



Transition Year Programme Admissions Policy

MARIST ATHLONE ATHLONE

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Marist College



Transition Year Programme.

Admissions Policy.

Policy Statement

Marist College offers Transition Year as an optional one-year programme designed to bridge the gap between Junior and Senior Cycles and to prepare students for adult life. Marist College strives to achieve the mission of Transition Year which is:

‘To promote the personal, social, educational and vocational development of the students and to prepare them for their role as autonomous, participative and responsible members of society’

1. Respecting the choices of Children and Parents.

Marist College acknowledges its duty to promote equality of access to and participation in the Transition Year programme subject to the procedures and criteria outlined in this policy.

2. Procedures for Admission

- 2.1. The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal, and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.
- 2.2. Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.
- 2.3. Application for admission to Transition Year is open to all students in Junior Certificate Year 3 who have completed the Junior Certificate State Examinations.

- 2.4. Early in third year the Programme Co-ordinator will visit all third year classes. He 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, attendance, application and attitude to work and behaviour will be determining factors.
- 2.5. In January/February of third year a formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme in January. The qualities and disposition essential for successful participation in our Transition Year programme will again be fully outlined to students and Parents/Guardians.
- 2.6. For students currently enrolled in Marist College, application for admission to Transition Year is made via the Transition Year application form which will be available on this night and on Microsoft Teams.
- 2.7. Students apply for a place on our 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 in Transition year, the contribution they can make to our programme, the applicants involvement to date in extra –curricular activities at Marist College and a list of the applicants achievements to date in School and outside.
- 2.8. The final submission date for applications will be outlined at the parent’s information evening in January. A closing date will be indicated on the Application form and late applications may not be considered.
- 2.9. Applications will be considered valid only if they are fully completed and submitted to the Programme Coordinator within the specified deadline.
- 2.10. Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed.
- 2.11. If a student is not offered a place on the Transition year programme they will choose their subjects from the Senior Cycle options list.
- 2.12. External Applicants.
 - 2.12.1. External applicants must, in the first instance, complete an official application form for admission to Marist College. These applicants will be subject to the terms, conditions, procedures and criteria outlined in the School’s Admission policy.
 - 2.12.2. Based on the Admissions Criteria, a short list of suitable candidates will be drawn up.
 - 2.12.3. Applicants may be interviewed by the Principal and/or the Deputy Principal and/or the Programme Year Co-ordinator.

3. Criteria for Admission

The criteria outlined in 3.1 – 3.9 (below), the Application Form, the professional advice and judgements of the teaching staff along with the decision from the Transition Year admissions

committee will be the critical factors in determining a student's admission on to the Transition Year Programme.

- 3.1. The total number on the Transition Year programme will not exceed 100 students. The number of students that can be accommodated in Transition Year will be decided by the School's Board of Management.
 - Where there are more applicants than places available and students are deemed to be equally weighted, an independently verified random selection process will apply.
 - Please note that, in the event of there being more places available for Transition Year than applicants, places will be offered only to students for whom School Management believes the programme to be suitable as set out in the above criteria.
- 3.2. The student is willing to sign the Contract of learning.
- 3.3. The student's homework and study record.
- 3.4. Involvement in school life since entering the school.
- 3.5. The student's attendance and punctuality record.
- 3.6. The student's record of contribution to extra-curricular and co-curricular activities.
- 3.7. The suitability of the programme for the student in terms of his progression route (LC/LCVP) following the completion of Transition Year.
- 3.8. The student's record of compliance with the school's Code of Behaviour.
- 3.9. The student will present for interview with a member of the Transition Year Core team to discuss their suitability for the programme. The student must submit a Personal Statement of interest and suitability for the TY programme. Personal statement. (Maximum 200 words / Minimum 150 words)
Please include the following in your personal statement:
 1. The reasons why you would like to do the Transition year programme.
 2. The contribution that you can make to the programme.
 3. Your involvement to date in extra-curricular and co-curricular activities in your school.
 4. A list of your achievements to date in school and outside-i.e. Sports, Drama, Music, Public speaking, community group etc.
 5. Why you should be offered a place on the programme.

4. Offer & Acceptance of Places

Places will be offered in writing to successful applicants. All queries can be directed to the Programme Coordinator.

5. Payment of Fees

The Programme fees are set annually by the Board of Management and is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. Further details will be provided at the information evening in January.

Students will pay 50% of the TY fee in May of their 3rd Year and the remaining 50% must be paid by the 1st week in TY.

6. Students on the TY programme being moved to another programme

6.1 Any student that is accepted on the TY programme is accepted on a provisional basis. In order to safeguard the programme and the experiences of all students we may move students to an alternative programme at the discretion of school management.

6.2 Every student will be monitored by their class teacher and Programme Co-ordinator up throughout the first term in relation to attendance, behaviour, interaction with other students, positive influence in the class/school and academic engagement.

6.3 If a decision is taken to move a student to a more suitable programme (Senior Cycle) this will be made by the school management using the criteria in 6.4.

6.4 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.
4. Level of academic progress to date as evidenced by written and oral referrals from class teachers and the programme coordinator.

5. Appeals

A student who fails to secure a place on the programme may appeal the decision to the Board of Management of the school. A standard appeal form will be used for this process.

This revised Transition Year Admissions Policy has been prepared by the school management, Programme Co-ordinator in consultation with the Core Transition year group and supersedes the T.Y Admissions Policy of 2021.

This policy was ratified by the Board of Management on the 20th December 2022.