Summerhill College, Sligo  
**Transition Year - Student Acceptance Policy (March 2018)**

Students are admitted from the average age of fourteen by way of application, interview and assessment. No special skills are required, but suitability to the Transition Year is a prerequisite for all admissions.

**Policy:** Open entry, subject to the Board of Management being satisfied that the education and safety of the students will not be inhibited by the presence of the new student.

**Selection Procedure for application into Fourth (Transition) Year: (Taken from our School's Admissions Policy)**

The Board of Management will allocate the number of places available in the Transition Year programme. Applications for entry to Transition Year will be accepted from students who are in third year in Post Primary School or an international equivalent. Students already enrolled in the College of the Immaculate Conception will be given priority when applying for a place on the Transition Year programme. The following is the procedure for application onto the Transition Year Programme:

- Students fill out the application form and submit it to the school office by the appropriate date. Acceptance by the school of a TY application form does not guarantee a place on the Transition Year programme.
- The relevant Year Heads will meet with the Senior Management Team to review all applications and to create a suitable shortlist of candidates based on the students’ behaviour during their time in Junior Cycle. The school reserves the right to refuse a place to applicants for the Transition Year Programme whose behaviour, it considers, would be detrimental to the rights of other students who apply for admission to the Transition Year Programme.
- Should the number of applicants still exceed the number of places; a lottery will take place, under the instruction of the Board of Management, to allocate the places available to students.

Where there is a question over the enrolment of a student into the Transition Year Programme the decision on acceptance will be referred to the Board of Management.

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**Application forms must be returned by Wednesday 14\textsuperscript{th} March 2018**

**Time Allocation:** TY students follow the same full daily timetable as other students in the school for their 4 day week. There will never be an occasion where something is organised in the school that is “optional”. Events organised in school are for the benefit of all Transition Year students.

It is impossible to know, in advance, the definite arrangements for the incoming group of students, until the number of accepted applicants is established. To date, all students have studied virtually all subjects with the aim of broadening their educational experience.

**Aims and Rationale:**
Transion Year Programmes are intended to facilitate the integrated development of the intellectual, emotional, spiritual, physical, social and vocational capacities of each individual student through a structured learning experience.

- Education for maturity with an emphasis on social awareness and increased social competence.
- Education through experience of adult and working life as a basis for personal development and maturity.
- Promotion of general, technical and academic skills with an emphasis on inter-disciplinary and self-directed learning.
- To experience a year where the emphasis will be on individual responsibility and the nurturing of thinking, caring, and articulate self-confident people.
- To give students give opportunities to discover and develop their own individual gifts and strengths.

**Content:**
The Transition Year is intended to cater for the needs and capacities of young people within a framework of a broad general education, which includes academic studies, personal development and education for working life. The following is an outline of the main areas covered in our programme.

**Induction:**
Transition Year begins with an induction session where the aims of the year are explained to all students. The expectations we have for each of our students, and which we hope each student has for himself, are examined.

A “Contract of Learning” is signed by each student, his parent/guardian and the Transition Year Coordinator, once a place on the TY Programme has been confirmed. This signed contract is a mark of each student’s commitment to the success of his Transition Year. From the staff’s point of view, it represents our commitment to treat Transition Year students as young adults participating in a course which we have planned with the goals of developing greater maturity, relevant skills and an orientation to the working world. This contract also contains a section where the student and parent agree to research and secure a suitable work experience location which should be in place by the end of August 2018.
Transition Year Trips:
A number of trips are organised during the year. These trips provide the students with a wonderful opportunity to acquaint themselves with their new classmates. Continued good behaviour is required for students wishing to partake in these trips and other TY activities.

Work Experience:
This involves spending time as part of the Transition Year programme, learning at first-hand about life in a work place. The employer agrees to co-operate with the school, in taking on a student in a Work Experience placement. The employer knows that s/he is taking on a person, as part of a learning experience, not as some form of cheap labour. This will be on a one day per week basis (Friday) for the school year 2018-2019. Further details regarding this will be given later in the school year once your place on the TY Programme has been confirmed.

Work Experience is an integral part of education for working life and is considered part of the school week. In addition to giving students an insight into the world of work, it also provides them with opportunities for developing their social and life skills. Students are not normally paid during their placements. To be effective, work experience must be planned properly in advance and preferably should not be with a family member. Work experience will be monitored closely by the school to maintain the integrity of the school week.

NOTE: In order for you to retain your place on the TY Programme you must have your first work experience placement secured by our return to school at the end of Aug 2018. The first date of work experience will be given to you by the end of May 2018.

Study/Homework:
Transition Year students do not always get what is traditionally known as ‘homework’. Homework in Transition Year will include project work, research, information-gathering and presentation preparation. The computer programmes which are studied during the year can be accessed from home and should form part of daily, ongoing, self-directed learning.

Students who are committed to the programme find that they have a lot of research work and study to do out of school especially with their computer courses. The new study skills developed throughout the year are very beneficial for the Leaving Certificate and for any student continuing their education to third level.

Students should use their School Journal to keep a note of what they do in every class, every day. This will serve as a record of work completed during the school year. The student’s entry on Fridays should be a reflection on their Work Experience.

Transition Year Fees
The cost for doing TY is currently €300 (2017/18). This covers the costs involved with trips, materials for practical classes, guest speakers and administration costs during the year. TY Fees can be fully paid in one amount when signing the Contract of Learning. Two separate payments can be made. Final balances should be cleared by the end of September of TY.

Attendance: Please note: There will never be an occasion where your son will be allowed home from school early, unless it is as a result of a parent-teacher meeting or some other event that you will be informed of in advance. Students sign a contract that makes them aware of their responsibility to participate fully in all aspects of the Transition Year Programme. If you have any questions about this please do not hesitate to contact me or your son’s year heads to confirm any details.

Absences from Class or School: Students should ensure that if they are missing from any class for any reason, they should inform the teacher whose class they are missing. Students should use the “Sign Out Book” as normal when leaving, and the “Sign in Book” upon returning. If they are missing from school for a day or more, they must bring in a note in their journal to explain this absence.

Absences from Work Experience: Students who are unable to attend their work experience for whatever reason, whether due to illness, a family event, a school sport outing or any other school event, must make contact with their employer AND their work experience coordinator by text or email to explain their absence. Their Work Experience Record Card should be signed by an accompanying teacher if they are at a school event. Students will need a note in their school journal on their return to school to excuse other absences.

Sanctions from our Code of Behaviour will apply for any unauthorised absences.

Assessment: When we think of assessment, many of us automatically think of examinations, often where several years’ work is evaluated based on what can be produced in a few hours. Transition Year offers a unique opportunity to assess the overall contribution made by the student to the success of his year.

We are assessing the present Transition Year students using the following criteria: Attendance, classroom behaviour, punctuality, overall standard of work, uniform, co-operation with others, initiative, reliability, work experience, effort/enthusiasm and handing up forms, letters, and money.

A Mid-Year Assessment report is sent out at the end of January to update all parents/guardians about their son’s progress.

Graduation Night: A “Graduation Night”, is held at the end of the school year where the course will be brought to a close with students, parents and teachers in attendance. Each student will be presented with their Certificates of Participation in Transition Year and their portfolio containing their year’s work will be available to take home. This is an informal evening where students can display work and projects from their various subjects during the year and where parents can meet with teachers and other parents.

NOTE: This Student Acceptance Policy replaces all previous versions.