



## LORETO SECONDARY SCHOOL, ST MICHAEL'S

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### Transition Year Admission Policy

#### Introduction

Transition Year is provided at Loreto Secondary School, St Michael's as an **optional programme** offered each year to a limited number of students. The Board of Management of Loreto Secondary School, St Michael's has set out this admissions policy in consultation with students, staff and parents to ensure it reflects the ethos and values of the school.

#### Mission Statement

Here in St Michael's we provide a happy and secure student-centred place of learning. Inclusivity, respect, kindness and encouragement are central to everything we do.

#### Objectives of Transition Year

Our Transition Year programme aims to:

- Encourage personal and social development of students
- Further academic achievement and to help prepare students for further study and adult working life
- Increase social awareness of students with emphasis on development of confidence and personal talent
- Provide education through real life experience, use of ICT, peer teaching, research and self-directed learning and community based focus, whilst retaining a focus on more traditional methodologies, subjects and assessments
- Create a positive environment in which students have opportunities to reach their true potential while availing of a supportive framework for personal development

#### Expenses

Transition Year offers a wide range of additional opportunities over and above the typical school programme. As a result **in addition to the annual school expenses** an additional expenses will apply to cover the costs of individual elements of the Transition Year programme. All expenses collected on behalf of the Transition Year programme are used to exclusively fund the wide variety of year group experiences including speakers, workshops and trips provided during the year.

The programme expenses are due in two instalments, the first upon acceptance of a place in the programme and the second in May prior to entry. This is to allow for the booking of workshops and activities in advance of the school year.

### **Application Process**

The Board of Management of the school will decide each year, on the basis of available resources, the number of places on the programme for the following year. The number of students that can be accommodated in Transition Year is subject to: (a) D.E.S. staffing allocations, and (b) The capacity of the school.

The following are the application procedures for a place in Transition Year:

- Application forms and a copy of the schools Transition Year Admissions Policy will be made available during term 2 of the preceding year.
- Number of available places and total programme expenses (exclusive of annual school expenses) will be stated on the application form.
- The closing date for applications will be clearly stated on the application form. Completed application forms must be returned in electronic format by the closing date. It is the responsibility of each student and their parents/guardians to ensure that her application form is submitted in full and on time
- Late applications will be processed only after all applications submitted on time have been processed and finalised.
- A hard copy of the application form may be requested from the Transition Year Coordinator.

### **Procedure for student selection**

The Board of Management acknowledges that the Transition Year programme, by its nature, may not be the most suitable programme for all students. Where, in the view of school management (Principal, Deputy Principal, Third Year Year Head, Class tutor and Transition Year Coordinator where applicable) it is deemed more appropriate for a student to proceed directly into the senior cycle programme, she will be offered such a placement.

For acceptance 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 their participation will not prevent any other student(s) from benefiting from participation.

Criteria that will be applied when assessing applicants:

- Student's knowledge of, research into and preparation for Transition Year as evident in application form
- Students attendance and punctuality record

- Students behaviour record which will be assessed using the Vsware points system along with other behavioural records. Consultation will be carried out with the 3rd year year head, transition year coordinator and other relevant personnel in this regard.

### **Oversubscription**

In the event that the number of students who are deemed suitable for Transition Year (as per above) exceeds the number of available places the following procedures will apply:

- A random selection process witnessed by a member of the Senior Management Team, the Transition Year Coordinator and the third year Year Head will take place.
- Those who are not allocated a place, will be placed on a numbered waiting list in the order in which they were drawn in the random selection.
- Please note that if two or more sisters apply for a place, if one sibling is drawn during the Random Selection her sister(s) is/are automatically granted a place
- Late applicants will be placed on the waiting list on a first-come, first-served basis.
- Spaces that become available will be offered to current Loreto Secondary School St Michael's Students in the first instance and external applicants in the second.

### **Acceptance of Application**

- Applicants will be notified of the result of their application within 10 days of the application closing.
- Applicants will have 14 days to accept or decline the offer.
- Acceptance of application must be accompanied by payment of first instalment of Programme expenses.
- Unsuccessful applicants will be notified of their place on the waiting list and given the opportunity to remain on the waiting list or withdraw their application.
- Students will be randomly assigned to a class group in transition year.

### **Withdrawal from the programme**

Students who wish to withdraw from the Transition Year programme should inform and then meet with the TY Coordinator, Deputy Principal and if applicable guidance counsellor to discuss the options available.

If a student makes the decision to withdraw from the Transition Year programme their preferred subject options or programme at senior cycle cannot be guaranteed as classes will have been confirmed and may be at maximum capacity.

In order to safeguard the transition year programme and the experiences of all students, a student may be moved to an alternative programme at the discretion of school management after an initial trial period of 6 weeks.

Should a student be deemed by school management to not be benefiting from or fully engaging in or preventing others from benefiting from or engaging with the TY programme school management may deem it necessary to move the student to an alternative programme (LC).

**Criteria for moving a Transition Year Student to an alternative programme:**

1. Attendance record on the programme to date.
2. Behaviour on the programme to date through written and oral referrals from class teachers.
3. Level of engagement and interaction on the programme through written and oral referrals from class teachers.

**Procedure for moving a Transition Year Student to an alternative programme:**

1. Breach of above criteria identified by school management.
2. Meeting arranged with parents.
3. Alternative arrangements put in place to move students to 5th year programme where deemed necessary.

If a student is withdrawn from the Transition Year programme their preferred subject options or programme at senior cycle cannot be guaranteed as classes will have been confirmed and may be at maximum capacity.

This policy was ratified by the board of management on: XXXXXXXX

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Seán Kelly  
Principal

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Paschal Marry  
Chairperson