



Coláiste Muire, Cnoc Beag

Knockbeg College, Carlow, Co. Carlow.



ADMISSIONS POLICY FOR TRANSITION YEAR

CURRICULUM GUIDELINES FOR TRANSITION YEAR

Mission

To promote the personal, social, educational and vocational development of pupils. To prepare them for their role as autonomous, participative, and responsible members of society.

Overall Aims

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

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

Knockbeg College

The Transition Year Programme at Knockbeg 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 his 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.

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.

Application Procedures

1. The Policy will be circulated to all parents of Third Year students upon request.
2. During Options Week, students will be informed about all options available to them and an evening presentation will be delivered to Third Year students and parents/guardians outlining all the choices, including Transition Year, Traditional Leaving Certificate and Leaving Certificate Vocational Programme (LCVP).
3. Those wishing to apply for Transition Year must submit a handwritten letter of application and complete the school application form, by the specified deadline.
4. The Admissions Committee will meet and include the following criteria in their decision making:
 - Letter of Application and Application Form
 - Student's Behaviour Record to date
 - Student's Attendance Record
 - Application to work over the last three years
 - Recommendation of the Year Head
 - Consultation with teaching staff
 - Suitability of the applicant to the Programme
 - Suitability of the Programme for individual applicants

The Committee reserves the right to interview students in relation to their applications. In such cases, parents/guardians will be notified about the interviews in advance.

5. Letters of acceptance/refusal will be distributed to students.
6. Payment of the **NON REFUNDABLE** Transition Year Deposit by the notified date will guarantee a place.
7. 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 a written decision. The appeal will be heard by the Board of Management at its next scheduled meeting. The outcome of this appeal will be available within one month of the appeal being submitted.

Once a place has been allocated and accepted, it is non-transferable

Ratified by the Board of Management

Chairperson Board of Management Date:

Review Date – Sept