

Luttrellstown Community College



Transition Year Admissions Policy

College Mission Statement

Luttrellstown Community College will promote the development of the whole person. Its aim will be to create, with the assistance of parents, responsible citizens. The development of the whole person will be based on personal responsibility, inter-dependence, respect for people, and respect for property.

The College will seek to cultivate integrity, the necessary skills for life, value discipline and punctuality, and facilitate the best in academic and non-academic areas. The Board of Management will seek to inculcate a value for culture, traditions, and religious beliefs and will seek to be a caring and compassionate community where justice and truth will be central elements

What is Transition Year?

- Transition Year is a one-year school-based programme designed to facilitate a smooth transition from Junior to Senior Cycle.
- Students will build on the independent learning skills achieved during the Junior cycle to develop the capacity for self-directed learning required for Senior cycle.

The mission of Transition Year

The mission of Transition Year is to promote the personal, social, educational and vocational development of the students and to prepare them to participate as responsible members of society.

Aims of Transition Year

- Education for maturity and responsibility, including an emphasis on social awareness.
- Promotion of academic, technological and practical skills
- Education through personal experience of adult and working life.

During Transition Year students will focus on the following:

- Core Subjects
- Option Subjects
- Transition Year Specific Modules
- Educational and Teambuilding Trips

Cost of Transition Year Programme

- The Transition Year programme cost is €350. Payment should be made through the mit system  on the school website: <https://www.luttrellstowncc.ie/>

Included in this cost is:

- Induction Trip
- Bus costs for various school outings
- Selection of workshops from visiting professionals (examples may include Barista, Film Production, Segway)
- Cost of TY specific modules e.g. Film Studies, Cookery, and Horticulture.
- TY Hoodies
- Classroom materials
- Student Awards

Some optional activities offered may incur additional costs, e.g. foreign trip.

Transition Year Enrolment and Application Process.

- The Transition Year Programme in Luttrellstown CC (which includes Coláiste na Tulchann) is optional and it will be offered first to students in LCC/CNT. Transition Year may be offered to candidates who have not attended LCC, however, priority will be given to LCC/CNT students. Current students are not entitled to automatic enrolment into Transition Year. Application for admission to Transition Year is open to all students in Third Year and is made via the standard Transition Year Application Form.
- The Application Form must outline the student's reasons for selecting to participate in the TY programme and be dated and signed by both student and parent/guardian.
- All additional relevant information that the applicant feels should be considered as part of the application process should accompany the application form. Such information cannot be submitted after the indicated closing date. See criteria for placement below for an indication as to what is considered relevant information.
- It is the responsibility of each student and their parent/guardian to ensure their application is submitted in full and on time.
- Please note that acceptance of the application form does not confirm or imply an expectation of a place on the programme.
- The Transition Year Team will consult members of the Teaching Staff, Care Team and Learning Support Department with respect to the Transition Year Applications List and will consider any concerns raised.

- Where there are more approved applications than available places, a lottery will take place and a waiting list will be formed.
- Unapproved applicants will be informed in writing.
- The maximum number of places available in each Transition Year Class in the programme group is 24. The Board of Management, having considered the availability of teaching and other resources, will determine the number of class groups in Transition Year. Students will be admitted to the programme subject to these resources and the ability to cater for the needs of students.

Any application received after the closing date may not be processed.

The criteria to be used for placement are as follows:

- Compliance with the School Code of Positive Behaviour and work ethic. A student's behaviour record is a critical factor in acceptance for Transition Year.
- Attendance and punctuality — The student must have a good record of attendance and punctuality (extenuating circumstances will be taken into account).
- Proven track record to work independently and in teams (Application to curricular and extracurricular activities).
- The Application Form — time and effort taken by the student to complete the application form to a high standard.

Students will be assessed in accordance with the above criteria to ascertain suitability for the Transition Year Programme.

Transition Year is not for everyone and if the care team decides that this is not a suitable choice for a student then his/her parent(s)/guardian(s) will be informed in writing.

Acceptance of Places

Students accepting a place must complete and return the acceptance form by the date and time specified. This form must be signed 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.

Once accepted into Transition Year both the student and parent/guardian are expected to give an undertaking to arrange a work experience placement for the specified period during the academic year.

A student may forfeit his/her place if they are involved in any serious breaches of the Code of Positive Behaviour after a place is accepted.

Appeals

In a case of a student who is not offered a place or a place in the lottery an appeal may be made in writing to the Board of Management within 7 school days of the date places were offered. Students that have an offer rescinded may appeal in writing to the secretary of the Board of Management. Appeals will be heard by the BoM.

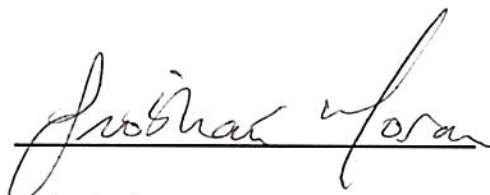
Monitoring and review

Luttrellstown Community College will monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practices.



Chairperson of Board of Management

Date: 15 June 2026



Principal

Date: 15/6/26

This policy was adopted by the Board of Management on:

15 June 2026
2026

Signed: _____

Date of next review:

June 2027