

ADMISSIONS POLICY FOR TRANSITION YEAR DE LA SALLE COLLEGE WATERFORD



Section 1: College Profile, Mission and Ethos

College Profile

De La Salle College is an All Boys' Voluntary Catholic Secondary School, operating under the Trusteeship of the Le Chéile Schools Trust, a Catholic Schools Trust. The College is managed by the Board of Management, is funded by the Department of Education and Skills (DES) and operates within the regulations and guidelines set down from time to time by that Department. The school seeks extra funding in the form of an annual school charge from parents in order to supplement D.E.S. funding. The College has an active Parents' Association and Students' Council.

Mission Statement

De La Salle College, Waterford is a Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life.

Ethos

De La Salle College, Waterford was founded in 1891 by the De La Salle Brothers and serves as a Catholic school for boys. The aim of De La Salle College is to develop an atmosphere of friendliness, discipline and co-operation where everyone can experience respect, encouragement and support. While every school is a community in which adults and young people live and work together, the Lasallian school is inspired by the vision of St. John Baptist De La Salle that Gospel values must permeate the life of a Christian school in such a way that students internalise those values and reflect them in their behaviour. All who work in the College constantly strive to make De La Salle College a welcoming institution. Our behaviour management strategies and pastoral care structures are built on the principles of justice and fairness. We

endeavour to fulfil our mission in partnership with parents/guardians, staff, students, trustees and the community.

Section 2: Aims and Objectives

De La Salle College offers Transition Year as an optional one-year programme, post Junior Certificate. The school strives to achieve the mission of Transition Year which is: ***“To promote the personal, social, educational and vocational development of the students and to prepare them for their role as autonomous, participative and responsible members of society.”***

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.

Section 3: Procedures

- Application for admission to Transition Year is open to all students in Third Year and is made via the standard Transition Year Application Form.
- A closing date will be indicated on the application form and late applications may not be considered.
- The maximum number of places available in each Transition Year Class in the programme group is 24.
- The total number of students that can be accommodated in Transition Year in any school year will be determined by the Board of Management subject to the resources available to the school including physical classroom accommodation, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission. The total number of students for the 2016-2017 school year has been set at 120.
- The Application procedure will be explained to 3rd years at the start of their academic year by the TY Co-ordinator, following consultation with the 3rd year Year Head, at an agreed assembly. Important aspects of the selection criteria such as a student’s behavior record, work rate, teacher’s recommendations, etc. will be explained in relation to the marking scheme. This is to encourage

students to be mindful of the importance of their record in the school in advance of their application to senior cycle.

- A Senior Options Information Evening for parents is held in the spring time of the year of entry. This is scheduled in the school calendar and parents are reminded of this event by text.
- This Information Evening deals with the programme options available to students after the Junior Certificate, namely; Transition Year, The Established Leaving Certificate, and The Leaving Certificate Applied Programme.
- Transition Year application forms are distributed to the parents on this night and are available from the office thereafter. The application form and any other relevant documentation must be returned to the school office by the closing date (date on application form). It is the responsibility of each student and his parents/guardians to ensure that the application form is returned in full and on time. Late applications will be processed only after all applications submitted on time have been processed and finalised.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- The teaching staff will be advised of the list of applicants by way of a notice on the TY notice board and also by email, 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.
- All students who apply for Transition Year are called for interview, which depending on numbers are held over 1-2 days in the College Parlour on scheduled dates. The dates for interview for the academic year 2017/2018 are March 6th- 8th.
- The Selection Committee, which is the Transition Year Coordinator and the Guidance Counsellor, will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below and applicants will be listed in order of merit based on marks received.
- When there are more applicants than available places, a waiting list based on the order of merit will apply. Once all students have accepted their place in Transition Year and the quota (as set out by the Board of Management) has been reached, the waiting list will cease on the second week of September of the academic year. In this way, students will be enabled to settle into their various programmes / year groups.
- Where a student is deemed to be unsuitable for Transition Year and fails to meet the most basic aspects of the selection criteria (e.g. failure to meaningfully engage with the Personal Statement in the Application process, serious

breaches of Code of Behaviour), he will be informed in writing of his unsuitability for the programme and advised to consult with the Guidance Counsellor regarding the pursuit of other senior cycle options.

