

# St. Joseph's Patrician College, Galway.

## 'THE BISH'



## Draft Transition Year Policy

### Ratification Date:

Revision Number	Date:	Approved by BOM
1	26 <sup>th</sup> February 2024	26 <sup>th</sup> February 2024
2		
3		

### Next Review Date:

This procedure is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations with reference to the Children First: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015

<b>Process</b>	<b>Date Achieved</b>
<b>Start of review</b>	January 2024
<b>Student focus group</b>	February 22 <sup>nd</sup> 2024
<b>Parent/Guardian consultation.</b>	Week of February 19 <sup>th</sup> 2024
<b>Staff review</b>	February 2024
<b>Ratified by Board of Management</b>	

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## **St. Joseph's Patrician College**

St. Joseph's Patrician 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.
- An outline of the makeup of the Transition Year programme and activities is available in **Appendix 1**.

The Transition Year Programme in St. Joseph's Patrician 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 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 In third year, the Programme Co-ordinator will visit all third-year classes. The Co-ordinator 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 in the previous 3 years will be equally important factors.

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 February. Subsequently, third year students will attend a formal presentation on the Transition Year Programme 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 Students apply for a place via a 2 Step process:

**Step 1:** A formal **Digital application form (Appendix 3)**, witnessed by their parent(s)/guardian(s). Students are required to submit a detailed digital application form on or before the deadline date (this will be clearly indicated on the Digital Application form).

*This Digital Application Form will outline the students 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.*

**Step 2:** Accompanying the electronic application form, students will also complete a written application form (**Appendix 2**) indicating their intention to participate in the Transition Year Programme. This should include relevant personal information and a **Personal Statement** of motivation.

*Within the written application form, **three** teachers must act as referees. It is the student's responsibility to approach the teachers and ask them to act as referees and co-sign their application. These teachers must be currently teaching the student and be able to vouch for them. The application must be filled out **before** the teacher signs as referee so that the teacher can see the application in full.*

1.5 The Personal Statement is an important part of each application. The 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.

1.6 The final submission date for applications will be outlined clearly on both Digital and written Application forms.

1.7 Applications will be considered valid only if they are fully completed and submitted within the specified deadline.

1.8 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:**

The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinators, 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.

## **3. Admissions Criteria**

3.1 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:

3.2 **Personal Statement** of Motivation Guidelines (Max 200 words/ minimum – 150 words)

Please include the following in your personal statement:

- The reasons why you would like to do the Transition Year Programme
- The contribution that you can make to the programme
- Career areas you are interested in exploring as part of work experience

- A list of your achievements to date in school and outside – i.e. sports, music, drama, community group etc.
- Why you should be offered a place on the programme

### **3.3 Eligibility Criteria**

1. Attendance:
  - ✓ Confirmation that the applicant has a good attendance record and has not been brought to the attention of his Year Head for same.
2. Adherence to School Code of Responsibility and Behaviour:
  - ✓ Confirmation that the applicant has demonstrated positive behaviour and adheres to the school's Code of Responsibility and Behaviour.
3. Academics:
  - ✓ Confirmation that the applicant has engaged diligently with his studies & homework (at his own level) over the last 3 years.
4. Completion of **Personal Statement** of Motivation and suitability for the programme.
5. Completion of both Digital and paper Application form.
6. Three teacher nominees

**Please note an application may not qualify based on failure to meet some / all of the criteria above.**

Prospective Transition Year students are expected to adhere to the Code of Responsibility and Behaviour (CORAB). Failure to adhere to the CORAB may impact a student's chance of admission to the programme. Respect for staff and students as well as adherence to school policies is taken seriously by the Admissions Committee.

### **3.4 Students who do not meet the Eligibility Criteria:**

The Transition Year Admissions Committee reserves the right to interview these students in relation to their applications and their suitability for participation. If a student is deemed suitable, despite not meeting the eligibility criteria, they will be shortlisted for any available places. A lottery will take place at this stage if there are more students on the shortlist than places available.

### **3.5 Decisions on applications**

The eligibility criteria listed above will be applied to those applications that are received within the timeline for receipt of applications, as set out in both the Digital and written application form.

Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements to the T.Y. Admissions Committee, within a time schedule specified by the Programme Coordinator.

All decisions on applications for admission to Transition Year in St. Joseph's Patrician College will be based on the following:

- ✓ The Eligibility Criteria outlined in Section **3.3**
- ✓ The Written Application Form (Appendix 2)
- ✓ The Personal Statement of Motivation (in written application form)
- ✓ 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
- ✓ The total number of places available in Transition Year (on a yearly basis).

In the event that there are more qualifying applications than places available, a lottery will be conducted.

Qualifying candidates at this stage who do not receive a place will be placed on a waiting list and will be informed of their position.



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

4.1 Places will be offered via email to successful applicants. The Programme Coordinator will meet unsuccessful candidates if requested. All queries can be directed to the Programme Coordinator.

