



Principal: Fergal Boyle
Príomhoide: Feargal O'Baoill

Deputy Principal: Tara Mullan
Leas-Phríomhoide: Tara Uí Mhaoláin

Deputy Principal: Mary McMahon
Leas-Phríomhoide: Máire Ní Mhathúna

Coláiste Dún an Rí,
Dún an Rí,
Co an Chabháin,
A82K5W7

Tel: 042 969 8294
Email: info@colaistedunanri.ie
Web: www.colaistedunanri.ie

Admissions Policy for Admission into the Transition Year Program

Policy Statement

The Transition Year Programme at Coláiste Dún an Rí is a structured one-year program aimed at developing a more mature, confident learner with a wide range of transferable skills.

It allows students to partake in a range of subjects and educational experiences, many of which involve trips away, therefore, enhancing their personal development while maintaining their academic standards. Our Transition Year Programme facilitates young people to become familiar with adult and working life through the provision of career guidance and work experience opportunities.

Coláiste Dún an Rí acknowledges its duty to promote equality of access and participation and as such, this policy forms part of the School Admissions Policy for Coláiste Dún an Rí and should be read in conjunction with that policy. In order to facilitate the provision of the Transition Year Program it will be necessary to request a fee from parents. The fee will be used to pay for activities and courses related to Transition Year. This fee will be reviewed and costed each year and parents will be notified of this fee before applications to enrol are accepted.

The maximum number of students admitted to Transition Year for 2026 - 2027 will be 120. This is the maximum number resources will allow.

Transition Year Program Admissions Procedure

The Transition Year Program is optional for students and students through their parents may apply for admission to the program. The application process is an online process administered through Microsoft Forms. A trxt version of the application form and questions can be seen in Appendix 1.

Offers of enrolment on the Transition Year Program will adhere to the criteria outlined below:

1. Third Year students and their parents/guardians will be invited to attend an information evening on the Transition Year Program in the spring term of each year prior to the commencement of the programme
2. Third Year students who wish to apply for Transition Year will complete an application form.
3. Applicants may be requested to meet with the Transition Year Team (Program Coordinator, Year Head, Deputy Principal, Guidance Counsellor and/or Principal's nominee) to discuss their application.
4. Selection criteria may include the following:
 - a. Student's previous record of attendance.
 - b. Student's previous record under the Code of Behaviour.
 - c. Student's previous record of participation in the school.
 - d. Student's attitude to and perception of the programme.
5. The Transition Year Team will forward their recommendation to the Principal.



6. All offers of placement in Transition Year are provisional and may be withdrawn before the start of the academic year concerned.
7. If applications to the Transition Year exceed demand a waiting list will be established and should places arise in the year then offers will be made on a lottery basis.

Applicants will be notified of the decision regarding their admittance to Transition Year by March/April each year.

Withdrawal of an offer of placement in Transition Year

Offers of placement in Transition Year may be withdrawn by the principal on behalf of the Board of Management under certain conditions which may include, but not confined to the following:

1. A breach or series of breaches of the Code of Behaviour by the student after the offer of placement.
2. A pattern of non-participation following the offer of placement
3. A pattern of poor attendance following the offer of placement.
4. Failure to pay full contribution for activities/courses by the requested deadline.
5. A determination by the principal that the inclusion of the student in the Transition Year would not be in the best interest of the student and/or the year group.
6. Offers of placement may be withdrawn following the commencement of the year should students not adhere to the principles of the programme i.e. participation, level of commitment, attendance, appropriate behaviour etc. In this situation the student will go directly to Fifth Year.

Appeal Procedures

Where a decision is made not to offer enrolment or to withdraw an offer of enrolment to the Transition Year Program is made, parents may appeal this to the principal in the first instance. Subsequent appeals can be made to the school Board of Management and the Board of CMETB.

Applications for enrolment on Transition Year Programme from outside the college

Applications for enrolment on the Transition Year Programme from students not currently enrolled at Coláiste Dún an Rí will be considered as transfers and will be processed in line with the procedures outlined in the college Admissions Policy.

Implementation and Review

This policy applies to students entering the Transition Year Programme in September of each academic year. This policy should be read in conjunction with the Coláiste Dún an Rí Admissions Policy. The policy will be reviewed every three years, or sooner if required.

This policy was adopted by Coláiste Dún an Rí Board of Management on 22 January 2026

Appendix 1

Application Form for the Transition Year Programme

Transition Year Application Form 2026 – 2027

Name: _____ Class: _____

1. Please rate your application to study and homework throughout the Junior Cycle: (Use highlighter)

Excellent Very good Good Average Poor

2. Please rate your attendance and punctuality throughout the Junior Cycle: (Use highlighter)

Excellent Very good Good Average Poor

3. Please rate your behaviour throughout the Junior Cycle: (Use highlighter)

Excellent Very good Good Average Poor

4. Outline your reasons for applying to do Transition Year.

5. Give three important goals you would like to achieve in Transition Year.

6. Briefly outline the ways you feel Transition Year may help you achieve these goals.

7. In what areas or line of work would you like to carry out your 2 weeks work experience and have you any ideas of what businesses in this area you would be willing to approach?

8. What are your hobbies and interests?



9. Details of your contribution to the school community e.g. volunteer on Open Night

10. Give details of any area you feel you can make a further contribution to the school community e.g. student leadership, organising events, helping other students.

Are you willing to participate fully in all aspects of the Transition Year Programme offered to you in Coláiste Dún an Rí?

Circle/Highlight the appropriate answer: Yes No.

I have read and understand the Transition Year Admissions Policy.

Circle/Highlight the appropriate answer: Yes No

Student's Signature: _____

Signature of Parent/Guardian: _____

Please return to dcty@colaistedunanri.ie or the main office for attention of Ms Sharon Cumiskey on or before Friday 6 February 2026