



# Coláiste Mhuire, Mullingar, Co. Westmeath

Transition Year Admission Policy  
September 2020



## **Transition Year Admission Policy for the Academic Year 2019-2020**

### **1. Type of School**

Coláiste Mhuire is a Catholic, voluntary, post primary school for boys under the trusteeship of the Edmund Rice Schools Trust (ERST).

It was established in 1856 and serves Mullingar and surrounding areas. It also has a special Repeat Leaving Certificate year for boys and girls. It provides a Catholic education, with a wide range of subjects and programmes. The College has a very experienced teaching staff, a broad based curriculum and a wide range of extra-curricular activities. It is situated in College Street, Mullingar and has a school gymnasium and playing fields.

Coláiste Mhuire encourages each student to strive to achieve his or her full potential as a person academically, physically, morally, socially and spiritually.

### **2. Characteristic Spirit**

The characteristic spirit of our school is based on the vision and values of the ERST Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary School, namely:

- Nurturing faith, Christian spirituality and Gospel-based values,
- Promoting partnership
- Excellence in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

The College Board of Management, parents, staff and students, working together as a school community within the resources available, aim to provide a Catholic education in the best possible environment to cater for the cultural, educational, moral, physical, religious, social, linguistic and spiritual values and traditions of all its students.

Coláiste Mhuire is committed to excellence. The school provides a caring and disciplined environment in which all students are challenged to reach their academic and personal potential.

We show special concern for the disadvantaged and we make every effort to ensure that the uniqueness and dignity of each person is respected, and responded to, especially through the pastoral care system in the college.

We realise too, that we must cater for the changing needs of today's world and, towards that end, we frequently review our various programmes.

Being keenly aware of the ever increasing effect of outside influences on the lives of our students, we are even more concerned to maintain Catholic values and practices.

The faith development of our students is given priority through an extensive and creative religious education programme. All students are expected to attend religious education classes. The programme provided is religious education, not religious instruction. Non-Catholic students may attend appropriate religious education classes arranged by their faith community during the timetabled RE classes.

Students of other faiths who are not actively participating in religious education classes during timetabled RE classes will be required to remain in the RE classroom under the supervision of the RE teacher and study relevant materials of their own faith.

Academic work (including study and/or homework) cannot be completed during this time. These arrangements should be made through the school management prior to the commencement of the academic year.

- Nurturing faith, Christian spirituality and Gospel-based values means that at Coláiste Mhuire we live our Catholic Faith, experience God, respect the beliefs and values of each member of the school community and work for social and ecological justice.

- Promoting partnership means that at Coláiste Mhuire we make everyone feel welcome, build a Christian community with a shared vision and mission, recognise the voice of staff, students and parents and are involved in our community.
- Excellence in teaching and learning means that at Coláiste Mhuire we have high expectations of our teachers and students, nurture the development of all aspects of our lives, respond to a changing world, use technology responsibly and creatively to enhance our learning and promote learning as a life long enterprise.
- Creating a caring school community means that at Coláiste Mhuire we show care and compassion as exemplified in the life of Jesus, respect and celebrate the dignity of each person, seek to help those who are disadvantaged or in need in society and speak up for those whose voice is not heard.
- Inspiring transformational leadership means that at Coláiste Mhuire we motivate people to work towards the vision of Blessed Edmund, inspire the minds and hearts of our students to have courage and confidence to stand up for what we believe in, led by giving good example and take responsibility for our actions.

### **3. Operating Context**

Coláiste Mhuire operates within the legal context of

- Relevant sections 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.

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

- The regulations of the Department of Education and Skills
- 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 Skills 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 and Skills, voluntary contributions, and occasional fundraising. Implementation of the school plan and school policy has due regard to the resources and funding available.

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

- 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 with regard to admission in 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 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

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

#### **4. Eligibility of applicants and admission procedures:**

This section sets out the policy of the school with regard to eligibility of applicants and admission procedures and for entry into Transition Year [2019/20].

#### **4.1 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 in Coláiste Mhuire
2. Student Attendance Record
3. Student Behaviour Record
4. Overall Contribution to School Life and Promotion of School Characteristic Spirit
5. Other Areas of Learning undertaken in Junior Cycle

#### **4.2 Admission Procedures**

- The number of class groups are 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 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 Coordinator will 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 4.1, 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
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- Students who do not meet all the criteria in Section 4.1 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.
  - Following receipt of applications, and the completion of meetings, places will be offered to suitable applicants. On acceptance of a place in Transition Year, an applicant must return the offer of acceptance and a non-refundable deposit of €50 should be paid to the school.
  - Any student who does not receive a place In Transition year can appeal the decision to the Principal in writing if so desired, within five working days of receipt of the letter.

## **5. Miscellaneous**

- Successful applicants will pay a contribution of €450 to cover Transition Year expenses arising from their participation on the programme. This is paid in four instalments during the course of the year.
- 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 5<sup>th</sup> Year for the current year.
- Participation in duties such as Parent-Teacher Meetings, Open Day, and Green Scheme Initiative etc. is expected of the Transition Year students and these events take part, in some cases, outside school hours.

## **6. Consultation and Review**

This policy has been drawn up by the Board in consultation with parents, staff and students. It is operative for the school year 2020/21. It will be reviewed by the Board of Management annually.

## **7. Ratification and Publication**

This policy was ratified by the Board of Management on 26<sup>th</sup> of February 2019.