

Ballinode Community College
Clarion Road, Ballinode, Sligo
72360M



Admissions Policy for Transition Year 2025 – 2026



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Section 1: School ethos and aims

Ethos Statement

Ballinode Community College is a constituent college of Mayo, Sligo & Leitrim Education & Training Board.

Mayo, Sligo & Leitrim ETB is a community of learners with an historic and unique tradition as a provider of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo, Sligo & Leitrim ETB Colleges, Schools and Centres of Education are State, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Excellence in Education, Care, Equality, Community and Respect.

The Board of Management of Ballinode Community College is publishing this document as the official Code of Behaviour. The ETB as patron of the school has approved this publication. Copies of the policy are available at the school and on the school website. Copies are also furnished to each person who applies to be admitted to the school.

Mission Statement

Our College provides a safe healthy environment in which all students are nurtured and encouraged to achieve their full potential.

The Code of Behaviour helps to set the standards that the school community aspires to and acts as a template which allows students and staff to work together to continue to develop the school and maintain its characteristic vision.

Section 2: Policy Statement:

The Admission Policy should be considered in conjunction with the Code of Behaviour. The development of this policy is in line with relevant legislation as laid down by the Dept of Education & Science (D.E.S.) and can be accessed on the D.E.S. website: www.education.ie

Policies and Legislation relevant to the Admission Policy:

- i. Education Act 1998
- ii. Equal Status Act 2000

- iii. Education & Welfare Act 2000
- iv. Education of Persons with Special Education Needs Act 2004

Aim of the Policy:

The aim of this policy is to:

1. Outline the process of admission to Transition Year at Ballinode Community College.
2. Ensure Parents have the information they need to make an informed decision about their son/daughters' admission.
3. Ensure the admission of pupils are dealt with efficiently and fairly.

The Transition Year Selection Committee

- Principal
- Deputy Principal
- Programme Coordinator
- Current Year Head
- Career Guidance Teacher
- Special Education Needs Coordinator

Section 3:

Admission to the Transition Year Programme

The number of Transition Year classes will be decided by the Board of Management on an annual basis subject to a maximum of 24 students per class. Applicants must meet a minimum score of 50 as per the selection criteria to be considered eligible. Should the number of eligible applications exceed the maximum number of places, students will be offered a place on an order of merit based on the selection criteria. Priority will be given to students who have commenced and completed 3rd year in Ballinode Community College.

Students will be informed of the importance of good behaviour, regular attendance and involvement in extra- curricular activities as relevant criteria for selection. A presentation, outlining the benefits and details of participation in the Transition Year programme will be given to 3rd year students in Term 2. A similar presentation will be given to Parents/Guardians.

The Senior Management Team reserves the right to make the final decision on whether or not a student is admitted to the Transition Year Programme.

Selection Criteria

Scoring for admissions criteria:	Maximum Marks
Application form	15
Interview	25
Behaviour record	35
Attendance/Punctuality	25

Application Form

A fully completed application form, signed by the student and parent/guardian presented before the deadline is worth 15 points. Marks are deducted for late applications.

Attendance/Punctuality

As per school rules, students must attend school daily and be on time. Overall attendance and punctuality throughout junior cycle will be considered.

Record of Behaviour

Please note that a student's complete disciplinary record across the Junior Cycle will be discussed at interview and taken into consideration for marking purposes.

Interview

All students who submit an application will be invited to attend for interview. Students will be interviewed by two members of the teaching staff and will be briefed in advance as to the nature of the questions involved. Points will be awarded to students on the basis of their interview performance. Additional consideration will/may be given to SEN candidates.

Section 4: Cost of the Transition Year Programme

The Programme fee is €300. This money is intended to assist with costs associated with the various activities and courses fundamental to the programme. It will be used to pay for buses, guest speakers, activities and entry fees for day trips as they arise, and to pay for workshops provided in school time. There may be further costs that arise throughout the year in association with extra activities. € 50 is to be paid on acceptance of a place on the programme. The balance is then due in August when school recommences. Ideally the balance is paid in full in August, but we can Ballinode Community College will also accept it in three instalments of €100 once the payment plan has been set up with the school office.

Withdrawal of an Offer

Any serious breach of the school's Code of Behaviour prior to and during the commencement of the Transition Year Programme may result in the withdrawal of the offer of a place on the programme.

In relation to attendance, a student who has not provided the school with proof of doctor's cert/visit to dentist etc. and has consistent poor attendance can be removed from the Transition Year programme. A cert should be provided within a week of returning from an absence.

The student will move into either LCA or 5th year

Change of Mind

A student who accepts a place on the Transition Year Programme and subsequently withdraws from the programme is advised that his/her application for subject options in 5th year/LCA will be limited due to the subject lines having been organised previously and certain subjects having reached their student capacity.

Appeals Procedure

In the case of a student who is not offered a place by the Transition Year Admissions Committee, an appeal may be made in writing to the Board of Management within 10 school days of notification of same.

The appeal will be heard by the Board of Management at its next scheduled meeting.

Process for Transfer of a Student from another School:

Any application to transfer into Transition Year from another second level school will need to meet these criteria and will also need to follow the procedures laid out in the school's general admission policy available on the school website.

Review Process

The policy will be reviewed in line with Ballinode College procedures regarding policy reviews and updates.