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# CALASANCTIUS COLLEGE

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## TY Admissions Policy

## **Link to Mission Statement**

In keeping with the aims of the school, this policy is driven by the educational needs of students and seeks to ensure that each person on the Transition Year Programme (TYP) maximises her/his potential.

Calasanctius College is a Catholic co-educational voluntary secondary school under the trusteeship of CEIST. Our aim is to work with parents and guardians in promoting the full and balanced development of our students, in a safe, caring and inclusive community. Calasanctius College recognises that each student who enrolls is unique and has different gifts as well as diverse needs. We strive to nurture appropriate academic excellence in a 21<sup>st</sup> century learning environment and endeavour to develop the skills, knowledge and resilience needed to contribute in a meaningful way to Calasanctius and the wider community.

## **Rationale**

The policy aims to ensure that appropriate procedures are in place to enable the school to facilitate the development of students, subject to school capacity.

In addition, the policy aims to ensure that appropriate procedures are in place to facilitate the holistic development of students through participation in Transition Year (TY), while being mindful of the school's capacity to deliver a high-quality programme. In line with the **CEIST Charter**, the school is committed to promoting **personal responsibility, respect, and educational excellence**, and recognises TY as a key opportunity for students to grow in confidence, creativity, and maturity.

TY is not merely a logistical consideration but a **developmental learning experience** that supports students' social, emotional, and academic growth. It fosters **fairness and inclusion** by offering all eligible students access to a programme that encourages self-directed learning, community engagement, and the exploration of future pathways.

While school capacity must be considered, decisions regarding TY participation will be guided by the principles of **equity, student welfare, and the educational benefit** of the programme. The school will strive to ensure that the TY programme remains accessible, meaningful, and aligned with the values of **justice, compassion, and excellence** that underpin CEIST's mission.

This policy operates within the framework of the Education Act 1998, the Education (Admissions to Schools) Act 2018, the Education (Welfare) Act 2000, and in accordance with the school's Admissions Policy, Code of Behaviour, and Data Protection Policy.

## **Scope**

The policy is directed towards students, who wish to pursue the TYP on completion of the Junior Cycle, and their Parents/Guardians.

## **Objective**

To develop an effective, fair, open, and transparent system of allocating places on the TYP.

## **Procedures**

1. The number of places available to students in the TY programme in the school year **2026/27 is 96**. This figure is reviewed annually by the Board of Management in light of staffing, timetable, and resource capacity.

2. Applications are invited from all interested 3<sup>rd</sup> years of Calasancius College. All students will be subject to the same application process and admissions criteria (outlined below) in the selection process. Any application to transfer from another school will be considered under the school's Admissions Policy.
3. An information evening for parents/guardians of interested TYP applicants will be held each year in January. The TY presentation given to parents on the information evening will be made available on our website.
4. The Programme Co-ordinator will address all prospective students, during third year and clearly outline the application process and explaining the admission criteria of the TYP.
5. Students who wish to apply for TYP must complete and submit the Calasancius College TYP Application Form.
6. Application forms for a place on the TYP can be found on the school website ([www.calasancius.ie](http://www.calasancius.ie)) and are to be submitted online on/before a specified date (available on the school website and outlined to parents on the information evening). Late applications are to be placed on a *Late Applications List* where they will be considered after all applications submitted on time are processed. Students on the *Waiting List* (see point 7) will take precedence over students on the *Late Applications List*. Students will be placed on the *Late Applications List* in accordance with the date and time of their submitted application.
7. The school retains the right to advise applicants and their parents/guardians regarding the applicant's suitability to the TYP. A consistent record of positive attendance and behaviour at Junior Cycle is required for admission to the TYP. Applicants who are unable to demonstrate this may not be offered a place in the TYP.
8. In the case of the TYP being over-subscribed, the names of all applicants will be placed into a random selection draw, witnessed by an external observer. TYP places will accordingly be allocated to students by independently verified random selection. In the case of over-subscription, those students not offered a place will be placed on a *Waiting List*. If the *Waiting List* is fully exhausted, places will be offered to students on the *Late Applications List*.
9. Any serious breach of the school's Code of Behaviour prior to and during the commencement of Transition Year may lead to the withdrawal of the offer of a place on the TYP, and if the student has accepted the place, the student may lose his/her non-refundable deposit.
10. Transition Year involves student participation in activities that span a range from highly structured to less structured and it includes occasions on which students venture on trips/excursions away from school. As such, where a student's behaviour gives rise to concerns that participation in such a school activity could be detrimental to the student themselves or to other students, staff or other persons, then the student will not be allowed to proceed on the trip. In the event that the trip is part of the student's formal learning experience with the TY programme then an alternative learning experience will be provided.
11. The selection process will be completed before the information evening for incoming 5<sup>th</sup> Year students.
12. Successful applicants will be notified of the offer of a place on the TYP. Return of the TYP Acceptance Form and a non-refundable deposit must be paid to the school by the specified date, so that a student may secure and formally accept the offer of a place on the TYP. Failure to either

return the Acceptance Form, or provide the deposit monies by the specified date, will result in offer of a place being forfeited, and the offer will be made to another student on the *Waiting List*. Deposit is non-refundable except where the school withdraws a place due to oversubscription or other administrative reason.

13. The deposit payable will be used to partially offset parent contributions to costs associated with the programme.
14. A student, who accepts a place in the TYP, (i.e. by returning the Acceptance Form and providing deposit monies by the specified date), and subsequently withdraws from the TYP (regardless of when the student withdraws), must bear the potential consequences in terms of subject options available in fifth year. **Note:** students are advised that on withdrawal from the TYP, should the student apply for oversubscribed subject options in 5<sup>th</sup> Year, the student will be placed at the end of a waiting list for each of the oversubscribed subjects.
15. Where a place becomes vacant on the TYP, the next applicant on the *waiting List* will be offered a place. Places will only be offered to those on the *Late Application List*, when the *Waiting List* has been exhausted i.e. students on the *Waiting List* have been offered the place(s) in the first instance.

### **Appeals/complaints**

Parents/guardians or students (aged 18 or over) may appeal the refusal to enrol or withdrawal of a place under this policy to the board of management in writing within 10 school days of notification. Appeals must be sent to the board of management care of the secretary to the board of management.

### **Data Protection**

All application forms and related personal data are processed in accordance with the school's Data Protection Policy and GDPR principles. Information will be retained only for the duration necessary for the admissions process.

### **Inclusion**

Calasanctius College is an inclusive school. All students, including those with additional educational needs, are entitled to apply for the TY Programme on an equal basis. Reasonable accommodations will be made to support fair access.

### **Monitoring, Review and Evaluation**

The implementation, monitoring, review and evaluation of this policy will be a matter for senior management in conjunction with staff and the Board of Management. It is envisaged that review of this policy will take place as necessary.

**This policy was approved by the Board of Management on 04 December 2025**

**Chairperson:**



**Principal:**

