



# **Admission Policy**

**for entry into the**

# **Transition Year Programme**

**In**

# **Ramsgrange Community School**

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

## **Introduction**

Ramsgrange Community School is a co-educational school located in a rural setting in South West Wexford. We were established and are managed with the aim of providing quality education for the people of the area. We endeavour to promote an atmosphere of respect, honesty and fairness in our school such that all in our school community can flourish. We aim to develop the whole person and instil in our students a sense of personal worth and responsibility which will motivate them beyond school into their future lives.

*Ramsgrange Community School is 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.*

We are a welcoming, open and inclusive school. Our school ethos centres around the values of respect, community and success and we aim to follow and enact the educational ethos of community schools.

## **Aims of Transition Year**

The Transition Year Programme is an optional one year stand-alone programme, within the senior cycle experience. It is designed to build a broad and solid foundation for students to progress them from their previous learning experiences into the remainder of senior cycle. It develops aspects of the key competencies of senior cycle and gives opportunities for students to explore and expand their strategies for learning. It helps students make informed decisions around future choices. Participation in TY contributes to the personal growth of students. Students can build upon the foundation provided by early childhood, primary and junior cycle education and use their experience of TY to further develop the key competencies they need to move through life as local, national and global citizens.

## **Transition Year Admissions Policy**

The Ramsgrange Community School Transition Year Programme, and Transition Year admissions policy, strives to align itself to the Transition Year Programme Statement 2024 and 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. It is formulated having shown due regard to our schools' mission statement and the overall Ramsgrange Community School admissions policy.

While we endeavour to make our Transition Year programme available and inclusive for all, the maximum number of available places and class groups in Transition Year will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management. They will be notified to the T.Y. Co-ordinator and other relevant parties and outlined as part of formal presentations conducted during the application process annually.

The maximum number of available places for Transition Year for Sept 2025/2026 is 48\*  
The maximum number of class groups for Transition Year for Sept 2025/2026 is 2.

All students are open to apply for the Transition Year programme. For acceptance onto the TY programme, the school must be of the opinion that the student will benefit from participation in Transition Year, and, equally that their participation will not prevent any other student from benefitting from participation. Selection is based on student suitability for the programme. Interested students should apply using the procedure outlined below.

## **1. Criteria for Admission**

Each applicant will be considered on his/her own merit. The application form and interview will give the student the chance to demonstrate their research into the Ramsgrange Community School Transition Year Programme, express clearly the reasons why they would like to do the programme and outline their ambitions and willingness to commit to the programme and the e-portfolio requirements.

For acceptance on to the Ramsgrange Community School 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.

It will be impressed on all parents and all prospective applicants that any decision in this regard will be taken by the Transition Year Interview Committee, taking into account:-

- the professional opinion formed following the application/ interview process outlined in section 2
- the views of the parents of the student concerned
- the professional advice and opinions of the student's teachers
- and/or other relevant circumstances.

The following criteria may be considered:-

- attendance record
- application and attitude of the student to date and at interview
- behaviour record

## **2. Application Process**

- 2.1 When the student and parents visit Ramsgrange Community School on Open Night prior to enrolment, information regarding Transition Year is available and on display.
- 2.2 After Christmas, during 2<sup>nd</sup> term of 3<sup>rd</sup> year, the Programme Co-ordinator, TY Year Head and/or Guidance Counsellor will give a formal presentation to third year students during school time. An overview of the TY programme along with details of the qualities and disposition essential for successful participation in Transition Year will be outlined. Information regarding the school's technological device policy will be given. A forum for questions and answers will be provided.
- 2.3 Subsequent to 1.2, a formal evening presentation will be delivered to parents/guardians of third year students interested in the programme. Students may also attend.
- 2.4 Application forms will be given out at the end of the formal presentation and will also be made available for interested candidates from the school office.
- 2.5 Students should apply for a place using the formal application form. On this form parents, too, have an opportunity to outline their reasons why TY is the programme of choice for their son/daughter. Both the student and parent(s)/guardian(s) should sign the application form.

- 2.6 The final submission date for applications will be detailed on the application form and will be stated clearly to parents on the information night.
- 2.7 Valid applications will be date-stamped on submission to the school office. Applications may not be considered valid if they are not fully completed and/or are submitted outside the specified deadline.
- 2.8 All students who complete the application form for Transition year, will be invited to attend an interview by the Transition Year Interview Committee.
- 2.9 Students will be notified of their interview date and time and should notify a member of the Interview Committee if this time/date does not suit, to be re-scheduled.
- 2.10 The school shall endeavour to admit each student seeking admission to Transition Year except where
- **the programme is over-subscribed \*(more than 48 students are seeking places)**
  - the student is deemed unsuitable for the programme

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

3.1 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 these above who may be unavailable due to illness or other circumstances.

3.2 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.

3.3 The Criteria for Admission in section 1 will be critical factors in determining a student's admission on to the Transition Year Programme.

3.4 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.

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

4.1 While Ramsgrange C.S. shall endeavour to admit each student seeking admission to Transition Year, the maximum number of available places and class groups in Transition Year will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

4.2 Available places will be offered in writing to successful applicants within 10 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame.

4.3 Unsuccessful candidates will be placed on a numbered waiting list prepared by the Interview committee, which will be used to fill places should they become available. Students have the right to appeal the decision, on procedural grounds, to the Board of Management. (See Section 7 below).

4.4 Students accepting a place must complete and return the signed Acceptance Form within the date specified, along with the first instalment (€150) of the Transition Year contribution, which is currently €300.00. Failure to return the acceptance form within the specified time frame will result in the place being forfeited.

4.5 At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to commit to the school's acceptable use/ device policy and arrange work-experience placements for the specified periods during the following academic year.

## **5. 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.

## **6. 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 €300.00 and is payable in two amounts (4.4 above, and the remaining €150 by 7<sup>th</sup> September).

Usual annual student services contribution also applies. Some subject costs and bus costs may also be incurred depending on curricular and trip decisions taken annually. These are subject to change.

Students in the Transition Year Programme need to have a laptop device. There will be a talk for parents/ guardians in relation to this requirement which will be held in early in 2025.

## **7. 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 school Principal, as secretary to the Board of Management.

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

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

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