Extension of School Admission Policy:
Specifically Regarding Entry into the Transition Year Programme at CBC 2024/25

The Transition Year Programme in Coláiste Bhaile Chláir is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources..

For acceptance on 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 his/her participation will not prevent any other student(s) from benefiting from participation. Any decision in this regard will be taken by the Transition Year Admissions Committee, following consultation with the student's teachers, and after the student and the parents of the student concerned have submitted an application form.

1. Application Procedures

1.1 Early in the third year, the Programme Co-ordinator will visit all third year classes. they will make it clear to all prospective applicants that attendance, application and attitude to work and behaviour will be important factors in gaining entry to TY.

1.2 During the Second Term, the Programme Coordinator will give a formal presentation on the Transition Year Programme to third year students during school time. The qualities and disposition essential for successful participation in Transition Year will again be fully outlined to students at this presentation.

1.3 Subsequent to 1.2, a formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme.

1.4 Students apply for a place on a formal application form, witnessed by their parent(s)/guardian(s). A Personal Statement must accompany each application. This Personal Statement will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.

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

2. The Transition Year Admissions Committee:

2.1 The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Programme Coordinator (chairperson), Deputy-Principal 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.

2.2 Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the T.Y. Admissions Committee within a time schedule specified by the Programme Coordinator.

2.3 The criteria outlined in 1.1 (above), the Application Form, the Personal Statement and the Professional Advice and Judgements of the teaching staff will be critical factors in determining a student's admission on to the Transition Year Programme.

3. Offer & Acceptance of Places:

3.1 Places will be offered in writing to successful applicants within 20 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same time frame and will have the right to appeal the decision initially to the Principal and subsequently to the Board of Management.

3.2 Students accepting a place must complete and return the Acceptance Form within the date specified, along with the first portion of the Transition Year fee, €275.00. This form must be signed by the applicant and witnessed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified time frame will result in the place being forfeited. At this stage, both the student and his parent(s)/guardian(s) are expected to give an undertaking to arrange a community care placement and work-experience placements for the specified periods during the TY academic year. The student will be expected to present definite proposals in writing in relation to these placements in September of the academic year.
The second payment will be due via Way2Pay before end of term but within a reasonable timeframe.

4. External Applications:

Any application to transfer to Coláiste Bhaile Chláir from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. Should places be available, applications from external candidates will be considered by the Transition Year Admissions Committee only after the `Offer and Acceptance of Places` process for internal candidates has been completed.

5. Programme Fees:

The Programme Fee set annually by the Board of Management is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. This is currently €550.00 and is payable in two stages, one on offer of a place and the balance before end of academic year before TY.