

Heywood Community School



Admissions Policy Transition Year **2024/2025**

1. Applications Procedures

- During the Second Term, the Programme Co-ordinator, will give a formal on-line presentation on the Transition Year Programme to Third Year students and their parent(s)/guardian(s). The qualities and disposition essential for successful participation in Transition Year will be fully outlined to students at this presentation.
- Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). A Personal Statement must accompany each application. This personal statement should outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It should 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.
- The final submission date will be set each year: normally the week prior to the Easter break.
- The first payment of the Transition Year fee is currently **€100**.
- **Applications will be considered valid only if they are fully completed and submitted to the Deputy Principal within the specified deadline and accompanied by the first payment of the Transition Year fees of €100 and providing that the S.S.E.C. Fee for Third Year (€70) has been paid. Families in financial difficulty may discuss same in confidence with the Principal. Applications will be date-stamped only when considered valid.**
- 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 Transition Year Admissions' Committee will be responsible for assessing applications and offering places. The committee will comprise of the Principal, Deputy Principals and the Year Head of the current third year students, or a nominee of the Principal to replace one of the above.
- Year Heads and Tutors will be advised of the list of applicants and will be invited to offer professional advice and judgements on applicants' suitability for Transition Year. The decision-making criteria for acceptance of applicants will be applied as follows:
 - ❖ The pupil must have formally applied in writing (as outlined previously) to the Deputy Principal by the specified date.
 - ❖ The pupil's discipline record must be approved by the Principal and Deputy Principals.
 - ❖ The pupil's present/previous behaviour must not be deemed to have a seriously detrimental effect on the education and participation of other pupils in the Transition Year Programme.
 - ❖ The pupil has completed three school years in a recognised school prior to applying for Transition Year.
- The Principal/Deputy Principals reserve the right to interview students and or parents in relation to their applications and their suitability for participation.

3. Offer & Acceptance of Places

- Places will be offered in writing to successful applications on completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will be advised of their right to appeal the decision initially to the Principal and subsequently to the Board of Management, if unhappy with the result of the initial appeal.
- Students accepting a place must complete and return the confirmation of acceptance form. This form must be signed by the applicant and witnessed by a parent/guardian. The balance of the programme fee must be paid by the date specified on the offer of a Transition place letter.

4 External Applications

- Any application to transfer to Heywood Community School will be considered strictly under the terms of the school's Admissions policy in relation to such transfer.
- Should places be available, applications from external candidates will be considered by the Transition Year Admissions' Committee only after the 'Offer and Acceptance of Places' process for internal candidates has been completed.

5 Programme Fees

- The Programme Fee set annually by the board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme.

6 Appeals

- In the case of a student who is not offered a place by the Transition Year Admissions' Committee, an appeal may be made in writing to the Principal within 10 school days of receipt of the refusal letter. The appeal will be heard within 10 school days of receipt of the appeal.
- In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 10 school days of the date on which the Principal issues his written decision. The appeal will be heard by the Board of Management at its next scheduled meeting.
- The Board of Management will set the number of Transition Year admissions each year.
- Priority will be given to Third Year pupils of Heywood Community School.
- The Board of Management reserves the right to determine the maximum number of pupils accepted into the Transition Year Programme bearing in mind:
 - ❖ Health & Safety.
 - ❖ Availability of teacher resources from Department of Education & Skills
 - ❖ Department of Education & Skills directives.
 - ❖ Ability of Heywood Community School to cater for the educational needs of pupils.
- It is a condition of enrolment in the Transition Year Programme that both pupil and parent(s)/guardian(s) give their consent in writing to the School Rules & Code of Behaviour in addition to the Transition Year Contract of Learning.