

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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ADMISSION TO TRANSITION YEAR Policy Dec 2023

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Secondary School, Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education and is a single sex (boys) school.
School Management:	The Board of Management of CBS Secondary School, Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Secondary School, Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community, which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

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

Child Protection

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 (and Addendum 2019) and the Child Protection Procedures for Primary and Post-Primary Schools - Revised 2023.

Wellbeing

While renewing this policy, due consideration has been given to all aspects of wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018).

GDPR

General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in accordance with best practice as detailed in this legislation.

Introduction

CBS Secondary School Kilkenny is guided by the Edmund Rice School charter whose values are underpinned by a philosophy of education that has, at its center the unique dignity of the human person as a child of God. We see the interaction of people from different backgrounds—spiritual, ethnic, language, special needs—as a gift that will enrich the community of the school and promote the growth and learning of all. We value each student and his family.

Mission of the Transition Year Program

To promote the personal, social, educational and vocational development of students and to prepare them for their role as autonomous, participative, and responsible members of society.

Overall Aims of the Transition Year Program

The aims of the Transition Year Program reflect those specific to the guidelines published by the Department of Education, namely:

- Education for maturity with an emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity

Application Procedure for Enrolment into the Transition Year Program

[Applications from external candidates will be considered subject to the school's Admission Policy]

Each year the Transition Year Coordinator, along with a member of the Senior Management Team (SMT), hosts an Information Evening where an overview of the Transition Year Program is presented to the parents of Third Year students who are considering applying for a place on the programme.

The Transition Year Coordinator will also give a presentation to all Third Year students where he will outline the nature of the program. The admission process continues with the distribution of application forms to those students who wish to be considered for the program. It is impressed upon applicants that the information provided in the application form is a critical factor in the application process.

- Completed application forms must be submitted by the specified closing date.
- Applications will be considered only if fully completed.
- Acceptance of the completed application form does not confirm or imply an offer of a place on the programme.

Criteria for Admission

On return of the completed applications, each form is examined by the Transition Year Coordinator, a member of SMT and the Third Year Head.

Furthermore, the Transition Year Coordinator will consult with teaching staff members in relation to the applicant list and will invite submissions in writing of their professional advice and judgement within a specified time.

For acceptance onto the Transition Year Program, the school must be of the opinion that a student is capable of benefitting from participation in Transition Year and, equally, that his participation will not prevent any other student(s) from benefitting from participation.

The following criteria will be considered when assessing each applicant:

1. Student's record of attendance and punctuality.
2. Student's record of adherence to the school's Code of Behaviour.
3. The information supplied on the student's application form.
4. The judgement and advice provided by teaching staff.
5. The student's engagement to date with all aspects of school life.

Because of the finite nature of resources, it may not be possible to accept all students that apply. Where demand exceeds the number of spaces on the program, then a lottery will be held amongst the qualifying applicants. The Principal, TY Coordinator and a Deputy Principal or member of the Board of Management, will oversee this lottery.

Offer and Acceptance of Places

Places will be offered to successful candidates within 15 school days of the completion of the application process.

In the event that an application to enter Transition Year is refused, the parents of the student may lodge an appeal by writing to the Principal, CBS Secondary School Kilkenny, James's St, Kilkenny, outlining the grounds for the appeal. The principal, the Transition Year Coordinator and parents will seek to reach an outcome that is satisfactory to all parties. In the event that this is not possible, the Board of Management reserves the right to arbitrate, taking account of the views of all parties and the welfare of other students and staff.

In a small number of cases, students who have had a record of unsatisfactory attendance or behaviour in Junior Cycle may be facilitated to access the Transition Year Program under a Behaviour Contract. This provides them with the opportunity to improve their attitude and to ensure that they can make a meaningful and positive contribution to the Transition Year Program.

