



# Clonaslee College

## TY Admission Policy

Ratified by Board of Management: Date: May 2025

Date of Review/Amendments: Date: NA

Date of Next Review: Date: May 2026

Signed: \_\_\_\_\_  
Chairperson of Board of Management  
Principal

Date: \_\_\_\_\_ Date: \_\_\_\_\_



## **Background to Transition Year**

Transition Year is an optional programme offered to students upon completion of their Junior Certificate. It offers students the opportunity to renew and consolidate the work done in Junior Cycle, explore new areas and methods of study, and make a more mature and informed choice regarding their future development and learning at Senior Cycle level.

### **Aims of the TY programme:**

- Education for maturity with the emphasis on personal development.
- Promotion of general, technical, academic, social and life skills.
- Education through experience of adult and working life.

Transition Year is not compulsory in Clonaslee College. Interested students should apply using the procedure outlined below. For acceptance onto the TY Programme, the school must be of the **opinion that the student will benefit from participation in Transition Year**, and, equally, that **their participation will not prevent any other student from benefitting from participation**. Any decision in this regard will be taken by the TY Admissions committee following consultation with the relevant stakeholders.

### **TY Personnel and Classes**

**TY Coordinator:** Mr Sean Cotter

**TY Year head:** Mr Sean Cotter

### **Student Selection**

Students are selected for the TY programme based on their suitability for the programme. The selection process involves:

### **Application Procedures**

- When the student submits a completed application form.



- Third year students will have opportunities to attend a senior options in-house event to assist with their decision making process.
- After Junior Cert Mocks, the TY Coordinator and Core Team will send information to students and parents regarding Transition Year, as part of the Senior Options Information process. As well as information-giving, qualities and disposition essential for successful participation will be outlined.
- The TY newsletters detailing a range of TY activities are published and available to peruse on the school website.
- The TY Coordinator and current TY students will speak at an assembly and provide a forum for Question and Answer sessions.
- Students apply for a place through a formal application form, witnessed and signed by their parents/guardians.
- The closing date for applications is outlined to all students and parents/guardians and date texted to all parents through vs ware, and late applications may not be considered.
- Applications will only be considered valid if they are fully completed and submitted through the correct channels.

### **The Transition Year Admissions Committee**

- The Transition Year Admissions Committee will consist of the Principal, Deputy Principal, Transition Year Coordinator and the Year Head of Third Year.
- The Committee will be responsible for assessing applications and offering places.
- The Committee will reserve the right to interview the parents or students in relation to any applications and their suitability for participation.
- All teachers will be provided with a list of potential TY candidates and offer their professional advice and judgement.

### **Criteria for Admission**

Each application will be considered on its own merit. Entrance to Transition Year is by application only. It is important to know that **not all students** will be accepted into the TY programme due to allocation restrictions. Hence the most suitable applicants are successful based on meeting all of the the school's criteria.



Students wishing to participate in the Transition Year Programmes must satisfy the following criteria.

- The record of the individual student regarding homework and study.
- The record of the individual student regarding attendance and punctuality.
- The record of the individual student regarding compliance with the school's Code of Conduct policy.
- The record of the individual student regarding contribution to extra-curricular and co-curricular activities.
- The student's age and/or care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school
- The contribution that the individual can make to the overall TY Programme.
- Correctly completed application form submitted on time.

Application forms for Transition Year will be made available on the school website ([www.clonasleecollege.ie](http://www.clonasleecollege.ie)) and a copy sent home with all third year students in late February. Completed forms must be returned to the Transition Year Coordinator on or before the specified deadline. Incomplete forms will be returned to the applicant. Forms which are submitted after the specified deadline will not be considered.

The number of students admitted into Transition Year will be determined, each year, by the Principal in consultation with the Board of Management. This process will take into account the number of applications, curriculum allocation and the teaching resources available.

### **Offer and Acceptance of Places**

Places will be offered in writing to successful applicants.

- Unsuccessful applicants will also be informed in writing, along with information regarding the appeals process.
- Students accepting a place must formally accept the place in writing, accompanying this letter of acceptance with €200 as a deposit to secure a place.
- Failure to return a formal letter of acceptance and payment of deposit may result in forfeiture of the place.



- Where the Transition Year costs represent a significant financial burden for a family, parents/guardians are invited to discuss the matter, in confidence, with the Principal.
- At this stage, the student **and** Parent(s)/Guardian(s) are understood to be undertaking the facilitation of Work Experience, and attendance at all TY Activities.
- A serious breach of the School's Code of Conduct, prior to the commencement of Transition year programme, **may result in the place being withdrawn.**

### **Transition Year Costs**

- An estimated costing and list of all potential activities that may take place during the year will be enclosed with the letter of offer. A calendar of payment will be advised to Parents/Guardians at the start of the academic year. TY can prove a costly year for all households however the school endeavours at all times to either subsidise or seek reduced costing on all trips and activities.

### **External Applicants**

- Any application to transfer to Clonaslee College will be considered under the terms of the school's Admissions Policy. Once acceptance letters are received from currently enrolled students only then any external applications may be considered.

### **Appeals**

- In the case of student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal, within ten school days of receipt of refusal onto the TY Programme.
- 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 ten school days of the date on which the Principal's decision is issued.



## Curriculum

The following range of subjects are available in the Transition Year Programme in Clonaslee College, these are subject to change depending on curriculum and staffing availability. Core subjects are offered as well as taster sessions in a range of subjects to not only bridge the gap between the Junior and Senior cycle programme but to also facilitate students to make a more informed decision regarding subjects chosen for Senior cycle.

|             |                 |                |
|-------------|-----------------|----------------|
| English     | Mathematics     | Irish          |
| Engineering | Construction    | Geography      |
| History     | Chemistry       | Leadership     |
| PE          | Art             | Technology     |
| French      | Career Guidance | Well Being     |
| Accountancy | Ag Science      | Home Economics |
| Music       | Religion        | Drama          |
| Graphics    | Future Leaders  | Biology        |

## Trips/Workshops

TY provides students with an opportunity to upskill in many areas including, Road Safety, Martial arts, **Film production** and Podcasting/Media.

The TY committee always endeavor to recognize the interests and talents within the current TY student body and consider this when planning the programme.

Each year an optional foreign trip is offered to all students. This is a separate and additional cost to the TY school costs payable on a phased basis to an external school tour company



## Work Experience

Work Experience takes place one day each week during Transition Year. It is the responsibility of each individual student to acquire work experience. Students are encouraged to seek two placements within areas of interest for further study or future careers. It is suggested that students apply for work experience in writing with a CV and covering letter. Students will be furnished with the LOETB insurance form, a student work experience evaluation booklet and an employer's evaluation sheet. Students must inform the school of their placement details, as the school may contact employers individually to assess the placement. Work experience is a compulsory and integral part of the TY programme **and takes place one day each week.**

## Assessment

**Assessment occurs throughout the academic year. Each term students are requested to complete a key assignment for all subjects. Failure to submit or achieve a Pass will result in a sanction including non-permission to partake in an activity the following term. Results from teachers each term and final project submitted from each student are subsequently used to determine the level of award for each student at the end of the year. Students are presented with these awards at their end of year graduation ceremony.**