Application Procedure

The number of students that can be accommodated in Transition Year will be decided by the school's Board of Management on an annual basis. Classes are created in multiples of 24, up to but not exceeding 120 students, subject to the resources available in the school as outlined in Section 3.

Each applicant will be considered on his own merit. In order to be considered for the programme, the following procedure must be adhered to:

- Completion of the Application Form & Personal Statement **within the deadline specified each year** (the agreed date for the academic year 2017/2018 is February 3rd). The Personal Statement is an opportunity for the student to outline their interest in and suitability for the Transition Year Programme. (Personal Statement template attached)

Selection Criteria

All applications are reviewed and all students are invited to present for interview.

A student is assessed as suitable for the programme based on how well he meets the criteria outlined below:

- The student's record of compliance with the School's Code of Behaviour
- The student's attendance & punctuality record
- The quality of the application form & personal statement
- The student's performance at interview (see Appendix 6 for Marking Scheme)
- The student's record of contribution to extra-curricular and co-curricular activities
- The recommendations of the student's teachers
- The student's class work record (completion of projects, capacity to meet deadlines, etc.)

The Selection Committee will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below and applicants will be listed in order of merit based on marks received. When there are more applications than available places, a Waiting List based on the order of merit will apply for suitable candidates. Those who are deemed unsuitable for the programme will be informed in writing and will be advised to consult the Guidance Counsellor regarding alternative senior cycle programmes.

Section 4: Offer & Acceptance of Places

After the interview, all students will be informed by letter of the outcome of their application 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 to the Board of Management. See Appeals Process below.

The student will receive one of the following responses regarding his application:

1. He will be informed that he has secured his place in the Transition Year programme for the following academic year. Within the date specified, he must then submit the following to the School Office:
 - Completed Acceptance Form (see Appendix 1)
 - Completed Contract of Learning (see Appendix 3)
 - Completed Behaviour Contract (see Appendix 4)
 - Payment of the first half of the Transition Year fee, €250.00.

All these forms must be signed by the applicant and witnessed by a parent/guardian. **Failure to return these forms, accompanied by the payment of €250, to the school office within the specified time frame will result in the student's offer of a place being forfeited.** The date for receipt of the above for the academic year 2017/2018 is March 30th.

2. The student is informed that the number of successful applicants has exceeded the available places and he has been put on a Waiting List **in order of merit**. He is advised to meet with one of the Guidance Counsellors to discuss alternative senior cycle options. He will be notified immediately if a place becomes available. Should that student not accept the place offered, it will be offered to the next person on the waiting list; this process will continue until all places have been accepted and filled.
3. The student is informed that he has been deemed unsuitable for the programme and is advised to meet with one of the school Guidance Counsellors to discuss alternative senior cycle options.

Any serious breach of the schools Code of Behaviour prior to the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.

A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have already applied.

Section 5: Transition Year Fee

The Transition Year Fee per student for the 2017-2018 school year has been set at **€450** (this fee is subject to change at the discretion of the Board of Management). This fee includes course material, art, craft and design supplies, First Aid course, Home Economics ingredients, sporting activities, all trips and excursions.

The Transition Year Fee of €450 must be paid in full on or before the second week of May in the year of application (The date agreed for this academic year 2017/2018 is May 15th). The fee must be paid in full to the College Office. All payments will be receipted. This payment deadline will be strictly enforced. Fees not fully paid by that date will be refunded and the offer of a place in Transition Year will be withdrawn and his place will be offered to the first person on the waiting list.

The student is advised to meet with the school Guidance Counsellor to discuss alternative senior cycle options and should be aware that his application for subject options in 5th year will be placed after the students who have already applied.

Section 6: Appeals

Parents/Guardians of a student who is not offered a place in Transition Year may appeal the decision to the Board of Management within 10 working days of receiving notification of the decision. Parents/Guardians should outline in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

Section 7: Review

This policy will be reviewed regularly.

Section 8: Ratification by the Board of Management

This policy was adopted and ratified by the Board of Management on ___/___/___