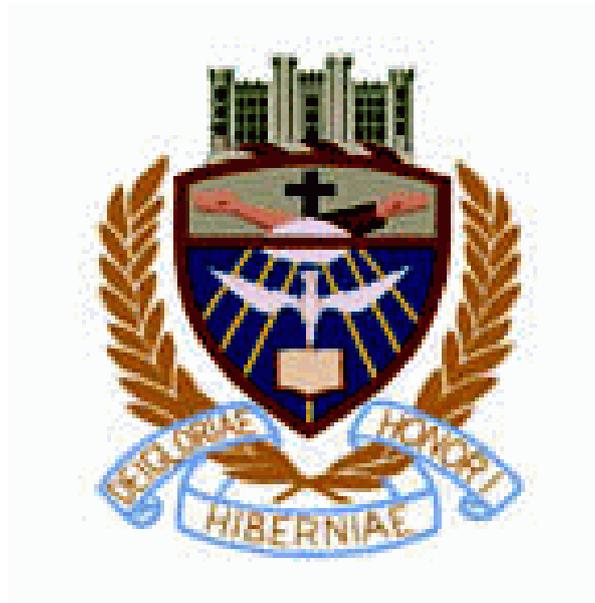


**FRANCISCAN COLLEGE  
GORMANSTON**



**TRANSITION YEAR ADMISSIONS POLICY**

## **College Mission Statement:**

Franciscan College Gormanston is an educational establishment wherein Catholic values are promoted in accordance with the spirit of St. Francis of Assisi.

Its aim is to create an environment that is safe, a centre of learning committed to the personal development of each individual student, and where the dignity of all is promoted and cherished.

It will strive to create accountable and principled students in the Ireland of today and in the wider world, in accordance with our Franciscan tradition for the glory of God and the honour of Ireland.

## **Principals**

The Transition Year admissions policy adheres to the principals of the College enrolment policy.

## **Respecting the choice of Children and Parents:**

Franciscan College, Gormanston 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.

## **Policy Statement:**

Franciscan College, Gormanston offers Transition Year as an optional one-year programme designed to bridge the gap between the Junior and Senior Cycles and to prepare students for adult life. The school strives to achieve the mission statement 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.”**

- The Transition Year Programme at Franciscan College Gormanston is open to all students that have completed the 3<sup>rd</sup> Year Junior Cycle examinations.
- Priority will be given to Third Year Pupils of Franciscan College Gormanston.
- Students who have not previously been a student of Franciscan College Gormanston may be considered for Transition Year upon admission to Franciscan College Gormanston subject to a place/places being available.
- Students will be admitted to the programme subject to the availability of resources.
- The Board of Management reserves the right to determine the maximum number of pupils accepted into the TY Programme bearing in mind:
  - Health and Safety
  - Availability of teacher resources from the Department of Education and Skills
  - Department of Education and Skills directive
  - Ability of Franciscan College Gormanston to cater for the needs of pupils
- The Board of Management has an implied right and duty to, if necessary, limit the intake of students to Transition Year. It would be irresponsible of the Board to admit an excessive number of students as to do so would involve a decline in educational standards and an erosion of the ethos of the TY Programme.
- If the number of applicants for the Transition Year Programme exceeds the number of places available in a given school year acceptance will be determined by an application procedure composed of an application form, which analyses the student’s commitment towards learning, their engagement with school life and extra-curricular activities.

- A refusal may be appealed to the Board of Management within 42 calendar days of being informed of the decision, by writing to the Secretary of the Board of Management (Section 29, Education Act 1998).
- It is a condition of enrolment in the Transition Year Programme that pupil(s) and parent(s)/guardian(s) give their consent in writing to the School Rules and Code of Behaviour in addition to the Transition Year Contract (appendix 1) by the 31<sup>st</sup> May preceding entry.

### **Procedures for Admissions:**

- Application for admission to Transition Year is open to all students in Junior Cycle year three, who have completed the Junior Cycle State Examinations.
- An information evening for Parents and information seminars for students are held in the second term of third year. This allows parents to make an informed decision regarding their son/daughters suitability for the TY Programme.
- Application forms are available from the TY Coordinator the day after the information evening.
- Pupils seeking enrolment to Transition Year are required to apply in writing to Franciscan College Gormanston by a date specified and communicated to parent(s)/guardian(s) and to pupils via written notification and/or verbal and/or school website site.
- A statement of application must:
  - outline the pupil's reason(s) for selecting to participate in the TY Programme
  - be dated and signed by both pupil and parents(s)/guardian(s)
- A completed application form must be submitted by a specific date to the Transition Year Coordinator.
- Completed application forms and any other relevant documentation pertaining to consideration for a reserved place must be returned for the attention of the TY Coordinator to the School Office or to the TY Coordinator by the closing date.
- It is the responsibility of each student and their parents/guardians to ensure that their application form is submitted in full and on time.
- The TY Coordinator will consult members of the Teaching staff (3<sup>rd</sup> Year Year Head, Guidance Counsellor, Teachers, Principal and Vice Principal) with respect to the TY applications list.
- Final selection will take place at a meeting of the selection committee, composed of the Principal and Vice Principal.
- The decision to deem an applicant suitable or not suitable for the Transition Year Programme will be made by the School Principal who will take into account each of the following as deemed appropriate:
  - The information supplied on the application form.
  - The student's behaviour record
  - The student's attendance record
  - The recommendation of their teachers
- Offers of acceptance and refusals shall be made in writing.
- All offers must be accepted in writing within ten (10) school days of the offer being made. Failure to accept an offer within this time will result in the offer being withdrawn.
- A contribution of €100 deposit is payable upon acceptance of the offer. The balance of €350 is to be paid by the 1<sup>st</sup> of June 2018. This money is strictly used to cover the cost of some programmes and activities which are offered in Transition Year.
- In the case of one or more siblings applying for admission to Transition Year at the same time, if one sibling is offered a place, places will be offered to all siblings, subject to the agreed maximum number of places in TY. If the final place is offered to a first sibling, then the names of the remaining siblings will be placed at the top of the waiting list, in alphabetical order.

- Parents/guardians of a student who is refused a place in Transition Year and who take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management by outlining in detail and in writing the grounds for their appeal.
- Any serious breach of the school's Code of Behaviour prior to the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year
- A student who accepts a place in Transition Year and subsequently withdraws from the programme regardless of when the student withdraws, is advised that the application for oversubscribed subject options in 5<sup>th</sup> Year will be placed at the end of the waiting list for each of the over subscribed subjects.
- This policy will be reviewed regularly.

**External Applicants:**

- External applicants must in the first instance complete an official application form for admission to the College.
- These applicants will be subject to the terms, conditions, procedure and criteria outlined in the College enrolment policy.
- Based on the admission criteria, a short list of suitable candidates will be drawn up.
- Applicants will be interviewed by the Principal and/or Vice Principal and /or Transition Year Coordinator.

This policy was adopted by the Board of Management on \_\_\_\_\_

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

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

Signed: \_\_\_\_\_  
Principal

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