This school has high expectations of students during Transition Year. Transition Year students are expected to contract to do the following: (for more detail see Appendix B: Contract of Learning)

- Actively participate in the opportunities offered throughout Transition Year.
- Develop work and study habits appropriate to Senior Cycle.
- Establish positive and respectful relationships with fellow-students and teachers.
- Participate in the classroom and complete homework and other assignments on time, to the required standard.
- Observe the rules and regulations of the school with regard to conduct, attendance, punctuality and uniform.
- Give their time and energy to a special area of learning outside their routine responsibilities during school time.

This Contract of Learning is issued to each student on the first day of induction into Transition Year following their return from the summer holidays.

Approval

This policy has been approved by the Board of Management (BOM) of CBS Secondary School Kilkenny:

Date _____

Chairperson, BOM

Appendix A

Transition Year Application Form

Below is a typical TY Application Form (Google Form) but this is subject to change annually.

<p style="text-align: center;">Transition Year Application Form <small>STUDENTS, IN CONSULTATION WITH PARENTS/GUARDIANS, MUST COMPLETE THIS APPLICATION FORM</small></p> <p>*Required</p> <p>Criteria for selection into the above program: Completion of Third Year and Junior Cycle Examination. A proven commitment to good behaviour, hard work, attendance, punctuality and good study habits. Commitment to full engagement and participation with the Transition Year program. Satisfactory completion of this application form and payment of the Transition Year fee of €400.</p> <p>The Transition Year charge does not include costs of any overnight trips.</p> <p>This application form must be completed and returned through Google Forms no later than 4pm, Monday 7th March, 2022. Late application will affect the granting of a place on this program. Students will be informed as to whether they have been successful in gaining their place on the above program in due course. Unsuccessful students can appeal the decision to the principal.</p> <p>A deposit of €300 must be paid by June 1st 2022. The remaining balance of €100 must be paid by August 19th 2022. All payments can be made online using VSwave or by cash or cheque through the School Office. If the full charge is not paid by August 19th 2022, the student's place on the Transition Year Program will be relinquished.</p> <p>Please complete the following with the assistance of your Parent(s)/Guardian(s).</p> <p>1. Student Name *</p> <p>_____</p> <p>2. Student Address *</p> <p>_____</p>	<p>3. Eircode *</p> <p>_____</p> <p>4. Student Date of Birth *</p> <p><i>Example: 7 January 2019</i></p> <p>_____</p> <p>5. Parent Contact Phone Number *</p> <p>_____</p> <p>6. What has motivated you to apply for the Transition Year Program at CBS Kilkenny Secondary school? (Minimum 100 words) *</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>7. What are your PERSONAL aims for Transition Year? (Minimum 100 words) *</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Appendix B

Meánscoil na mBráithre Críostaí, Cill Chainnigh **Christian Brothers Secondary School, Kilkenny.**

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CONTRACT OF LEARNING DURING TRANSITION YEAR

Transition Year will help you to make the transfer from Junior Cycle to Leaving Certificate.

It offers you a unique opportunity to develop in a number of important areas:-

Personal:	To help you develop your personality and character towards a more positive and confident self-image.
Study/Work:	To develop independent work and study habits appropriate to Senior Cycle.
Career:	To become familiar with workplaces outside school and possible career paths.
Social:	To become more informed about society and more skilled at dealing with people.

CBS Secondary School Kilkenny has high expectations of you during Transition Year. Here we outline our requirements with regard to work and behaviour. Transition Year students are expected to:-

1. Actively participate in the opportunities offered throughout Transition Year.
2. Develop work and study habits appropriate to the Senior Cycle.
3. Establish positive and respectful relationships with fellow-students and teachers.
4. Participate in the classroom and complete homework and other assignments on time, to the required standard.
5. Observe the rules and regulations of the School with regard to conduct, attendance, punctuality and uniform.
6. Give their time and energy to a special area of learning outside their routine responsibilities.

Signing this contract is a mark of your commitment to the success of your Transition Year. From the point of view of teaching staff, 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.

CONTRACT

I, _____ have read and understand the Contract of Learning.

I accept the conditions set out for Transition Year as reasonable and appropriate to Senior Cycle students. I will work and behave according to the requirements set out on the previous page.

Signed:

Student

Date:

Parent/Guardian

4th Year Head/TY Coordinator