



**Assumption Secondary School  
Transition Year Policy  
&  
Admissions Procedures**

# Transition Year Policy



## Our Mission Statement

*We endeavour to educate young women in an inclusive, caring, Christian atmosphere of respect for self, others and the environment.*

*We value freedom, equality and security and strive to promote the growth of positive thinking, self-work and justice.*

## Transition Year Mission

Our aim is to promote the personal, social, educational and vocational development of our students, and to prepare them to take their place in society as active, responsible and independent young adults.

## Introduction

Assumption Secondary School provides a long-established optional Transition Year Programme. Third year students and their parents are encouraged to inform themselves about this comprehensive programme. The school facilitates a TY information session for Parents/Guardians and a separate session for third year students.

## Overall Aims

- We aim to provide an education for maturity with the emphasis on personal development including social awareness and increased social skills.
- We aim to promote self-directed learning.
- We aim to provide an education through experience for adult and working life.

These aims inform all aspects of the programme in our school.

## Curriculum Principles

- Curriculum content is a matter for individual subject departments having regard to DES guidelines.
- In drawing up the curriculum, the school also takes into consideration opportunities offered by employers and the wider community.
- While the programme lays a solid foundation for Leaving Certificate studies, a clear distinction is maintained between the Leaving Certificate syllabus and the TY programme.
- Our programme is challenging, features intellectual content but allows students to mature and develop in the absence of state exam pressure.
- The programme caters for the world of work, personal development and social awareness.

- The TY programme provides a bridge to help pupils make the transition from the Junior Cycle's highly-structured approach and environment to one where students will take greater responsibility for their own learning and decision making.

### **Cross-Curricular work**

- We seek opportunities for interdisciplinary study.

### **Work Experience**

- We foster the notion that education takes place not just in the classroom.
- Students and employers are fully briefed about the aims and expectations around work experience.
- Students have full insurance cover while on work placement.
- Students engage in the work experience programme one day per week (currently Tuesday).
- The school maintains close contact with all employers during the duration of the work experience.
- Parents/Guardians are requested to support their daughter's in securing work experience placements for their daughters and to liaise closely with the school in this regard.

### **Teaching Methods**

A key feature of Transition Year is the use of a wide variety of teaching and learning methodologies. These are outlined in the subject plans in more detail.

### **Assessment**

Continuous assessment forms an important element of Transition Year.

Each student will be assessed at regular intervals, with teachers taking responsibility for this within their own subjects.

Summative assessment occurs twice during the academic year. The results are subsequently used, in part, to determine the level of award for each student at the end of the year. Forms of assessment used may vary from the standard practices used in other years and may include - written, practical, oral, aural, projects, portfolios and exhibitions of work.

For the purpose of determining the level of award for each student, school attendance and engagement in the work experience programme are also considered.

Following successful completion of the Transition Year Programme, students will receive a certificate awarded at Pass, Merit, Distinction or Higher Distinction.

Students also receive a Portfolio of Certificates which they have earned throughout the year.

### **Organisation**

- All members of the TY team are committed to the philosophy, aims and successful implementation of the TY programme.
- The Programme Co-ordinator has responsibility for liaison with the principal, parents, community agencies and members of staff.

## **Planning**

- Detailed planning and implementation of the programme is the responsibility of the Programme Co-ordinator and the management.
- A clearly documented programme is reviewed on an annual basis.

## **Certification**

- A school certificate is awarded to students who have satisfactorily completed the programme.
- Certain courses and modules may receive separate certification.

## **Evaluation**

The programme is regularly reviewed and evaluated internally by the co-ordinator and school management.

## **Admissions Procedures**

Transition Year is an option for all Third Year students. Limited teacher resources, the specific requirements of practical subjects and room availability limit its size to a maximum of one class of twenty four. This is subject to annual review by the Board of Management.

## **Programme Information**

We provide a long established optional Transition Year programme. Third Year students and their parents are encouraged to inform themselves about the comprehensive programme. The school facilitates a TY information session for Parents/Guardians and an information session for all third year students in the year prior to entry to TY.

## **Application Process**

- Third Year students are invited to apply for the Transition Year.
- Students are required to submit an application form on or before the deadline date.
- All applicants will be interviewed and applications assessed.
- For acceptance on to the TY programme, the school must be of the opinion that a student is capable of benefiting from participation in TY and, equally, that her participation will not prevent any other student(s) from benefiting from participation.
- Places will be allocated based on the following criteria:
  - i. Track record based in relation to behavior, co-operation and work ethic.
  - ii. Attendance and Punctuality records to date
  - iii. Consultation with teaching staff
  - iv. Suitability of the applicant to the programme
  - v. Suitability of the programme for individual applicants.
  - vi. Students will be required to attend for interview as part of this process.
- Parents and students will be informed in writing of the outcome of the application process.

- Should the TY programme be oversubscribed a waiting list may be formulated. Places will be offered only to students for whom the programme is suited. This will also be the case if there are more places available for Transition Year than applicants.
- Parents and students will be informed in writing of the outcome of the application process.
- Should the TY programme be oversubscribed a waiting list may be formulated. Places will be offered only to students for whom the programme is suited. This will also be the case if there are more places available for Transition Year than applicants.

### **Admissions Committee**

The TY Admissions Committee will comprise of the Programme Co-ordinator, Principal and / or Deputy Principal and 3<sup>rd</sup> Yr. Year Head/s.

Preference for Transition Year places will be given to Assumption Secondary School Third Year students. Only in the event of under-subscription will applications from external students be considered.

**This Policy was ratified by the Board of Management on the 26<sup>th</sup> of February 2025 & is subject to review.**