

ST. PATRICK'S CLASSICAL SCHOOL



TRANSITION YEAR ADMISSIONS POLICY

GENERAL POLICY:

In keeping with the aims and objectives of St. Patrick's Classical School as set down in the school's Mission Statement, the Board of Management commits itself to the provision of a Transition Year programme, to a limited number of students, in keeping with the following NCCA guidelines.

'Transition Year is an optional one year, school based programme between Junior Cycle and Senior Cycle. It is designed to act as a bridge between the two by facilitating the smooth transition from the more dependent learning of the Junior Cycle to the more independent, self-directed learning required for the Senior Cycle. Schools have the chance to design programmes and courses tailored to the needs and interests of students.'

Transition Year offers students an opportunity to engage in independent, self-directed learning, to develop general, technical and academic skills, and to mature and develop without the pressure of an examination.

Students get the opportunity to sample a wide range of subject areas and can make more informed choices about the kind of Leaving Certificate programme they want to follow after the Transition Year.'

Within these overall guidelines the Board of Management encourages a specific focus on:

1. Education for maturity with emphasis on increased social competence and increased social awareness on a national and international scale.
2. Education through experience of working life as a basis for personal development and maturity.
3. The promotion of general, technical and academic skills with an emphasis on interdisciplinary learning.
4. Preparing students for their role as autonomous, participative and responsible members of society.

PROGRAMME AVAILABILITY:

The Transition Year programme in St. Patrick's Classical School is not compulsory. While the programme is not necessarily appropriate for all students, it is open to all Third Year students to apply for admission to the programme.

The Board of Management reserves the right to determine the maximum number of students accepted into the Transition Year programme each year bearing in mind Health and Safety requirements, the availability of resources from the Department of Education and Skills and the availability of suitable Teacher Resources within the school itself. The Board and School Management also commits to regular review of TY availability, assessing the needs of students and the available school resources. The number of places available each year will be outlined at application stage and will NOT be altered.

In the case of external applicants priority will be given to students of St. Patrick's Classical School.

It is a condition of enrolment in the Transition Year programme that students and parents/guardians agree to comply in writing to the School Rules and Code of Behaviour prior to the commencement of the new school year.

Successful applicants who do not subsequently sit or complete their Junior Certificate Examinations, or who are found to be in breach of school rules may have the offer of a place withdrawn.

APPLICATIONS:

Transition Year Application Forms will be made available to all parents and students via School App and in Hard Copy from the School Office. The TY Coordinator will speak to all 3rd year classes about the application process and information on the process will be sent to all 3rd year parents in addition to the application form. Application Forms can be submitted online or in hard copy to the school office. Application forms received after the closing date will not be considered.

It is the responsibility of each student and his parents/guardians to ensure that the Application Form and any other required information is submitted in full and on time.

The timeline of the application process will vary from year to year but will usually take place between February Mid Term break and Easter Holidays. Parents and students will be well informed of all relevant dates by methods mentioned above (School App, Website, and Class Visits Etc.)

SELECTION PROCEDURES:

The application form (which will be reviewed annually) will be designed to assess the student's suitability for transition year in relation to the following areas

- Students contribution to school life outside the classroom
- Students ability/willingness to work independently and take initiative
- What the students are hoping to achieve during Transition Year
- A Personal statement

The information on the application form will be considered with the following information gathered in consultation with Year Head, Class Tutors, Subject Teachers and other relevant groups.

- Attendance and Punctuality
- Disciplinary Record in Junior Cycle
- Suitability for Transition Year Activities

A Transition Year Selection committee will be formed, comprising of members of school management, TY coordinator and other relevant parties. This committee will assess applications in line with the above criteria.

ADMISSIONS:

All applicants will be notified via post of the outcome of the application process. Successful candidates will have 10 School days to confirm acceptance of a place in TY in writing, along with a deposit (the amount of which will be identified in the letter of offer). Failure to accept an offer within this time will result in the offer being withdrawn.

Unsuccessful applicants will be placed on a waiting list. A lottery or lotteries may be needed subsequently should a place become available. All applicants on the waiting list will be entered into a lottery.

A student who accepts the offer of a place and subsequently withdraws from the programme after May 31st will not be guaranteed a place in 5th Year and/or their preferred subject options. The student will be placed at the end of the waiting list as regards over-subscribed subject options for 5th Year.

APPEALS:

Appeals must be made in writing only and marked “FAO TY Selection Committee”. Phone calls/emails to school management, the office staff or the TY Coordinator in relation to unsuccessful applicants will not be considered. Appeals must be made within 7 calendar days of being informed of the outcome.

FEES:

Fees will be determined by School Management and will be subject to regular review. These will be communicated to applicants at time of application.

The Board of Management approved and ratified this School Policy on the 26-01-2026.

Signed:



Signed:



Fr. Gerry Stuart

Mr. Harry Mc Garry

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 26-01-2026.

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