

# **Abbey Community College**

## **Transition Year Admissions Policy**

### **CURRICULUM GUIDELINES FOR TRANSITION YEAR**

#### **Mission**

To promote the personal, social, educational and vocational development of pupils and to prepare them for their role as autonomous, participative, and responsible members of society.

#### **Overall Aims**

The following aims are interrelated and interdependent and should be strongly reflected in every Transition Year programme:

1. Education for maturity with the emphasis on personal development including social awareness and increased social competence.
2. The promotion of general, technical and academic skills with an emphasis on interdisciplinary and self-directed learning.
3. Education through experience of adult and working life as a basis for personal development and maturity.

#### **Abbey Community College:**

The Transition Year Programme at Abbey Community College is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management.

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 Admissions Committee.

### **The Transition Year Admissions Committee:**

The Transition Year Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Principal/Deputy Principal, Transition Year Year Head and 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.

### **Application Procedures**

1. The Policy will be circulated to all parents/guardians of third year students via the school website.
2. Parents/ Guardians and third year students will be notified of the Transition Year Application process. Information will be made available to parents via the school website. Information will be made available to third year students in school via information sessions. For students who may be absent from school, this information will also be available via Microsoft Teams and the school website.
3. Those wishing to apply for Transition Year must submit the online Microsoft Form by the specified deadline, witnessed and signed by their parents/guardians. A Transition Year application received by Abbey Community College after the specified deadline is considered a late application for the purposes of this Admission Policy.
4. The Admissions Committee will meet and include the following criteria in their decision making:
  - Application Form
  - Student's Behaviour Record to date
  - Student's Attendance Record to date
  - Application to work to date
  - Recommendation of the Year Head
  - Consultation with teaching staff
  - Suitability of the applicant to the Programme
  - Suitability of the Programme to the applicant

5. The Transition Year Admissions Committee reserves the right to interview students and/or speak to parents/guardians in relation to their applications. In such cases, parents/guardians will be notified of this in advance.
6. Letters of acceptance/refusal will be posted home to all applicants.
7. Payment of the Transition Year deposit by the notified date will guarantee a place.
8. In the case of a student who is not offered a place by the Transition Year Admissions Committee, an appeal may be made in writing to the Principal within 10 school days of the date the letter was sent. The appeal will be heard within 10 school days of receipt of the appeal. In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 10 school days of the date on which the Principal issues a written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.
9. Once a place has been allocated and accepted, it is non-transferable.