



High Cross College

Transition Year Admissions Policy

Aims & Objectives

High Cross College Tuam offers Transition Year as an optional one-year programme post Junior Certificate.

The following aims of the programme reflect the High Cross College Mission Statement, specific guidelines published by the Department of Education and mirrors the Key Competencies and Guiding Principles of the NCCA Draft Transition Year Programme Statement (June 2023)

High Cross College Transition Year Programme aims to:

1. Nurture the development of the student as a whole person by building on their previous experiences, through a curriculum designed by our school that is aligned to the TY Programme Statement.
2. Create space and opportunities for meaningful, enjoyable learning experiences through which the key competencies of students can be developed in the classroom and school, in the home and local community and in their roles as national and global citizens.
3. Expand the student's experience and awareness of diverse future pathways and nurture the student's capacity to sustain their growth and development through a process of lifelong learning.
4. Evolve continuously to meet the needs of the student through an evidence-informed reflection and renewal process, involving HCC students, teachers, school leaders, parents, and community partners.



Procedures:

1. The Transition Year Programme in High Cross College is not compulsory. The maximum number of available places will be dependent upon staffing, facilities and resources and will be determined annually by the Board of Management. The maximum number of places in each Transition Year is dependent on class multiples of 30. It is the school's intention to always try to accommodate all students who apply, but in certain circumstances this is not always possible.
2. An Information Evening for parents and seminar for students is held in early spring in the year of enrolment. Transition Year Presentation is available to those that cannot attend the meeting.
3. Parents and Students are given online access to Application Form.
4. The Transition Year Programme is not necessarily suitable for all students and this is emphasised in the information evening and student seminar.
5. Transition Year applications are supplied by and returned to the TY Programme Co-Ordinator.
6. A closing date will be indicated on the application form and late applications may not be considered. Acceptance of the application form does not confirm or imply an expectation of a place on the programme.
7. External applicants fill in the enrolment application form for High Cross College as new entrants and such students who meet the criteria can fill out an application form for Transition Year.
8. If necessary- where the number of applications exceeds places available , applicants may be interviewed by the Deputy Principal, Transition Year Coordinator and/or Transition Year Head/Guidance Counsellor/ Core team.
9. Following the interview a short-list of suitable applicants, in order of merit, will be drafted taking into consideration the admissions criteria.
10. Where the number of short-listed students is above the maximum allowed, the short-listed applicants will be offered a place on the programme in multiples of class sizes. The remaining short-listed candidates will be offered places in order of merit, where they become available and depending on space and Department of Education & Skills Allocations.



Admissions Criteria

The following criteria will help ascertain suitability:

- Level of serious commitment indicated by the student in the application process/interview.
- Willingness to participate in all elements of the Transition Year programme both school-based and external.
- The student's satisfactory attendance record in school.
- The student's adherence, as a junior student, to the school Code of Behaviour.
- The assessment of the student's competence and value to be derived from participation in key elements of the Transition Year programme.
- What contribution the applicant can make to the programme.
- The student's age and/or pastoral needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

Costs:

Successful applicants will be required to pay €480 (2025/26) to cover expenses arising from their participation in the programme. This includes an overnight(s) stay at the beginning of the academic school year/ vast selection of workshops/activities/ awards/certified courses/ transport etc

This can be paid in full before the beginning of the Programme or in two instalments- Deposit €280- to be paid before the start of the Programme and second instalment of €200

Optional activities/ Experiences such as the Foreign Tour will be additional

Work Experience:

It is the student's responsibility to organise their own work experience placements. Dates of the three separate week long work placements are given to parents/students at the end of previous academic year. Specific TY Work experience programmes provided by colleges/ organisations are also facilitated. (see Work Experience Policy).

Engagement in the Transition Year Programme:

Participation in the Programme. Candidates must be willing to participate in all elements of the TY Programme both school based and external. Participation and engagement is reflected in the Credits received in TY reports.



In the event of an individual student not engaging with all aspects of the programme, that student may be asked to leave the programme and continue to 5th year.

Students may not transfer to 5th Year, having changed their mind, after 30th September of the current academic year.

Tours/Trips/Outings

The length of a Transition Year outing or trip may vary from a short local visit for 1 day or part thereof to a foreign tour involving staying away for several days. Transition Year trips, outings and tours are a privilege for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Management/ TY Coordinator/Head of Year may be refused permission to participate in a Transition Year outing, trip or tour. All school rules and all school policies apply while on school trips. In particular, parents/guardians/carers and students should be aware that permission to travel on a school related activity is conditional on an individual student's adherence to High Cross College's Code of Behaviour.

Ratified on

Date of next Review:

Signed: _____

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