

Transition Year Policy



St Joseph's Secondary School
Spanish Point,
Miltown Malbay,
Co. Clare
V95 NW01

www.stjosephsspanishpoint.com

TY Admissions policy

St Joseph's 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 St Joseph's 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 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 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 of the student concerned.

1. Application Procedures

1.1 Early in the third year, the Programme Co-ordinator will visit all third year classes. She/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 important factors.

1.2 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. This will be delivered as part of a senior options night.

1.3 At this evening an indicative programme options form is completed by all students who wish to enter senior cycle. Students who select the TY option on this form will be invited to apply for admission to the TY programme.

1.4 Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). Two teacher referees on the form are also required to apply.

1.5 The final submission date for applications will be outlined at the parent's information evening in January/February.

1.6 Applications will be considered valid only if they are fully completed and submitted to the Programme Coordinator within the specified deadline.

1.7 Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed.

2. The Transition Year Admissions Committee:

2.1 The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Principal, Deputy Principal, Guidance Counsellor 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.

2.3 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 The criteria outlined in 6.1(below), the Application Form, 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.

2.4 The Transition Year Admissions Committee reserves the right to interview students if necessary 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 6. Following an interview a shortlist of applicants, in order of merit, will be drafted taking into consideration the admission criteria.

3. Offer & Acceptance of Places:

3.1 Places will be offered to successful candidates whilst unsuccessful applicants will also be notified. All queries can be directed to the Programme Coordinator. For appeals please see section 8. Appeals.

3.2 At this stage, a successful student and his/her parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year.

4. External Applications:

4.1 Any application to transfer to St. Joseph's from another school will be considered strictly under the terms of the school's TY Admissions Policy in relation to such transfers.

5. Programme Advance Payment:

The Programme Advance Payment set annually by the Board of Management of St. Joseph's is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This fee includes Personal Insurance cover which is mandatory for all Transition Year students, as well as school administration fee and TY journal. It will also be used to pay for buses and entry fees for day trips as they arise, and to pay for workshops/guest speakers provided in school time.

This payment does not include the European trip fee. We will do everything to try and ensure that there are no extra costs for trips throughout the year, however they may arise in exceptional subject specific circumstances e.g. if a student reaches the BT Young Scientist finals in Dublin.

Further details of costs will be provided at the information evening in January/February.

6. Admissions Criteria

6.1 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:

1. Students who have already completed a Junior Cycle programme in St. Joseph's.
2. The Student's behaviour record in Junior Cycle.
3. The Student's Attendance and Punctuality record in Junior Cycle.
4. Involvement in school life since entering the school.
5. Completion of TY application form in full with a comprehensive level of reflection on all questions.
6. References from teachers on the application form.

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

7.1 Any student that is accepted on the TY programme is accepted on a provisional basis up until the end of the sixth week of the academic year. In order to safeguard the programme and the experiences of all students we may move students to an alternative programme at the discretion of the Transition Year Admissions Committee.

7.2 Every student will be monitored by their class teacher and Programme Co-ordinator up until the sixth week of the academic year in relation to attendance, behaviour, interaction with other students, positive influence in the class/school and academic engagement.

7.3 If a decision is taken to move a student to a more suitable programme (LC, LCA) this will be made by the Transition Year Admissions Committee using the criteria in 7.5.

7.4 In the event of a student being moved to another programme within the time period stated in 7.1, a full refund of the Transition Year fee will be made. Parents/Guardians will be notified in writing of the decision made including the reasons behind it.

7.5 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. As well as level of academic progress to date as evidenced by written and oral referrals from class teachers and the programme coordinator.

8. Appeals

8.1 In the case of a 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 Programme.

8.2 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.

9. Tours/Trips/Outings

The length of a Transition Year outing or trip may vary from a short local visit for 1 day or part thereof a foreign tour involving staying away for several days. Transition Year trips, outings and tours are a privilege. All day trips organised are compulsory for TY students to

attend, unless medically certified. The European tour is not compulsory, as this is an additional cost - students that do not travel on the European trip must complete a block of work experience or community placement instead.

All outings are reserved for students who meet minimum standards of behaviour while at school and a minimum of 80% attendance. Students who do not meet minimum standards of behaviour/attendance, as decided by the Principal/Deputy Principal and TY Coordinator may be refused permission to participate in a Transition Year outing, trip or tour.

The Principal/Deputy Principal and TY Coordinator reserve the right to disallow a student from participation in a school outing, trip or tour if in their opinion, the health or safety of the student, other students or school staff is placed at risk.

All school rules and all school policies apply while on school trips. In particular, parents/guardians/carers and students should be aware that permission to travel on a school related activity is conditional on an individual student's strict adherence to St. Joseph's Secondary School's Code of Behaviour.



APPENDICES

St Joseph's Secondary School

Spanish Point

62010C

St. Joseph's Secondary School, Spanish Point
Transition Year - Code of Conduct

1.0 School Code of Behaviour

1.1 The same code of behaviour applies in Transition Year as in all other years.

1.2 Poor attendance of less than 80%, non participation, negative attitude and a poor discipline record will also result in failure to graduate. The principal reserves the right for the final decision.

1.3 Only students who have paid the required TY fee will be eligible to go on school trips/activities.

2.0 Activities, off site and Residential Trips.

2.1 It is usual for students of St. Joseph's to behave in a responsible and co-operative manner during school trips. It is imperative that students follow our code of conduct and act responsibly. We ask all students to read the following guidelines carefully and sign at the bottom of the page to indicate their acceptance of our code of conduct.

