

Transition Year Admissions Policy

Dunshaughlin Community College offers Transition Year as an optional one-year programme post Junior Certificate. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:

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

The Transition Year Programme in Dunshaughlin 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, following consultation with the student's teachers, the student and the parents of the student concerned.

1. Application Procedures

1.1 Early in the third year, the Programme Co-ordinator will visit all third year classes. She will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, 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 First Term, the Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. 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 in October.

1.4 Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). Two teacher signatures as recommendations are also required to apply. A Personal Statement must accompany each application. This Personal Statement will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It 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 outlined at the parent's information evening in October.

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1.6 Applications will be considered valid only if they are fully completed and submitted to the Programme Coordinator within the specified deadline.

1.7 Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed.

2. The Transition Year Admissions Committee:

2.1 The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal, Guidance Counsellors 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.

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. Admissions Committee within a time schedule specified by the Programme Coordinator.

2.3 The criteria outlined in 7.1(below), the Application Form, the Personal Statement 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.

2.4 The Transition Year Admissions Committee reserves the right to interview students in relation to their applications and their suitability for participation. Shortlisting of applications for interview will be based on the admission criteria set out below. Following interview a shortlist of applicants, in order of merit, will be drafted taking into consideration the admission criteria.

3. Offer & Acceptance of Places:

3.1 Places will be offered in writing to successful applicants. The Programme Coordinator will meet unsuccessful candidates. All queries can be directed to the Programme Coordinator.

3.2 At this stage, 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 academic year.

4. External Applications:

4.1 Any application to transfer to Dunshaughlin Community College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers.

5. Programme Advance Payment:

The advance payment for the Programme is set annually by the Board of Management of Dunshaughlin Community College. This payment is necessary to meet necessary running costs associated with the various activities and courses fundamental to the programme. This payment

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includes Personal Insurance cover which is mandatory for all Transition Year students. It will be used to pay for buses and entry fees for day trips as they arise, and to pay for workshops provided in school time.

Students will be provided with a payment schedule following confirmation of places in the Transition Year Programme. Payments can be made in instalments using Wisepay.

The European trip, which traditionally takes place during the Easter holidays, incurs an additional cost as it is an optional trip. The European trip costs approx. €550. Payment for the European trip is payable by instalment using Wisepay. Only students who have met the basic costs associated with the programme can apply for a place on this optional European trip.

6. Admissions Criteria

6.1 Each application will be considered on its own merit. In addition to the level of serious commitment indicated by the students in the application process and/or at interview, the following criteria will apply in assessing a prospective Transition Year student's application:

1. Student's behaviour
2. Attendance and punctuality
3. Involvement in school life
4. Completion of Personal Statement of interest and suitability for the programme.

6.2 Personal Statement Guidelines (Max 200 words/ minimum – 150 words)

Please include the following in your personal statement:

1. The reasons why you would like to do the Transition Year Programme
2. The contribution that you can make to the programme
3. Career areas you are interested in exploring as part of work experience
4. A list of your achievements to date in school and outside – i.e. sports, music, drama, community group etc.
5. Why you should be offered a place on the programme