

Policy on Entry to Transition Year

1. The maximum number in Transition Year will be subject to annual review by the Board of Management
2. The maximum number for September 2015 will be 58 provided that each has been successful in the application procedure.
3. Pending success at interview and school record (as outlined below), current students of the school will have first call on places in Transition Year.
4. Applicants from outside the school will be dealt with on a first come, first served basis but also pending success at interview, school record and availability of places.
5. A meeting for parents of 3rd Year students at which the aims, objectives, content and financing of Transition Year will be held.
6. A similar meeting will be held for 3rd Year students
7. A selection committee comprising of the Transition Year Co-Ordinator and at least one other teacher will be appointed by the Principal.
8. In general, the selection committee will take the following factors into account when assessing students for entry to Transition Year:
 - School record
 - Performance at interview
 - Age of the applicant
 - Special Education Needs
9. For the purposes of entry to Transition Year, school record will be determined as follows:
 - (a) Attendance, punctuality, application to work and conduct of the applicant
 - (b) Individual teachers of each applicant will be requested to grade and comment on his/her estimate of the applicant's suitability for Transition Year based on application to work, conduct in class and general suitability
10. All applicants will undergo an interview for entry. Initially students will be interviewed in small groups. All those who perform well at interview and whose school record is good will be offered places provided that the maximum number does not exceed 48 students.
11. In the event that the number of applicants exceeds the number of places available, a waiting list based on the scores achieved at interview combined with the school record will be drawn up.
12. In the case of students with assessed Special Education Needs, the selection committee will have regard to the nature of the special education need in assessing the student's application. The committee will also take into account the capability of the student to benefit from the

programme and any parental communication on the issue, if deemed necessary.

13. Those students whose applications are refused may appeal the decision to an Appeals Committee comprising of the Principal, Deputy Principal and the Transition Year Co-ordinator.

The decision of the Appeals Committee will be final.