admission Policy – Draft – May 2024



### Introduction to Transition Year:

Transition Year is an optional programme offered to students upon completion of their Junior Cycle. It offers students the opportunity to renew & consolidate the work done in Junior Cycle, explore new areas & methods of study, & make a more mature & informed choice regarding their future development & learning at Senior Cycle level.

### Aims of the Transition Year Programme:

- Education for maturity with an emphasis on personal development.
- Promotion of general, technical & academic skills.
- Education through experience of adult & working life.

### Application Procedure - Introduction:

Transition Year is not compulsory at De La Salle College. Interested students should apply using the procedure outlined below. For acceptance into the TY Programme, the school must believe that the student will benefit from participation in Transition Year, &, equally, that their participation will not prevent any other student from benefitting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, parents & the student as well.

### Application Procedure - Steps:

#### Step One: Provision of Information & Expression of Interest

- In January/February of Third Year, students & parents/guardians will be provided with information on the various Senior Cycle Options available - Leaving Certificate, Leaving Certificate Applied (LCA) & Transition Year.
- Students will be then asked to complete, by a defined date, an 'expression of interest' form, indicating which of the three choices offered they wish to avail of.
- These 'expressions of interest' will be collated & the appropriate staff member (Transition Year Co-ordinator, Leaving Certificate Applied Co-ordinator, Guidance Counsellor) will contact students regarding the next stage of the process.
- The next stage of the Transition Year Application Process is outlined below.

#### Step Two: Application & Payment of Deposit

- Students must complete an application form & other related documents, witnessed & signed by the students & their parents/guardians, to be returned by a set date.
- Applications received after the notified date may not be considered.
- Applications will only be considered valid if they are fully completed & submitted through the correct channels.

- Parents/guardians are required to pay the programme deposit, the amount of which will be communicated at the appropriate time.
- Where the Transition Year Levy represents a significant financial burden for a family, parents are invited to discuss the matter, in confidence, with the Principal. The school will be happy to facilitate phased payment plans where necessary.
- Only students who have completed the required paperwork & have a deposit paid/arrangements for payment made will be considered for Step Three: Interviews

Part Three: Interviews, The Transition Year Admissions Committee & Criteria for Admission:

- All applicants for Transition Year who meet the criteria outlined in Step Two above will be interviewed.
- The interviews will be conducted by the Transition Year Admissions Committee, which will comprise one or a combination of the following College personnel: Deputy Principal/s, Transition Year Co-ordinator, Year Head of Third Year, Form Teachers of Transition/Third Year, Guidance Department staff, Teaching staff with experience of the Transition Year Programme.
- The Admissions Committee will be responsible for assessing applications & offering places.
- The Admissions Committee will reserve the right to interview the parents of students in relation to their applications & their suitability for participation in the Transition Year Programme.
- Each application will be considered on its own merit. Entrance to Transition Year is by application and subsequent interview.
- It is important to know that not all students will be accepted. Suitable applicants are successful based on meeting the school's criteria.
- All interviews are recorded in note form by interviewing teachers & graded by a standard marking scheme.
- Students wishing to participate in the Transition Year Programme must satisfy the following criteria.
  - The record of the individual student regarding homework & study.
  - The record of the individual student regarding attendance & punctuality.
  - The record of the individual student regarding compliance with the school's behaviour policies.
  - The record of the individual student regarding contribution to extra-curricular & co-curricular activities.
  - The student's age &/or pastoral needs as communicated by the Year Head, Guidance Counsellor &/or other professionals in the school
  - The contribution that the individual can make to the TY Programme.

#### Step Four: Selection & Offers of Places

- The number of students admitted into Transition Year will be determined, each year, by the Principal, taking into account the number of applications and the teaching resources available. A waiting list may apply, with students ranked per the marks awarded during the interview process.
- Places will be offered in writing to successful applicants.
- Unsuccessful applicants will also be informed in writing, along with information regarding the appeals process.

#### Step Five: Acceptance & Payment of Balance

- Students accepting a place must formally accept the place in writing, by the date set on the offer letter.
- Failure to return a formal letter of acceptance by the set date may result in forfeiture of the place & the place may be offered to a student on the waiting list.
- As part of the acceptance process, the balance of the TY Fee must be paid by a set date.
- Failure to pay the full amount by the date set may result in forfeiture of the place & the place may be offered to a student on the waiting list.
- Where the Transition Year Levy represents a significant financial burden for a family, parents are invited to discuss the matter, in confidence, with the Principal. The school will be happy to facilitate phased payment plans where necessary.

#### External Applicants:

- Any application to transfer to De La Salle College, either permanently or temporarily (in the case of international students) will be considered under the terms of the school's Admissions Policy.
- Any transfer applications for Transition Year will be subject to the process outlined in Steps One to Five above.

#### Appeals:

- In the case of student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal, within ten school days of receipt of refusal into the Programme.
- 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 ten school days of the date on which the Principal's decision is issued.