

# St. Mary's Secondary School



Transition Year Admissions Policy

2025

## **1. Mission Statement**

St Mary's follows the Holy Faith philosophy of creating an inclusive school community whose central purpose is the religious, moral, intellectual, human, social and physical-recreational education of the student. The education programme of the school is directed to the growth of the whole person. It aims to form integrated and self-reliant Christian people who are eager to build a better world.

## **2. Rationale**

Transition Year is not compulsory in St Mary's. It is an optional one-year programme within the Senior Cycle experience in school.

In keeping with our Mission Statement, Transition Year is intended to offer students opportunities to develop skills and confidence in both academic and non-academic pursuits. Through their engagement with Transition Year students mature as young adults and develop an awareness of themselves as independent learners.

The maximum number of places available will depend on staffing, resources and facilities and will be determined annually by the Board of Management.

## **3. The Transition Year Admissions Committee**

The T.Y. Admissions Committee will be responsible for assessing applications and offering places.

It will be comprised of the Principal/ Deputy Principals, the T.Y. Coordinator and the 3<sup>rd</sup> Year Year Head.

Each application will be considered on its own merit. The following criteria will apply when assessing a prospective Transition Year student's application:

- Involvement in school life
- Level of interest, commitment and willingness to contribute to TY as displayed on the application form (see Appendix 1)

- The student's record of adherence to the school's Code of Behaviour, including attendance and punctuality.
- The potential impact of TY on student's holistic development as communicated by Guidance Counsellors, Year Head or other professionals.

#### **4. Application Procedures**

- The Transition Year Coordinator delivers a presentation to all 3<sup>rd</sup> year students giving them information on Transition Year in St Mary's.
- The TY Coordinator also delivers this presentation to parents as part of an information evening on Senior Cycle Options.
- An application form is given to all 3<sup>rd</sup> year students (Appendix 1). This form asks the students to give reasons why they want to do T.Y. and encourages them to think clearly and seriously about how they would contribute to the T.Y. programme.
- Parents and students will be asked to return their application forms (Appendix 1 and 2) by a specified date.
- The T.Y. Admissions Committee may choose to interview a candidate or candidates to determine their suitability for the programme.
- Each application will be considered carefully to determine its suitability for the Programme. The aforementioned criteria in Section 3 will apply in determining suitability.
- A student will be offered a place on the Transition Year Programme when the T.Y. Admissions Committee deems that they meet the suitability criteria outlined in Section 3.

#### **Oversubscription**

If T.Y. is oversubscribed, i.e. the number of applications exceeds the number of places available, a system of random selection will apply for all candidates deemed suitable as outlined in the criteria.

A waiting list will be created should a place become available.

The lottery will be conducted by a member of the TY Admissions Committee and overseen by the Principal.

## **5. Offer and Acceptance of Places**

- Successful candidates will be informed by the T.Y. Coordinator.
- Students and parents/guardians will indicate acceptance of the place by returning a signed TY Contract (Appendix 3) to the T.Y. Co-ordinator by a specified date.
- If a candidate is unsuccessful, their parents/guardians will be informed of this decision in writing.
- Parents/guardians may appeal the decision to the Board of Management.
- Student and their parent(s)/guardian(s) must give an undertaking to arrange a work-experience placement for the specified period during the academic year.
- The school reserves the right to revoke a prospective student's place in the TY Programme if there is a serious breach of the Code of Behaviour.

## **6. External applications**

- Any application to transfer to St. Mary's from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers.
- The T.Y. Admissions Committee will determine each external candidate's suitability using the criteria outlined above.
- Places will be allocated to external candidates after places have been allocated to existing St Mary's applicants.
- Parents/guardians will be informed in writing about the decision.

## **7. Programme fees**

The Programme Fee set annually by the Board of Management is used to cover the costs associated with the activities that are fundamental to the Transition Year Programme.

Ratified by Board of Management on 17<sup>th</sup> December 2025

Signed

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(Chairperson)

Date of next review: \_\_\_\_\_

### **Appendix 1: Application Form- Students**

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

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

Language studied (if applicable) \_\_\_\_\_

Why do you want to do Transition Year?

\_\_\_\_\_

What do you think you could contribute to Transition Year?

\_\_\_\_\_

### **Appendix 2: Application Form - Parents**

Dear Parent/ Guardian,

If you are interested in applying for Transition Year in 2025/2026, please read the following information and complete this form by Friday, 14th of March.

#### **TY Fees:**

The TY Fee inclusive of school services is €360.

- The first instalment of €120 is to be paid by Friday, 28th March
- The second installment of €120 is to be paid by Friday, 25<sup>th</sup> of April
- The final payment of €120 is to be paid by Friday 23<sup>rd</sup> of May.

Please note that the school app must be used for the above payments.

### **Work Experience 2026**

All work experience and Gaisce placements are a compulsory part of TY and must be secured before Transition Year begins in September 2025. The work experience dates are as follows:

- Week 1: Monday 2<sup>nd</sup> February- 6<sup>th</sup> February 2026
- Week 2: Monday 9<sup>th</sup> February to Friday 13<sup>th</sup> February 2026
  
- Gaisce placement is on Wednesday afternoons. Students sign out at 1:10 from the school. This will commence in October 2025.

Any queries/questions: [oagriffin@stmaryshfg.ie](mailto:oagriffin@stmaryshfg.ie).

### **Parents/Guardians Support**

We really encourage your support as parents/guardians to:

- Ensure that your child fully participates in the TY Programme
- Support them in finding work experience and Gaisce placements.

Please sign below to indicate your consent for your child to do Transition Year and to attend all trips.

Name of Student: \_\_\_\_\_

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

Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix 3: Transition Year Contract**

TY Contract- Please give consent

NAME:

Dear Parent/ Guardian,

TY students agree to:

- Embrace the spirit of teamwork, contribution and exploration of TY
- Participate wholeheartedly in all TY activities, classwork and groupwork and face head-on all the exciting challenges of this year
- Respect their classmates, the teachers and the staff, the school environment and the public
- Keep an online e-portfolio logbook up to date and in good condition at all times
- Wear their school uniform in school and on all trips. If permission is given to wear a tracksuit on a trip, the school tracksuit must be worn.
- Be punctual for all classes, workshops and field trips, unless explained in writing by a parent/ guardian or teacher.
- Commit to full (near full) attendance. If a Transition Year student is absent for 20 days or more without medical certification, you as a parent/guardian understand that they may not be permitted to graduate at the TY graduation ceremony at the end of the year.

We really need your support as parents/ guardians:

- To ensure your child complies with all of the above
- To ensure your child has found an appropriate Work Experience placement

As you are aware the students in Transition Year are involved in many different activities. We would appreciate your general consent to their involvement in these events and activities.

Consent

Date: \_\_\_\_\_

Signature: \_\_\_\_\_