



## Interim Transition Year Admissions Policy:



**School Name:** De La Salle College, Waterford.

**School Address:** Newtown, Waterford.

**School Roll Number:** 649500

**School Details:** De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement:**

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

### **Ethos:**

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised by a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25<sup>th</sup> May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

## Section 1: Ethos

### 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 is 24. The seating number is currently based on safe seating arrangements due to COVID 19.
- The total number of students that can be accommodated in Transition Year in any school year will be determined through a robust and fair selection process approved by the Board of Management. The total number in Transition Year is 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.
- Senior Options Information for parents and students is emailed to parents in the spring time of the year of entry.
- This Information Presentation 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 emailed to the parents. 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/imply a place on the programme will be offered to a student.
- The teaching staff will be invited to offer professional advice and judgements to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.
- The Selection Committee includes a member of the Senior Management Team, The Transition Year Coordinator and a Guidance Counsellor. They will process all applications received as per the Criteria for Admission and the Marking Scheme.
- When there are more applicants than available places, a waiting will apply.
- Only students who meet the criteria for admission will be placed on the waiting list. If students on the waiting list share the same score, a supervised draw will take place. Students will then be placed in order on the waiting list. 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 last week of

May 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 Counsellors 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 (COVID allowing).

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 2022-2023 is Friday February 10<sup>th</sup>**). 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).

## Eligibility

Due to the nature of the involvement required from students in the programme there are very strict guidelines relating to behaviour in the Junior Cycle programme, especially from Christmas in second year to the time of selection. Students, who have amassed a series of suspensions and detentions, have clearly not lived up to their commitment to adhere to the school rules and will not be eligible for Transition Year.

## Selection Criteria

All applications are reviewed by the selection committee

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 will form a central part of a student's suitability for Transition Year: all detentions and suspensions will be reviewed in a weighted system from First to Third Year.
- The quality of the information on the application form & personal statement

- The student's record of contribution to extra-curricular and co-curricular activities as outlined in his application form
- The recommendations of the student's teacher
- The student's class work record (completion of projects, capacity to meet deadlines, etc as demonstrated by their term reports and teacher feedback.)

The Selection Committee will process all applications received as per the Criteria for Admission and the Marking Scheme 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 by email and will be advised to consult the Guidance Counsellors regarding alternative senior cycle programmes.

### **External Students:**

As a result of the excellent reputation of our programme, we often receive applications from students outside our school population. External applicants will be subject to the same selection criteria. Their current schools will be asked to furnish documents relating to performance and they will be asked to complete the application form.

Students from other schools will only be considered in the event that all suitable candidates from De La Salle have been accommodated and there are no students on the waiting list.

In the event students from foreign schools apply, their acceptance on the programme will be subject to the normal school fee in addition to the Transition Year fees.

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

After the Selection Committee has reviewed the applications, students will be informed by email of the outcome of their application within 10 school days of completion of the application process. Unsuccessful applicants will be informed 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 2022/2023 is Friday April 7<sup>th</sup>.**

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.

For students who have been offered a place, 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 2021-2022 and 2022-2023 school years has been set at **€500** (this fee is subject to change at the discretion of the Board of Management).

The Transition Year Fee of €500 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 2022/2023 is May 12<sup>th</sup>). The fee must be paid in full to the College Office via our online payment system. 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.

## **Section 6: Appeals**



