



**Admission Policy**

**for entry into the**

**Transition Year**

**Programme**

**In**

**Ramsgrange**

**Community School**

Ratified by the Board of Management on

Tuesday March 15<sup>th</sup> 2016

## **Introduction**

Ramsgrange Community School is a co-educational and non-denominational school. We are a welcoming, open and inclusive school. Our aim is to develop each of our students as a whole person by promoting an atmosphere of respect, honesty and fairness in which all the school community can achieve their full potential. Our school's mission statement centres around the values of Respect, Community, Success.

The Transition Year Programme in Ramsgrange Community School is not compulsory. The admission policy for Transition Year is set out in accordance with the provisions of the Education Act, 1998, Section 15, 2(d), the Education (Welfare) Act, 2000, Section 19, 1 and the Equal Status Acts, 2000 to 2004 and is formulated having shown having due regard to our schools mission statement and the overall schools admissions policy. The maximum number of available places in Transition Year will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management and will be outlined to parents.

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/her participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Interview Committee, taking into account the views of the student's teachers and opinion formed following the application/ interview process of the student and also taking account of the views of the parents of the student concerned and/or other relevant circumstances.

### **1. Application Procedures**

1.1 Early in the third year, the Programme Co-ordinator will speak with all third year classes. It will be made clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, is part of the application process, and will be critical factors in gaining entry to the programme. Similarly, attendance, application and attitude to work and behaviour will be important factors.

1.2 During the second term, the Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. An overview of the programme along with details of the qualities and disposition essential for successful participation in Transition Year will again be fully outlined to students at this presentation.

1.3 Subsequent to 1.2, a formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme.

1.4 Students apply for a place on a formal application form (which may be online or in writing), where parents too have an opportunity to outline their reasons why TY is the programme of choice for their son/daughter. This will be signed by the student's parent(s)/guardian(s). Students in their application form, will demonstrate their research into the Transition Year Programme and state clearly the reasons why they are applying for a place and give a brief account of work experience ambitions. Students will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.

1.5 The final submission date for applications will be detailed on the application form and will be stated clearly to parents at their information night. **Valid** applications will be date-stamped on submission.

1.6 Applications may not be considered valid if they are not fully completed and/or are submitted outside the specified deadline.

1.7 Students will be notified of their interview date and notify the TY co-ordinator if this time/date does not suit. The interview is also used to assess their suitability for participation in Transition Year.

## **2. The Transition Year Interview Committee:**

2.1 The T.Y. Interview Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (Chair), Deputy-Principal/Guidance teacher and/or 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.

2.2 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. Interview Committee within a time schedule.

2.3 The criteria outlined in 1.1(above), the Application Form, Behaviour record, performance at interview 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. The right to offer direct places is reserved in exceptional circumstances.

2.4 The Transition Year Interview Committee reserves the right to interview the parents of students in relation to the students' applications and their suitability for participation and/or offer places directly in exceptional circumstances.

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

3.1 Places will be offered in writing to (up to and including **24**) successful applicants within 10 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision, on procedural grounds, to the Board of Management. (See Section 6, below).

3.2 Students accepting a place must complete and return the Acceptance Form within the date specified, along with the first instalment (currently €100) of the Transition Year contribution, which is currently €270.00. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form within the specified time frame will result in the place being forfeited.

3.3 At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the following academic year.



#### **4. External Applications:**

Any application to transfer to Ramsgrange Community School 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 Interview Committee only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

#### **5. Programme Contribution:**

The programme contribution 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 €270.00 and is payable in two amounts (3.2 above, and the remaining €170 by 7<sup>th</sup> September). Usual annual student services contribution also applies. Some subject costs may also be incurred depending on curricular decisions taken by subject teachers annually. These are subject to change.

#### **6. Appeals**

In the case of a student who is not offered a place by the T.Y. Interview Committee, an appeal may be made on procedural grounds only, and in writing, within 10 school days of the date places were offered. This appeal can be made to the Board of Management.

**Ratified by the Board of Management on** \_\_\_\_\_

**On behalf of the BOM Signed by:** \_\_\_\_\_

**Proposed Date of Review:** \_\_\_\_\_