

Holy Family Community School

Education is Opportunity



Transition Year Programme Admission Policy

Title:	Transition Year Programme Admission Policy
Approved by:	The Board of Management
Date:	June 2026
Responsibility for implementation:	Board of Management, Principal, and all staff
Policy Review Date:	June 2028

Introduction

Transition Year is an optional programme in Holy Family Community School and the policy aims to ensure that appropriate procedures are in place to assign Transition Year places to students. This policy should be read in conjunction with the school's Admission Policy.

Procedure

1. The number of places available to students in the Transition Year Programme is decided annually by the school's Board of Management and based on available school resources.

Holy Family Community School will not discriminate in its admission of a student to the school on any of the following:

- a) the gender ground of the student or the applicant in respect of the student concerned,
- b) the civil status ground of the student or the applicant in respect of the student concerned,
- c) the family status ground of the student or the applicant in respect of the student concerned,
- d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- e) the religion ground of the student or the applicant in respect of the student concerned,
- f) the disability ground of the student or the applicant in respect of the student concerned,
- g) the ground of race of the student or the applicant in respect of the student concerned,
- h) the traveller community ground of the student or the applicant in respect of the student concerned, or
- i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

2. On the commencement of the student's Third Year, the Programme Co-ordinator and/or the Senior Management Team addresses all prospective students, outlining the application process and explaining the admission criteria of the Transition Year Programme.

3. An Information Evening for parents/guardians of third year students outlining all senior cycle programme, including the Transition Year Programme, is held annually.
4. Students apply for the relevant Senior Cycle Programme, including the Transition Year Programme, via a Microsoft Form, and submit it before the closing date stated on the form.
5. All applications are treated equally. In the event of over-subscription, places will be allocated via random selection, overseen by a member of An Garda Síochána. Students who are not offered a place in Transition Year, are notified and placed on a Waiting List for Transition Year and offered a place in an alternative Senior Cycle programme.
6. Late applications are placed on a Late Applications Waiting List. This list will be processed when all students on the on-time waiting list have been offered a place. Students will be placed on the Late Applications List in accordance with the date and time of their submitted application.
7. External applications to Transition Year will be accepted and processed as per the school's Admission Policy.

Review

Review of this policy will take place as necessary.