

Policy & Procedures for Application and Admission to Transition Year

In Rockwell College Transition Year is an option for all Third Year students that is offered 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

Transition Year in Rockwell College is non compulsory.

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 at Rockwell College. The application and selection process is explained.

**Admission Procedures**

Rockwell College provides an optional Transition Year programme for pupils who wish to apply and are considered suitable for the programme. It is the policy of Rockwell College to allocate places to all suitable applicants.

While efforts will be made to limit class sizes to 24, class sizes may be bigger to accommodate demand.

**Application Process for internal pupils**

Application forms will be distributed to interested pupils just before or immediately after the Subject Information Evening for parents and pupils. The date of this Evening appears on the College calendar.

Each applicant is required to complete an application form which must be signed by one parent or guardian of the applicant and submitted to the TY Co-ordinator by the assigned date. Late applications may not be considered.

Following receipt of the completed application, the applicant is required to attend for interview with the TY Co-Ordinator and one other member of the TY Application Committee. This interview will assess the applicant’s suitability to participate in the Transition Year programme as per the criteria outlined on the application form. The interviewers’ decision on the applicant’s suitability (subject to a subsequent review by the TY Application Committee) will be noted on the applicant’s application form.

The TY Application Committee will then conduct their review of the applicant’s performance and disciplinary record using the following criteria:

* Application in class and in Study periods
* Attendance and punctuality record
* Periodic Assessments (Notes)
* Behaviour towards peers and staff
* Compliance with the Code of Behaviour of Rockwell College
* Contribution to extra-curricular activities and to school life
* The applicant’s age and/or pastoral needs
* The contribution that the applicant can make to the TY programme
* The applicant’s record of Suspension and/or Detentions. Any applicant with a record of 4 or more Detentions in 3rd Year or one Suspension in 3rd Year will be reviewed in detail.

Acceptance or rejection (with reasons given for rejection) of the application by the TY Application Committee will then be noted on the application form. Pupils will be notified of their acceptance or otherwise prior to the end of the school year and the commencement of State Exams. Acceptance is conditional on continuing good behaviour to the end of the school year. The Coordinator reserves the right to review the offer in instances of poor behaviour.

The TY Co-ordinator may, from time to time, advise parents that their daughter/son would not benefit from TY. This should not be seen as a reflection on behaviour, but as advice given in good faith and with the interest of the pupil in mind.

The TY Application Committee reserves the right to accept submissions from teachers as to any concerns that they might have about the inclusion of a pupil or if they wish to make a case for a particular pupil.

**Application Process for external pupils**

Rockwell College recognises that TY is an important opportunity for external pupils who may wish to move to a boarding school environment or change their day school. Consequently, places are available to external applicants. Each applicant must submit the standard College Application form to the College Principal with two school reports, as per the Enrolment Policy of Rockwell College. Acceptance or rejection will be based the suitability of the pupil and availability of places. The Principal and/or Coordinator reserve the right to meet with the prospective applicant as part of the application process.

**Late Applications**

On occasion pupils may request to join the year after the application deadline such as in early September. Where possible and where the pupil is suitable the request will be accommodated.

**Appeals Procedure**

In the case of an applicant who is refused a place by the TY Application Committee, an appeal may be made in writing to the Principal within 5 working days of the receipt of the letter of refusal. The grounds for appeal must be based on the reason for refusal as outlined in the letter of refusal received.

If the applicant is not offered a place by the Principal on appeal, this decision may be appealed in writing to the Board of Management within 10 working days of the date on which the Principal’s decision is issued.

Rockwell College pledges to deal with appeals in a timely manner for the benefit of all parties, notwithstanding that the Board of Management meets on a monthly basis and less frequently during school closures.

**Ratification & Review**

This policy was ratified by the Board of Management following consultation with management, staff, pupil and parent representatives. It will be subject to periodic review.

Damien Kennedy March 29th 2021

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Chairperson, Board of Management Date