4.2 At this stage, both 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.

4.3 A deposit of €200 must be paid on acceptance of an offer made. The remaining balance must be paid on or before 1<sup>st</sup> June (prior to entry into the TY Programme).

#### **5. External Applications:**

5.1 Any application to transfer to St. Joseph's Patrician College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers.

#### **6. Programme Fees:**

The Programme Fee set annually by the Board of Management of St. Joseph's Patrician College is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. 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. The fees must be paid **in full** by the end of the previous school year.

The fee is set by the Board of Management annually.

Further details will be provided at the information evening in February of 3<sup>rd</sup> year.

#### **7. Appeals:**


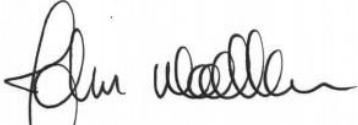
In the case of a student who is not offered a place by the TY Admissions Committee, an appeal may be made in writing to the Principal/Deputy Principal, within ten school days of receipt of refusal onto the Programme. The Principal's decision is final.

**8. No of Students and Classes:**

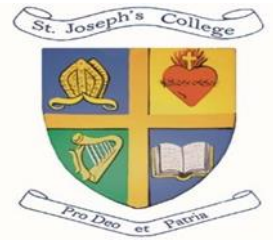
For the school year 2024 / 2025 there will be no more than 4 Transition Year classes with a maximum of 96 students.

**9. Policy Review:**

As with the majority of school policies, this Transition Year Policy will be reviewed annually. However, the Board of Management will review the policy on a shorter interval in the event of significant legislative changes or significant incidents that warrant an immediate policy review.

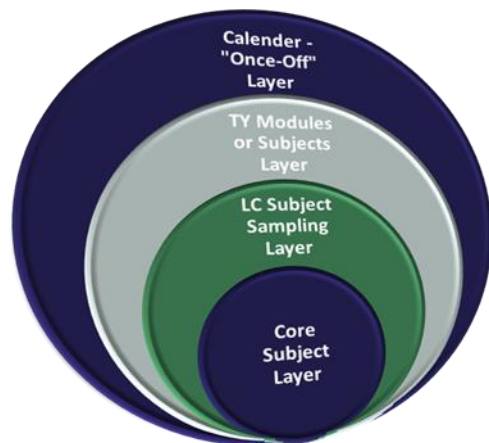
<b><u>The Board of Management ratified this policy on the:</u></b>	<b><u>DATE:</u></b> 26 <sup>th</sup> February 2024
	<b><u>Signed:</u></b>
<b><u>Kieran Kavanagh Chairperson</u></b> 	
<b><u>John Madden Secretary of the BOM</u></b> 	
<b><u>Date of next review:</u></b>	

# Appendix 1 – Transition Year Brief



## St. Joseph's Patrician College Transition Year Programme

**Transition Year** in St Joseph's Patrician College is an optional one-year school programme that can be taken in the year after the Junior Cycle. For the most part the year is designed around giving students life skills, incorporating a work experience programme. There are also many trips available to the students aimed at giving a more hands-on aspect to learning.



### 5 main Components:

- Core subjects
- Subject sampling
- TY specific subjects
- Once Off Events
- Work Experience

### Programme Overview:

The aim of Transition Year is to prepare our students for their roles as autonomous, participative, and responsible members of society. This is achieved through a curriculum that encourages the development of critical thinking and creative problem-solving skills.

## **Why is there a need for Transition year? T.Y.**

Reasons for the Introduction of Transition year

- Increase in students wishing to repeat 5<sup>th</sup> year
- Age
- Maturity
- Difficulty in making subject choices at end of 3<sup>rd</sup> year.
- College dropout / change of courses.
- Covid 19.

## **St Joseph's Patrician College Aims for Transition Year:**

- Provide students with opportunities for holistic development in a caring, stimulating, and varied learning environment.
- Serve as a crucial transition between Junior and Senior cycles.
- Encourage students to achieve their potential in various subject areas and learning experiences.
- Deliver a broad and balanced curriculum, including additional support in core subjects.
- Foster personal and social development.
- Help students discover their inherent talents, skills, and cultivate leadership qualities.
- Facilitate better-informed subject choices for Senior Cycle.
- Assist students in taking greater responsibility for their own learning and decision making.
- Prepare students for the world of work, further education, and lifelong learning.
- Provide necessary support and skills for growing in self-confidence, interpersonal, and communication skills.

## **Opportunities in Transition Year:**

- Develop a variety of new skills.
- Discover personal strengths and interests.
- Explore the working world through work experience.
- Investigate job and career opportunities.
- Engage with computers and information technology.
- Sample and discover new subjects.
- Build a solid foundation of skills for the Leaving Certificate programme.
- Participate in outdoor pursuits.
- Develop oral communication skills.
- Acquire skills necessary for the world of work and further study.

