



Clarin College Extension of School Admission Policy, Specifically Regarding Entry into the Transition Year Programme (TY) Introduction

The Transition Year Programme in Clarin College is not compulsory. The maximum number of available places each year will be determined by staffing, facilities, and available resources.

Admission to the Transition Year Programme will be based on the school's assessment that:

- the student is capable of benefiting from participation in Transition Year; and
- the student's participation will not prevent other students from benefiting from participation in the programme.

All decisions regarding admission to Transition Year will be made by the Transition Year Admissions Committee following:

- consultation with the student's teachers;
- submission of a completed application form by the student; and
- submission of supporting documentation by the student and parent(s)/guardian(s).

1. Application Procedures

1.1 Information to Students

In Third Year, the Programme Coordinator will visit all Third Year classes to outline the Transition Year Programme. Students will be informed that attendance, application to learning, attitude to work, and behaviour will be important factors in determining admission.

1.2 Student Presentation

During the second term, the Programme Coordinator will deliver a formal presentation on the Transition Year Programme to Third Year students during school hours. The qualities and disposition necessary for successful participation in Transition Year will be explained in detail.

1.3 Parent/Guardian Information Evening

Following the student presentation, a formal information evening will be held for parents/guardians of Third Year students who are interested in applying for a place on the programme.

1.4 Application Process

Students wishing to apply must complete the official application form. Applications must be signed by the applicant and witnessed by a parent/guardian.

Each application must include a **Personal Statement**, outlining:

- research undertaken by the student into the Transition Year Programme;
- the reasons for applying;
- the commitment the student intends to demonstrate if offered a place.

Applicants will be informed that the Personal Statement is a significant factor in the assessment process.

1.5 Late Applications

Applications received after the stated closing date will only be considered after all applications submitted by the deadline have been processed.

2. Transition Year Admissions Committee

2.1 Composition of Committee

The Transition Year Admissions Committee will assess applications and make decisions regarding offers of places.

The Committee shall consist of:

- the Programme Coordinator (Chairperson);
- the Deputy Principal; and
- the Year Head of the current Third Year students.

Where necessary, the Principal may nominate a replacement member in circumstances such as illness or other unavoidable absence.

2.2 Teacher Consultation

Teaching staff will be provided with the list of applicants and invited to submit professional advice and observations in writing within a timeframe determined by the Programme Coordinator.

2.3 Selection Criteria

The following will be key factors in determining admission:

- the criteria outlined in Section 1.1;
- the completed Application Form;
- the student's Personal Statement; and
- professional advice and observations submitted by teaching staff.

3. Offer and Acceptance of Places

3.1 Notification of Decisions

Successful applicants will receive written notification of their place within **20 school days** of completion of the application process.

Applicants who are unsuccessful will also be informed in writing within the same timeframe and may appeal the decision:

1. initially to the Principal; and
2. subsequently to the Board of Management.

3.2 Acceptance Procedure

Students accepting a place must return:

- the completed Acceptance Form; and
- the first instalment of the Transition Year fee (€200.00), by the specified deadline.

The Acceptance Form must be signed by the student and witnessed by a parent/guardian.

Failure to return the required documentation and payment within the specified timeframe will result in forfeiture of the place.

At this stage, both the student and parent(s)/guardian(s) are expected to undertake to arrange:

- a community care placement; and
- work experience placements,

for the designated periods during the Transition Year academic year.

Students must submit written proposals for these placements by September of the relevant academic year.

The second instalment of the programme fee will be payable via Way2Pay before the end of term and within a reasonable timeframe specified by the school.

4. External Applications

Applications from students seeking to transfer to Clarin College from another school will be considered strictly in accordance with the school's Admissions Policy governing transfers.

Where places remain available, applications from external candidates will only be considered by the Transition Year Admissions Committee after the internal **Offer and Acceptance of Places** process has concluded.

5. Programme Fees

The Programme Fee, as determined annually by the Board of Management, contributes towards costs associated with activities and courses that form an essential part of the Transition Year Programme.

For this academic year, the fee is **€600.00**, payable in two stages:

- **€200.00** upon acceptance of a place; and
- the remaining balance paid in 2 instalments of €200 before the end of the academic year.

Signed Michael McCher

Chairperson of Board of Management

Signed [Signature]

Principal/Secretary to the Board of Management

20th August 2026