



Colaiste Phobal na Scairbhe
Scariff Community College, Co Clare

POLICY DOCUMENT

Ratified by Board of Management - March 2013
(For review - January 2016)

Transition Year Enrolment Policy

Policy on Admission to Transition Year

Transition Year is a valuable educational experience for most students. As it is an optional year, TY students need to be suitable for the Transition Year Programme in order to benefit from and contribute to the shared learning experience of the group.

The Board of Management of Scariff Community College wishes to make the Transition Year option available to registered students of Scariff Community College who would like to avail of a sixth year of second-level education and who are deemed suitable to benefit from and contribute to the TY experience, subject to the maximum number of students the College can accommodate in TY in any year.

The maximum number of students that can be accommodated in Transition Year is normally 24, subject to DES staffing allocations and the capacity of the school. The maximum number is determined each year by the Board of Management based on DES staffing allocations and the capacity of the school. TY applicants should have the Junior Certificate cycle or Junior Certificate equivalent completed.

The following are the application procedures for a place in Transition Year:

1. Application forms, including a copy of the school's Policy on Admission to Transition Year, will be made available to all students in 3rd Year in January 2013. Copies of the application form will also be available from the School Office on request in January each year. The closing date will be stated on the Application Form.
2. Completed application forms and any other relevant documentation pertaining to consideration for a reserved place as specified above must be returned to the School Office by the closing date. It is the responsibility of each student and his/her parents/guardians to ensure that his/her application form is submitted in full and on time.
3. Late applications will be processed only after all applications submitted on time have been processed and finalised.
4. The decision to deem an applicant suitable or not suitable for the Transition Year Programme will be made by the School Principal and TY team who will take into account each of the following as deemed appropriate:
 - a. The information supplied on the students Application Form
 - b. The student's Behaviour Record
 - c. The student's Attendance Record
 - d. The recommendation of the student's teachers.
5. The TY programme will be offered to suitable applicants that have completed 2 years or more in Scariff Community College. In the event that all the places are not filled, TY will be offered to suitable applicants who are currently in the college for less than 2 years. If places are available after this process the TY will be offered to suitable applicants who are not currently enrolled in the College.
6. In the event that the number of approved applicants exceeds the number of available places, a lottery will be conducted. The lottery will be overseen by the School Principal, TY Coordinator and a member of the teaching staff.

7. Parents/Guardians of a student who is not offered 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 within 10 days of receiving notification by outlining in detail and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

8. Any serious breach of the school's Code of Behaviour prior to the commencement of TY may result in the withdrawal of the offer of a place in TY.

9. A student who accepts a place in Transition Year and subsequently withdraws from the programme, regardless of when he/she withdraws, is advised that his/her application for oversubscribed subject options in 5th Year will be placed at the end of the waiting list for each of the oversubscribed subjects.

10. This policy will be reviewed regularly.