

Transition Year Admissions Policy and Procedures

In St Mary's Diocesan School, Transition Year is an option for all Third Year students. Limited teacher resources, the specific requirements of practical subjects and room availability limit its size to four classes of twenty four.

Application Process

- (1) A meeting of Third Year parents is convened at which the concept of Transition Year is explained. During this meeting, the parents are informed of the format of Transition Year in St Mary's Diocesan School. The application and selection process is explained.
- (2) All Third Year classes are provided with a similar presentation.
- (3) To apply for a place in Transition Year
 - Students are required to submit a detailed application form on or before the deadline date. A Personal Statement must also accompany each application. This Personal Statement will outline some research into the Transition Year Programme. 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.
 - Fully completed applications *including the personal statement* must be handed into the school office in a sealed envelope, clearly marked with the student's name and class.
Please note that application forms/personal statements not submitted via the office will not be considered.

Selection Process

- (4) The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator, Deputy-Principal, 3rd Year Head and TY Tutors.
- (5) The criteria to be taken into consideration in this selection process include:
 - Behaviour
 - Attendance
 - Punctuality
 - Proven engagement with all aspects of school life, inside and outside the classroom
 - School assessment of the ability of a student to work as part of a group
 - School assessment of the ability of a student to undertake individual learning
 - Age (Please note that age is only one factor in the selection process and is not the first arbiter of selection)
- (6) The criteria outlined above, 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.
- (7) The Transition Year Admissions Committee reserves the right to interview students and their parents in relation to their applications and their suitability for participation.
- (8) Where there are more applicants than places available and students are deemed to be equally weighted, an independently verified random selection process will apply.
- (9) Students and parents will be informed in writing of the outcome of the Transition Year application process.
- (10) Exceptional cases may be decided at the discretion of the Principal.
- (11) Students who are offered the opportunity to progress directly into Fifth Year may choose to discuss the decision making process with the Transition Year Admissions Committee and / or School Management.

Please note that, in the event of there being more applicants for Transition Year than places available, places will be offered only to students for whom School Management believes the programme to be suitable as set out in the above criteria.

The school reserves the right to remove a student from the Programme if there is non- engagement in the curriculum by students. This includes non-participation in the work experience programme, curricular and extra-curricular activities.

Ratified by BOM: _____

Next review date: _____