



Coláiste Nano Nagle
Leaving Certificate Applied
Admissions Policy

Leaving Certificate Applied Admissions Procedure

1. The Leaving Certificate Applied programme is a two-year Leaving Certificate programme aimed at preparing students for adult and working life.

The programme sets out to recognise the talents of all students and to provide opportunities for developing personal responsibility, self-esteem and self-knowledge, and helps students apply what they learn to the real world.

The two-year programme consists of four half-year blocks called sessions. Achievement is credited in each session. Courses are offered in three main areas: Vocational Preparation; General Education; and Vocational Education.

Assessment takes place on the completion of modules, and there is also a final examination in each of the following areas:

- English and Communication
- Two vocational specialisms
- Mathematical Applications
- Language
- Social Education

Assessment

- Satisfactory Completion of modules with **90%+ Attendance**
- 7 Student Tasks
- Final Examinations

Note: Strong attendance is essential to successfully complete the LCA programme.

Students who successfully complete the programme are awarded a Leaving Certificate from the Department of Education. The certificate is awarded at three levels: Pass; Merit; and Distinction.

2. Role of the School

- To organise an information meeting about the Leaving Certificate Applied to parents.
- To provide information to all interested students.
- To provide all interested students with an application form.
- To provide the parents of all successful applicants with a letter offering a place in the programme.
- To provide parents and students with an outline of the conditions for participating in the Leaving Certificate Applied.

3. Role of Students

- Students need to fill out an application form and have it submitted by the closing date.
- All third year and Transition Year students are eligible to apply.
- If offered a place on the programme, the student must accept or reject the offer by a prescribed date. Please note that places are offered on the condition that the student is willing to engage in the mandatory Work Experience element of the programme. Students who are unable to secure a suitable work placement, as determined by the Programme Coordinator, must be willing to engage in a work placement that is deemed suitable by the Programme Coordinator.
- To partake as fully as possible in all aspects of the programme and to sign a declaration to this effect.
- Comply with the Code of Behaviour of Coláiste Nano Nagle

4. Role of Parents

- To help their daughter to make an informed decision with respect to their participation in the Leaving Certificate Applied.
- Sign and return all the necessary documentation relating to the programme.
- Ensure their daughter participates fully in the Leaving Certificate Applied Programme.
- Ensure that their daughter adheres to the Code of Behaviour of Colaiste Nano Nagle.

5. Selection Criteria

The decision to deem an applicant suitable or not for the Leaving Certificate Applied Programme will be made by the Deputy Principal, the relevant Year Head, the Guidance Counsellor, the Leaving Certificate Applied coordinator and the Special Education Needs Coordinator who will review applications and take into account each of the following:

- Discipline / Behaviour Record
- Attendance Record
- Future Career Aspirations
- Project Work Record
- Academic Record and Suitability
- Willing to engage in the mandatory Work Experience element of the programme. Students who are unable to secure a suitable work placement, as determined by the Programme Coordinator, must be willing to engage in a work placement that is deemed suitable by the Programme Coordinator.

6. The panel will then advise the principal and a final decision made.

Students With Special Needs

The Leaving Certificate Applied planning team will work closely with the Special Educational Needs Department to ensure a smooth transition into Leaving Certificate Applied for students with special needs. Any entitlements of these students based on their psychological assessments should carry through to Senior Cycle.

7. Any serious breach of the schools code of behaviour prior to and during the commencement of the Leaving Certificate Applied Programme may result in the withdrawal of the offer of a place on the programme.
8. A student who accepts a placed on the Leaving Certificate Applied Programme and subsequently withdraws from the programme is advised that her application for subject options in 5th year will be placed after the students who have applied first.
9. Parents/Guardians of a student who is not offered a place on the Leaving Certificate Applied Programme take the view that the terms of this policy were not strictly adhered to may appeal the decision to the Board of Management within 5 days of receiving notification by outlining in details and in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

Ratification

This policy was ratified by the Board of Management on:

Date: 23/09/2024

Signed: *Tom O'Dwyer*

Chairperson, Board of Management