## **Core:**

**Irish-** Oral Work, Irish Heritage.

**English-** Public Speaking, Debating, Film Studies.

**Maths-** Applications of Maths, Some ground work for L.C Maths

**French-** Oral Work, French Culture, French Film.

**Religion-** Variety of different sections- World Faith, Relationships, Cults.

**P.E.-** Variety of different sports-internal and external to the school.

## **Leaving Certificate Samples (For September 2024)**

- ✓ History
- ✓ Geography
- ✓ Economic
- ✓ Accounting.
- ✓ Business.
- ✓ Applied Maths,
- ✓ PE

- ✓ Spanish
- ✓ French
- ✓ Art.
- ✓ Physics
- ✓ Chemistry
- ✓ Biology
- ✓ Phys/Chem
- ✓ Agricultural Science.
- ✓ Design and Communications Graphics (DCG)
- ✓ Politics and Society.
- ✓ Computer Science

**Work Experience:**

Work experience is a key element of the TY curriculum. TY students typically work experience to organise. Work experience can take place at a number of points throughout the school year. The intention of the work experience placement is to introduce the student to a quality, 'real world' work experience within a supervised framework, provide them with insights into different careers and workplaces, and thereby help to inform future choices after their schooling is finished.

## Appendix 2 – Written Application

Please return to school office by Monday March 11<sup>th</sup>  
at 4pm.

### St. Joseph's Patrician College Transition Year Program - Application Form



#### Personal Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class: \_\_\_\_\_

#### Personal Statement

Please provide a written piece explaining why you believe you would benefit from participating in the Transition Year program. Include any relevant information about your interests, goals, and how you think this program will contribute to your personal and academic growth.

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**The Statement of Motivation must be completed before you get any Teacher Nominations.**

(The teacher nominating must currently teach the student in 3rd year)

#### Teacher Nominations:

Teacher 1: \_\_\_\_\_

Teacher 2: \_\_\_\_\_

Teacher 3: \_\_\_\_\_

## Work Experience Preferences

List **three places** you wish to attend for work experience and explain why you wish to choose that particular career area.

*1. Preferred Work Experience Placement:*

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Reason for Choosing:

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*2. Preferred Work Experience Placement:*

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Reason for Choosing:

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*3. Preferred Work Experience Placement:*

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Reason for Choosing:

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## Eligibility Confirmation

Name of Student: \_\_\_\_\_ Current Class: \_\_\_\_\_

	Confirmation by Parent(s) / Guardian(s) Please tick below	Eligibility Criteria	School Office use only.
1		Confirmation that the applicant has a good <b>attendance</b> record and has not been brought to the attention of his Year Head for same.	
2		Confirmation that the applicant has demonstrated positive behaviour and adheres to the school's <b>Code of Responsibility and Behaviour.</b>	
3		Confirmation that the applicant has <b>engaged diligently</b> with his studies & homework (at his own level) over the last 3 years.	
4		Completion of <b>Personal Statement</b> of Motivation and suitability for the programme.	
5		Completion of both <b>Digital and Written Application form.</b>	
6		<b>Three teacher</b> nominees.	

Parent should read each of the 6 **Eligibility Criteria** above and indicate with a  if they believe their Son satisfies the criteria.

**Please note an application may not qualify based on failure to meet some / all of the criteria above.**

### Parent(s) / Guardian(s) Consent

I, the undersigned, give consent for my child to participate in the Transition Year program and engage in work experience. I acknowledge that my child is committed to the program and understands and accepts the requirements of work experience placements.

Parent(s) / Guardian(s) Name:

\_\_\_\_\_

Signature:

## Appendix 3 – Digital Application



### Transition Year 2024 / 2025 Digital Application Form



This application form is the second part of the 2-step application process for Transition Year 2024/2025,

The application form should be completed and submitted before 5pm on **Date TBC...**

The form should be completed by the student himself.  
All questions must be answered.


Please Note: Successful Candidates will be offered a place by email to one parent's email address and a deposit of €200 will be required on acceptance of his place on or before **Wednesday 6th April**.  
Payment should be made via Compass once you receive the Letter Offer (which will be after Date TBC)

\* Required


1. Name (First Name & Surname) \*

2. Current Class: Example: 3A \*


3. List Three reasons why you wish to apply for transition year and what you hope to gain from the Year. \*

4. What qualities do you have that will contribute to making transition Year in St. Joseph's Patrician College a success. \* 


Enter your answer

5. What do you consider your greatest strengths \* 


Enter your answer

6. Name two areas / jobs of interest to you for Work Experience during this programme. \* 


Enter your answer

7. My TOP THREE achievements inside or outside of school are: (these can include community involvement, sporting, music or drama etc. \* 


Enter your answer

8. Outline your involvement in Extra Curricular Activities such as sport, music, competitions etc since you have started in St. Joseph's Patrician College. \* 

Enter your answer

9. Is there anything further that you wish to add to enhance/support your application. \* 

Enter your answer

10. I acknowledge that it is the student's responsibility to secure and attend Work Experience Placement for the duration of the TY Programme \* 

Yes

No

**Submit**