

ADMISSIONS TO TRANSITION YEAR POLICY  
DONABATE COMMUNITY COLLEGE



This Admission to Transition Year Policy is to be reviewed by the Board of Management every two years.

This Admission Policy was agreed on 11/09/2018

Signature Adrian Henchy

(Chair Person to the Board of Management)

Principal Anthony Creevey

Date for Review September 2020

## **Introduction**

Donabate Community College is a post primary school which opened in August 2008 under the Patronage of County Dublin VEC. The college is co-educational and aspires towards excellence in a caring and supportive environment.

As Donabate Community College will be catering in the foreseeable future to an ever-increasing population growth within its catchment area, the Board of Management will review the Enrolment Policy on a yearly basis.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

## **School Mission**

The Board of Management will promote Excellence. Our aim will be to create, with the assistance of parents/guardians, responsible citizens with pride in their community. The development of the whole person will be based on personal responsibility, inter dependence, respect for people and respect for property. Our school will seek to instil integrity, value discipline and punctuality and facilitate the best in academic and non-academic areas. We will value our culture, our tradition, be inclusive of religious beliefs and will seek to be a caring and compassionate community where justice and truth will be the central elements.

### **1. Overall Aims**

The following aims are interrelated and interdependent and should be strongly reflected in every Transition Year programme:

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

### **2. Donabate Community College:**

The Transition Year Programme in Donabate Community College 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, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that their 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.

### **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, Principal/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.

#### **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:

- 3.1 Student's behaviour
- 3.2 Attendance and punctuality
- 3.3 Involvement in school life
- 3.4 Completion of Personal Statement of interest and suitability for the programme

#### **Personal Statement Guidelines (Max 200 words/ minimum – 150 words)**

Please write under the following headings 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
- Career areas you are interested in exploring as part of work experience

- A list of your achievements to date in school and outside – i.e. sports, music, community group etc.
- Why you should be offered a place on the programme

The Personal Statement should be typed in Arial Font 12 and signed at the bottom by the student and witnessed by a parent/guardian.

#### **4. Application Procedures**

- 4.1 The T.Y. Admissions Committee will be responsible for assessing applications and offering places.
- 4.2 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.
- 4.3 The admissions criteria outlined in section 5 above, the Application Form, the 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.
- 4.4 The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.
- 4.5 The Transition Year Admissions Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

#### **5. Offer & Acceptance of Places:**

- 5.1 Places will be offered in writing to successful applicants within 10 school days of completion of the application process. Students offered conditional places will be informed by writing of same and a programme of contribution to the school alongside an improvement progress report requirement pertaining to the conditional place. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal (See Section 10, below).
- 5.2 Students accepting a place or a conditional place must complete and return the Acceptance Form within the date specified, along with the first instalment of the Transition Year fee, currently €150.00 . The Acceptance Form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited.

5.3 At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange a work-experience placement for the specified period during the academic year. They will be expected to present definite proposals in writing in relation to these placements.

5.4 A review of students offered a conditional place will be conducted by the Transition Year Admission Committee in May. At this stage the conditional TY place will be either confirmed or rescinded. This decision will be based on the contribution to the school and the students behaviour as documented in the student improvement progress report.

## **6. External Applications:**

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

Should places be available, applications from external candidates will be considered by the Transition Year Admissions Committee only after the 'Offer and Acceptance of Places' process for internal candidates has been completed.

The following will then apply:

6.1 The admissions criteria outlined in section 5 above, the Application Form, the Personal Statement and the Professional Advice and Judgements of the students current Principal/Deputy Principal will be critical factors in determining a student's admission on to the Transition Year Programme.

6.2 The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation.

6.3 The Transition Year Admissions Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation.

## **9. Programme Fees:**

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €300.00 and is payable in two moieties.

## **10. Appeals**

In the case of a student who is not offered a place by the T.Y. 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 the written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.

The decision of the Board of Management is final.

This Admission Policy was reviewed and passed by the Board of Management on \_\_\_\_\_.