2.2 It is expected that parents will discuss this code of conduct with their son/daughter so that they fully understand the expectations of our students when partaking in a school activity.

3.0 For all school Activities:

3.1 Students remain under the authority of the school during the visit and must follow the instructions of the Activity Leader and all staff with responsibility during the trip.

3.2 Punctuality and politeness from students will be insisted upon at all times. Students must know where and how staff can be easily contacted. This will apply to all parts of the trip including the journey, free time and during the night.

3.3 Students remain responsible for their belongings and valuables whilst on trips. Staff will usually make arrangements for the safekeeping of passports (in the case of a foreign trip) and may make arrangements to help students safeguard other valuables.

3.4 Students will not be allowed to smoke, or to purchase cigarettes during any part of the trip. Students are not permitted to purchase or be in possession of e cigarettes.

3.5 On the trip, students must never possess, use or purchase drugs defined as illegal under Irish Law.

3.6 Students will not be allowed to drink, or to purchase alcohol, during any part of the trip.

3.7 Students should never deliberately put themselves at risk; however they must also know what to do in the event of an emergency and will be made aware of the school Emergency telephone number (given to them at TY Induction).

3.8 At all indoor venues students must always be considerate of all guests/staff and should not do anything to inconvenience them.

4.0 Residential Trips:

4.1 Whatever the age of students, a clearly stated curfew will be given, and a time to be in the student's own bedroom will be given. Lights out and silence will be insisted on at a given time. It must be understood that staff must be able to trust students in their own rooms when instructed to do so. Students will not be allowed into rooms of other students.

4.2 Mobile phones will be collected from all students before lights out. This is a Child Protection procedure so there will be no exceptions to this policy.

4.3 No student will be allowed out of the residential venue on his/her own. If free time is allowed during the day, students must be in groups of at least four, to ensure student safety.

4.4 Any damage incurred by students will be the financial responsibility of parents.

4.5 In an extreme case of misbehaviour, parents will be contacted. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort if necessary.

4.6 Any student who breaches the code of conduct not only risks his / her own place on future trips and /or suspension from the school/programme.

4.7 Please note that further rules of conduct may apply on specific trips and any supervising member of staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.

**Code of Conduct for Students on School
Activities, off site and Residential Trips.
Rules and Behaviour - Student/Parent Agreement**

1. I understand that trips are a school event and that normal school rules apply.
2. In particular I recognise that my behaviour should not bring the school into disrepute or cause embarrassment to other members of the party or accompanying staff.
3. I know that smoking is not permitted and that cigarettes/e cigarettes, fireworks and illegal substances may not be purchased or carried.
4. I know that drinking and/or purchasing of alcohol is not permitted.
5. Should my behaviour contravene these requirements I know that I could be prohibited from further school trips and/or be asked to return home at my parents' expense and may face further disciplinary measures at school.

To be read and signed by parents and students:

I / we have read and agree to the St Joseph's Spanish Point Secondary School requirements regarding behaviour on any trip organised by the School.

Signed: _____
(Student)

Date: _____

Signed: _____
(Parent/Guardian)

Date: _____

Signed on return to school by TY Coordinator:

Date: _____

St. Joseph's Secondary School
Spanish Point
Transition Year Application Form 2025/2026

This application form must be completed and returned to the school office by Friday X
March 2025.

Student Name:

Address:

Parent/Guardian's Name:

Phone/Mobile number: _____

Student's Date of Birth: _____

Please note:

This application form is one part of the selection process for Transition Year which may also include an interview with the prospective candidate to assess their motivations and suitability to participate successfully in the programme.

Students must have a proven commitment to good behaviour, hard work, attendance, punctuality and study.

As a Transition Year student in St. Joseph's we expect you to

- Attend school each day.
- Volunteer for and actively participate in the many projects and opportunities available. These may take place during and outside of school time.
- Maintain high standards of academic performance and be responsible for your own learning.
- Keep up to date with all aspects of the programme throughout the year by checking the TY Google Classroom and emails daily.
- Display a positive attitude and co-operate with teachers and visiting guest speakers/tutors.

Completion of this application form does not guarantee acceptance onto the Transition Year Programme.

5. Any interests, hobbies or achievements outside of school:

6. State **three** personal goals you would like to achieve if given the opportunity to do Transition Year:

Goal 1:

Goal 2:

Goal 3:

Is there anything else you would like to add to your application?

Transition year in St. Joseph's is an exciting but demanding year.

- We expect students to volunteer for the many projects and opportunities available which can take place both during and outside school time.
- We expect students to continue to maintain high standards of academic performance and be responsible for their own learning.
- We provide the opportunity for students to engage in a different style of learning and different forms of assignments and homework.
- Are you ready and willing to take up these and other challenges that Transition Year has to offer? Yes No

References: Please get two teachers to sign this form as a recommendation for you for TY. Your application will not be accepted without two signatures.

Name of teacher:

Name of teacher:

Signature:

Signature:

Signed by Student:

Signed by Parent/Guardian:

Date:

This application form must be completed and returned to the school office by Friday X March 2025.

For Office Use Only:

Date Application Received:

School Stamp:

REVIEW AND AMENDMENTS

This Policy will be subject to regular monitoring and review. This Policy will be reviewed by school management and may be revoked, replaced or amended at any time and stakeholders will be informed accordingly.

Signed: 
(Chairperson of Board of Management)

Signed: 
(Principal)

Date: 16/09/2024

Date: 16/09/2024