



Admission Policy for Entry into the Transition Year Programme



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The Transition Year Programme in St. Raphael's College is not compulsory. St Raphael's College offers Transition Year as an optional one-year programme designed to bridge the gap between the Junior and Senior Cycles and to prepare students for adult life. The Board of Management reserve the right to determine the maximum number of available places subject to:

- Staffing
- Facilities
- Resources
- Health and Safety

The Board of Management has the implied right and duty to, if necessary, limit the intake of students into the TY Programme.

For acceptance onto 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/her participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Principal and TY Co-ordinator, following consultation with the student's teachers, the student and the parents of the student concerned.

Application Procedures

The Transition Year Programme is open to all students that have completed the Junior Cycle. Priority is given to Third Year pupils of St. Raphael's College.

An information evening for parents and information seminars for students are held in the Spring time in the year of entry. The Transition Year Programme is not necessarily suitable for all students.

Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). This will be available for all interested student in March of the year of entry. Two teachers are also required to recommend the student applying for the TY Programme.

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 communicated to parent(s)/guardian(s) and to pupils at the information evening.

It is the responsibility of each student and their parent(s)/guardian(s) to ensure that their application is submitted in full and on time.

Any application received subsequent to the deadline will be considered only after students whose applications were submitted on time have been processed.

The TY Co-ordinator will consult members of the teaching staff. (E.g. 3rd Year Year Head, Guidance Counsellor, 3rd Year Class Tutors, Deputy Principal and Principal) with respect to the TY applications list. If necessary, each applicant will be asked to attend for interview.

The decision to deem an applicant suitable or not suitable for the Transition Year Programme will be made by the TY Co-ordinator and School Principal who will take into account each of the criteria outlined below:

- The Personal Statement
- Information supplied on the application form
- Students behaviour record
- Students attendance record
- Recommendation from teachers
- Performance at interview (if deemed necessary)

The criteria outlined above will be critical factors in determining a student's admission onto the Transition Year Programme. Having considered the above criteria if the Principal and TY Co-ordinator are unsure about the suitability of the applicant an interview may be necessary.

If a student does not fully participate in the programme the TY Co-ordinator and the Principal have the right to review the application at any stage throughout the year and students may have to complete the school year in Senior 1.

Offer & Acceptance of Places

Places will be offered in writing to successful applicants within 21 school days upon completion of the application process and interview dates. 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 the deposit of €100.00 (non-refundable). The acceptance form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form and the deposit to the school office within the specified time frame will result in the place being forfeited.

At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year.

In the event of the number of approved students exceeding the number of places, a lottery will apply. This will be overseen by the School Principal, the TY Co-ordinator and a representative from the Board of Management.

Any serious breach of the school's Code of Behaviour prior to the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.

A student who accepts a place in Transition Year and subsequently withdraws, is advised that the application for oversubscribed subjects in Senior 1 will be placed at the end of the waiting list for each of the over-subscribed subjects.

This policy will be reviewed annually by the Board of Management.

External Applications

Any application to transfer to St. Raphael's College 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 TY Co-ordinator and Principal only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

Programme Fees

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €250.00 and is payable in two instalments. This fee covers the cost of some workshops and activities. (The first instalment of €100.00 upon acceptance and the second instalment of €150.00 prior to the students return to school at the start of the academic year).

In addition to this fee, a further €150.00 will be required for the TY bonding trip at the start of the academic year and approximately €500.00 for the overseas tour. Additional expenses for trips, activities and travel outside of the Programme Co-ordinators remit will also be required during the year.

Appeals

In the case of a student who is not offered a place, an appeal may be made in writing to the Principal within 10 school days of the date places were offered. The appeal will be heard within 10 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 10 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.

This policy was adopted by the Board of Management of St. Raphael's College on _____

Signed: _____

Date: _____

Chairperson of the Board of Management

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____

TY Co-ordinator