

## Policy on Admission to Transition Year 2022/23



Transition Year is a valuable educational experience for most girls. 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 Loreto College Cavan wishes to make the Transition Year option available to registered students of Loreto 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 T.Y. experience, subject to the maximum number of girls the College can accommodate in T.Y. in any year. At the discretion of the Board of Management, a small number of places in T.Y. may be reserved for students in exceptional circumstances e.g. certified history of illness; named educational syndrome etc. Please be advised that the identity of any student afforded a reserved place will remain confidential. Applications from girls in other schools will be processed only after all applications from registered students of Loreto College Cavan have been processed and finally decided.

The number of girls that can be accommodated in Transition Year is subject to;

- (a) D.E.S. staffing allocations, and
- (b) The capacity of the school.

The maximum number is determined each year by the Board of Management subject to (a) and (b) above.

Tuition / Work experience may take one of the following formats;

- (1) Tuition five days per week with work experience assigned to any full academic week or,
- (2) Tuition on four or five days per academic week with work experience one of five days.

The Tuition / work experience format used will again be subject to (a) and (b) above.

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 posted on the school website in January 2022. Copies of the application form will also be available on the school website and may be submitted electronically. The closing date will be stated on the Application Form. (If parents have difficulty accessing the website, an electronic or a hard copy of the Transition Year Policy and the Application Form may be requested from the school office.
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 her parents/guardians to ensure that 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 with a assistance of a committee who will take into account each of the following as deemed appropriate:
  - a. The information supplied on the girl's Application Form
  - b. The girl's Behaviour Record
  - c. The girl's Attendance Record
  - d. The recommendation of her teachers.
5. In the event that the number of girls deemed suitable exceeds the number of available places, a lottery will apply. The lottery will be overseen by the School Principal and will be witnessed by one of the Deputy Principals, a representative of the Board of Management, a representative of the Parents' Association, a member of the Transition Year Core Team and the School Secretary who will act only as Recording Secretary. In the case of one or more siblings applying for admission to Transition Year at the same time, if one sibling is offered a place, places will be offered to all the siblings, subject to the agreed maximum number of places in TY. If the final place is offered to a first sibling, then the names of the remaining siblings will be placed at the top of the Waiting List, in alphabetical order. The remaining names will be placed on the Waiting List in the order in which the names were drawn from the drum.
6. Parents/Guardians of a student who is refused 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 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.
7. 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.
8. A student who accepts a place in Transition Year and subsequently withdraws from the programme, regardless of when she withdraws, is advised that her application for oversubscribed subject options in 5<sup>th</sup> Year will be placed at the end of the waiting list for each of the oversubscribed subjects.
9. This policy will be reviewed regularly.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the BoM on 30<sup>th</sup> November 2021