



Coláiste Pobail Acla

Transition Year Policy

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1. The Programme

Coláiste Pobail Acla offers Transition Year as an optional one-year programme post Junior Cycle. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:

- Education for maturity with the emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with the emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity.

The Transition Year Programme in Coláiste Pobail Acla 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, School Management must believe 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 Transition Year Admissions Committee, following consultation with the student's teachers, the student and the parents/guardians of the student concerned.

2. Application Procedures

- In third year, the Programme Co-ordinator will visit all third-year classes. They 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, records of attendance, homework 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 will 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, signed 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 outlined at the parent's/guardian's information evening.

- Applications will be considered valid only if they are fully completed and submitted to the Programme Coordinator within the specified deadline.
- Any application received after the stated deadline will be considered only after students whose applications were submitted on time have been processed.

3. The Transition Year Admissions Committee

- The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, the Deputy Principal and a nominee of the Principal if he/she wishes.
- Members of the teaching staff will be advised of the list of applicants and will be invited to offer professional advice and judgements to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.
- The criteria outlined in Section 7 (below), the Application Form/Personal Statement and the Professional Advice and Judgements of the teaching staff will be critical factors in determining a student's admission on to the Transition Year Programme.
- The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation. Shortlisting of applications for interview will be based on the admission criteria set out in Section 7. Following interview, a shortlist of applicants, in order of merit, will be drafted taking into consideration the admission criteria.

4. Offer & Acceptance of Places

Places will be offered in writing to successful applicants. The Programme Coordinator will meet unsuccessful candidates. All queries can be directed to the Programme Coordinator. At this stage, the student and their parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year.

5. External Applications

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

6. Book Rental/School Levy

Under this initiative, parents/guardians pay a set sum per year and we provide the books for the student. Currently, the sum for all students is €125. (€5 per student contributes towards the cost of 24hr insurance for every student).

Please Note: Transition Year students who may not receive a full complement of books, receive subsidised events throughout the year as well as paying for buses, photocopying, competition entries, guest speakers, and additional materials for Drama etc.

If a student fails to pay the Book Rental/School Levy, school management reserves the right to withdraw any subsidies for guest speakers/trips throughout the year thereby charging those students the full amount for each event.

7. Admissions Criteria

Each application will be considered on its own merit. In addition to the level of serious commitment indicated by the students in the application process and/or at interview, the following criteria will apply in assessing a prospective Transition Year student's application:

Third year students will be advised during the first term of the school year that the following criteria will apply in assessing a prospective Transition Year student's application:

- The total number on the Transition Year programme will not exceed 24 students if one class is provided and 48 if two classes are provided (dependent on school resources, teaching allocation etc.). The number of students that can be accommodated in Transition Year will be decided by the school's Board of Management.
- 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 is willing to sign the Contract of Learning.
- 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 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 Transition Year Programme. (Personal Statement template attached as Appendix 1)

Personal Statement Guidelines (Max 250 words/ minimum 150 words)

Please include the following in your personal statement:

- The reasons why you would like to do the Transition Year Programme
- The contribution that you can make to the programme
- Your involvement to date in extra-curricular and other activities in the school
- A list of your achievements to date in school and outside – i.e. sports, music, drama, community group etc.
- Why you should be offered a place on the programme
- Any idea's you may have for a possible mini company project
- Areas of interest in which you would like to pursue work placement

8. Awarding of Marks

Criteria	Marks	Marks Awarded
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)	15	
The student's homework and study record	15	
The student's attendance and punctuality record	15	
The student's record of contribution to extracurricular and co-curricular activities	15	
The student's record of compliance with the school's Code of Behaviour.	15	
The student must submit a Personal Statement of interest and suitability for the TY Programme.	25	

9. Appeals

In the case of a student who is not offered a place by the Transition Year Admissions Committee, 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/her written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.

10. Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Coláiste Pobail Acla on:

Signed: _____

Date: _____

Mr. Pat Kilbane

Chairperson of the Board of Management

Signed: _____

Date: _____

Mr. Paul Fahy

Board Secretary & School Principal (Acting)

Appendix 1 - Abbreviations

Below is a list of abbreviations used across several Coláiste Pobail Acla policies and documents.

ACE	Autism Centre of Excellence
ASC	Autistic Spectrum Condition
BOM	Board of Management
BSP	Behaviour Support Plan
CAMHS	<i>Child and Adolescent Mental Health Services</i>
CAT	Cognitive Ability Test
CPNS	Child Protection Notification System
CSPE	Civic, Social and Political Education
DDLDP	Deputy Designated Liaison Person
DEIS	Delivering Equality of Education in Schools
DES	Department of Education and Science
DLP	Designated Liaison Person
EP	Education Plan
EPSEN	Education for Persons with Special Educational Needs
ETB	Education and Training Board
GRT	Group Reading Test
HSCLO	Home School Community Liaison Officer
HSE	Health Service Executive
ICT	Information and Communication Technology
IEP	Individual Education Plan
JCSP	Junior Certificate Schools Programme
LCVP	Leaving Certificate Vocational Programme
LGBT	Lesbian, Gay, Bisexual, Transgender
MUGA	Multi Use Games Area
NBSS	National Behaviour Support Service
NCBI	National Centre for the Blind Ireland
NCSE	National Council for Special Education
NEPS	National Educational Psychological Service
NEWB	National Education and Welfare Board
NLN	National Learning Network
OT	Occupational Therapy
PC	Pastoral Care

PE	Physical Education
RACE	Reasonable Accomodations at Certificate Examinations
RE	Religious Education
RSE	Relationships and Sexuality Education
SCP	School Completion Programme
SEN	Special Educational Needs
SENO	Special Educational Needs Officer
SESS	Special Education Support Service
SETS	Special Education Teacher Support
SNA	Special Needs Assistant
SPHE	Social, Personal and Health Education
SSE	School Self Evaluation
TUSLA	Child and Family Agency
TY	Transition Year

