



CASTLETROY COLLEGE



Transition Year Admissions & Participation Policy

Castletroy College offers Transition Year as an optional one-year programme post Junior Certificate. 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.
- Social personal vocational and academic development of students

The Transition Year Programme in Castletroy College is not compulsory. The curricular programmes provided are set down by the DES in accordance with Sections 9 and 30 of the Education Act, 1998.

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 Transition Year Coordinator, Deputy-Principal, AEN coordinator, Guidance Counsellor and Year Head of the current third year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.

Admissions Criteria

Each application will be considered on its own merit. For acceptance to the Transition Year Programme the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that their participation will not prevent any other student(s) from benefiting from the programme. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student and the parent/guardian of the student concerned as well as considering any information already known to the school.

Student's suitability to Transition Year and the suitability of the programme to the students will be considered during the online application process.

A parent / guardian of a student who is unsuccessful in their application for Transition Year has the right to appeal the decision to the Principal. They should appeal in writing to the school Principal within **seven school days** of the refusal.

The Transition Year Admissions Committee will be responsible for assessing the applications and offering places.

Each student application will be considered on its own merit. The following key areas will be used in assessing a prospective Transition Year student's application:

Student's attendance and punctuality record

- The student consistently shows excellent attendance and punctuality demonstrating a strong commitment to their academic responsibilities.

Student's record of compliance with school's Code of Behaviour

- The student must have a proven commitment to good behaviour and work ethic

Student's personal statement and overall suitability for Programme

- The student must demonstrate a level of interest in Transition Year through the online application form

Application Procedures

During third year, the Transition Year Coordinator will give a formal presentation on the Transition Year Programme both in school to students and online to all parents/guardians/students. The qualities and disposition essential for successful participation in Transition Year together with the admissions procedure will again be fully outlined to students/parents / guardians at this presentation.

The online evening presentation / question and answer session will be delivered to parents/guardians of third year students interested in applying for a place on the TY programme in January / February each year. A copy of the presentation will then be made available through the school website for a period of time

The online TY application form is to be completed by **both** the student and the parent/guardian and submitted accordingly.

The final submission date for applications will be outlined at the parent's information evening. Applications will be considered valid only if they are fully completed and submitted within the specified deadline

Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed.

Offer & Acceptance of Places

Places will be offered in writing to successful applicants (no later than six school weeks after the submission date). In some instances a conditional / provisional offer will be made to a student, the specifics of which will be discussed with the individual student and their parent/guardian.

External Applications: Any application to transfer to Castletroy College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers.

Following final selection by the Transition Year Admissions Committee, successful candidates will be offered a place on the Transition Year programme

- Parent/guardian will be informed by letter of the offer, conditions applying and the final date for acceptance of place
- Payment of deposit / or full fee by the specified date
- The Admissions Committee together with the Principal reserves the right to withdraw an offer of a place and remove a student from the Transition Year Programme if there is a breach of the Code of Behaviour

Appeals

The parent / guardian of a student who is unsuccessful in their application for Transition Year has the right to appeal the decision to the Principal. They should appeal in writing to the school Principal within **seven school days** of the refusal.

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 **seven school days** of the date on which the Principal's decision is issued.

Programme Fees

The Programme fee set annually by the Principal of Castletroy College is intended to assist in defraying costs associated with the various activities and courses fundamental to the Programme.

Students will be provided with a payment schedule following confirmation of places in the Transition Year Programme.

Where the Transition Year Fee represents a significant financial burden for a family, parents are invited to discuss the matter, in confidence, with the Principal.

Participation in the Programme

Students must be willing to participate in all elements of the Transition Year Programme

both school based and external. In the event of an individual student not engaging with aspects of the programme, that student may be asked to leave the programme.

Tours/Trips/Outings/Workshops/Guest Speakers

Transition Year tours, trips, outings, workshops, and guest speakers are a privilege for all students.

Students who do not adhere to the schools Code of Behaviour may be refused permission to participate.

All school rules and all school policies apply while on school trips.

The Admissions and Participation Policy was reviewed by the Board of Management on:

February 9th 2026

Signed: 
Dr Angela Canny
Chairperson of Board of Management