



TRANSITION YEAR POLICY

**Coláiste Mhuire
Policy Document**

Operating Context

Coláiste Mhuire operates within the legal context of:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Acts 2000-2011
- Education for Persons with Special Educational Needs Act, 2004
- Disability Act 2005
- Education Act (Miscellaneous Provisions) 2007
- Data Protection Acts, 1988 and 2003: The school is a Data Controller under the Data Protection Acts. Data provided to Coláiste Mhuire in respect of an application for admission is subject to the terms and provisions of the Data Protection Act (1998) and the Data Protection (Amendment) Act (2003). We rely on Parents/Guardians to provide us with accurate and complete information and to update us in relation to any changes in the information provided. Should you wish to update or access your child's personal data, you should write to the School Principal.

School Ethos and Mission

Coláiste Mhuire also operates within the regulatory, legal and financial context of:

- The regulations of the Department of Education
- The rights of trustees as set out in the *Education Act, 1998*
- The Edmund Rice Schools Trust Charter
- The Articles of Management of Catholic Secondary Schools

The regulations of the Department of Education and the curricular programmes so prescribed, which may be amended from time to time in accordance with Sections 9 and 30 of the *Education Act, 1998*.

The funding and resources available to the school at any given time. The financial and teaching resources of the school are provided by a combination of grants and teacher allocations from the Department of Education, voluntary contributions, and occasional fundraising. Implementation of the school plan and school policy has been given due regard to the resources and funding available.

Within this operating context, Coláiste Mhuire is a school that:

- It is inclusive and welcomes students with different values, beliefs, traditions, languages and ways of life and seeks to meet their particular needs, subject only to available resources and support for the ethos of the school in its intake
- Supports the principle of equality of access to and participation in education
- Recognises and supports the rights of parents to choose concerning admission to secondary school

Coláiste Mhuire offers Transition Year as an optional one-year programme post Junior Cycle. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education, 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

The Transition Year Programme is not necessarily suitable for all students. The number of class groups is determined by the level of demand and the resources made available by the Department of Education each year.

Eligibility of applicants and admission procedures:

This section sets out the policy of the school with regard to the eligibility of applicants and admission procedures for entry into Transition Year.

Students eligible for admission to Transition Year

To be eligible for admission to Transition Year, the following criteria apply to ascertain suitability:

1. Have completed 3 years of Junior Cycle or its equivalent
2. Have a Good Student Attendance Record
3. Have a Positive Student Behaviour Record
4. Have made a positive overall Contribution to School Life and to the promotion of our School Characteristic Spirit

5. Other Areas of Learning undertaken in Junior Cycle

Admission Procedures

- The number of class groups is determined by the level of demand and the resources available each year. This is subject to change and will be reviewed annually to ensure that the student experience is not compromised.
- An information evening for parents/ guardians and information seminars take place each year.
- Transition Year applications are supplied by and returned to the School Office.
- A closing date will be indicated on the application form, and late applications may not be considered. Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- External applicants must fill in the Admissions application for Coláiste Mhuire as new entrants. Such students who then meet the criteria can fill out an application for Transition Year. We may consider applications from students who transfer to Coláiste Mhuire on the understanding that the student will complete their full senior cycle education in our school. Any new applicant who applies for Transition Year must complete an interview, and their behaviour and attendance record will be sought from their previous school.
- The Transition Year Selection Committee, on behalf of the Board of Management, may consult members of the teaching staff with respect to the Transition Year applications list, in particular the relevant Year Head and Tutors.
- Where Transition Year is oversubscribed under the criteria in Section 3.1, the allocation of the remaining places will be determined by lottery.

The lottery will be supervised by **at least 2 of:**

a nominee of the Board of Management

the Principal and/or Deputy Principal

a nominee of the Parent Council

- Students who do not meet all the criteria may be required to meet with the Transition Year Selection Committee.
- Following these meetings, the Transition Year Selection Committee will make a recommendation on the suitability of applicants to the Board of Management.
- Following receipt of applications and the completion of meetings, places will be offered to suitable applicants.
- Any student who does not receive a place in Transition Year has the right to appeal the decision to the Principal in writing if so desired, within five working days of receipt of the letter.

Miscellaneous

Further information on contributions to programme-related costs can be found in the Transition Year application form. Students are expected to organise their own work placements for all four weeks of work experience. A Transition Year student who does not participate in, or jeopardises the programme, may be offered a place in 5th Year for the current year.

Participation in extra-curricular and co-curricular events is expected of our Transition Year students; some of these events take place outside school hours.

Consultation and Review

This policy has been drawn up by the Board in consultation with parents, staff and students. It will be reviewed by the Board of Management annually.



Attendance and Punctuality Policy

The Board of Management reviewed and ratified this policy on 10th December 2025.

Signed:

Mr Joe O'Meara

Chairperson of the Board of Management



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust