

All Third Year students are eligible to apply for Transition Year (TY).

The Transition Year Programme 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 the academic year 2017/18 the maximum number of places available is twenty (20).

An information day will be held on the **Wednesday 3<sup>rd</sup> May 2017 at 3pm** for all parents of Third Year students in relation to Transition Year.

A presentation will be made to all third year students on the afternoon of **Wednesday 3<sup>rd</sup> May 2017**. Afterwards Application Forms to TY will then be issued to interested students. Students will be invited to indicate their programme preference by noon of **Wednesday 10<sup>th</sup> May 2017**.

As stated there are a limited number of places available in Transition Year. All applicants will be assessed in terms of their suitability to Transition Year using the following criteria.

1. 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. **(20 Marks)**
2. A component of the interview will require each applicant to make a two/three minute presentation to a member of the TY Core Team. The presentation should focus on three areas
  - a. The reasons why they wish to be considered for the Transition Year Programme.
  - b. What the applicant hopes to gain from partaking in the Transition Year Programme.
  - c. What the applicant hopes to bring to the Transition Year Programme.**(20 Marks)**
3. Each applicant's record in relation to behaviour & punctuality will be reviewed together with their commitment to the life of the College over the last three years. **(30 Marks)**
4. The Care Team will consider each applicant in terms of the student's needs and suitability to the programme. **(30 Marks)**

Students who are unsuccessful in the first round will be placed on a waiting list.

The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Principal/Deputy Principal and members of the Care Team.

**Offer & Acceptance of Places:**

- ✓ Interviews will be held commencing on **Thursday 11<sup>th</sup> May 2017**.
- ✓ Places will be offered by post to successful applicants on **Wednesday 17<sup>th</sup> May**. 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: **Wednesday 24<sup>th</sup> May 2017**. 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.
- ✓ **A student may forfeit her/his place if they are involved in any serious breaches of discipline.**

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

**Timelines for Transition Year 2016**

<b>Date</b>	<b>Detail</b>
<b>Wednesday 3<sup>rd</sup> May 2017</b>	Information Day for Students & Parents
<b>Wednesday 3<sup>rd</sup> May 2017</b>	TY Application Forms issued
<b>Wednesday 10<sup>th</sup> May 2017</b>	Closing Date for Application to TY 2017
<b>Thursday 11<sup>th</sup> May 2017</b>	Interviews commence for TY
<b>Wednesday 17<sup>th</sup> May</b>	TY offers posted to Parents/Guardians
<b>Wednesday 24<sup>th</sup> May 2017</b>	Closing Date for Accepting a place in TY 2017