

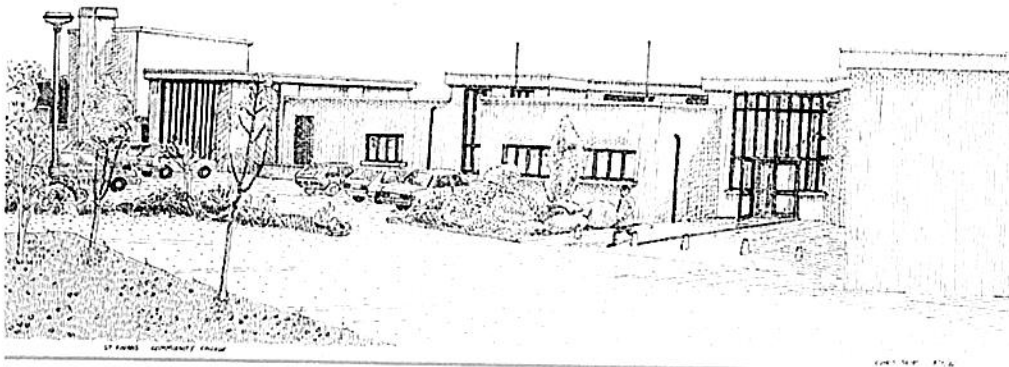
Leaving Certificate Applied (LCA)

Admissions Policy

St. Finian's Community College



Core Values: Respect · Responsibility · Diversity · Equality



1. Programme Overview & Rationale

The **Leaving Certificate Applied (LCA)** is a two-year Leaving Certificate programme aimed at preparing students for adult and working life. It is a practical programme with a strong vocational focus, designed to recognise the talents of all students and provide opportunities to develop personal responsibility, self-confidence, and lifelong learning skills.

The LCA Programme at St. Finian's Community College is offered subject to Department of Education guidelines and the resources available within the school.

Key features of the LCA Programme include:

- Emphasis on **practical learning** and **work-related experience**,
- Broad curriculum with **vocational specialisms**, **general education**, and **vocational preparation**,
- Opportunities to complete modules and tasks leading to continuous assessment,
- Development of skills essential for employment, further education, and adult life.

2. Eligibility

- The LCA Programme is open to students entering **5th Year** who have completed their Junior Certificate/Junior Cycle programme.
- Students transferring from another school may apply, subject to:
 - Successful admission to St. Finian's Community College,
 - Availability of places in the programme,
 - Assessment of suitability for the LCA Programme.

All admissions are subject to the availability of resources and staffing.

3. Limitation of Numbers

The Board of Management reserves the right to limit the number of students admitted to the LCA Programme. Where applications exceed the number of places available:

- A waiting list will be created,

- Placement on the waiting list does **not** guarantee admission,
- Offers will be made in accordance with the selection criteria outlined in Section 4.

This restriction ensures that programme standards, class sizes, and the ethos of the LCA Programme are maintained.

4. Application and Selection Process

ADMISSION PROCEDURES

1. An information seminar for Parents and students of Third Year will be held in the springtime of the year of entry.
2. Following the information presentation, LCA Application Forms are made available to students/parents/guardians from the LCA Coordinator.
3. Completed Application Forms (See Appendix 1) must be returned to the LCA Coordinator by the Closing Date specified. (Late applications may not be considered.) Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the Programme.
4. An external applicant must firstly apply to be accepted as a student of St. Finian's Community College by completing the Student Transfer Application Form. If accepted as a student of St. Finian's Community College, the student may then request and complete an LCA Application Form. The student is then subject to the same admission procedures as internal applicants. Preference will for the LCA Programme will be given to current St. Finian's Community College students when processing applications.
5. The LCA Coordinator will consult members of the Teaching Staff with respect to the LCA Application List. Recommendations may be sought from teachers regarding:
 - Attitude to learning,
 - Behaviour and cooperation,
 - Maturity and attendance.
6. An LCA Selection Committee will be established annually comprising of the following staff members: LCA Co-Ordinator, Year Head (3rd Yr.), Schools Transition Coordinator, HSCL and Deputy-Principal.
7. Applicants will be interviewed by at least 2 members of the Selection Committee. The purpose of the interview is to assess the student's suitability and motivation for the LCA Programme.

Suitability for the LCA Programme will be assessed using the following criteria:

Criteria	Details
Discipline Record	Positive behaviour and cooperation during Junior Cycle.
Attendance & Punctuality	Consistent attendance and punctuality essential for success in LCA.
Application to Learning	Evidence of effort and engagement in practical or project-based work.
Personal Suitability	Maturity, responsibility, and readiness to engage in a practical, continuous-assessment programme.
Commitment	Willingness to complete the two-year programme in full, including work experience and key assignments.
Health & Safety	Students must not pose a risk to their own or others' safety in practical or work settings.

8. Following final selection by the Selection Committee, successful candidates will be offered a Provisional Place on the Programme and their Parents/Guardians will be informed by letter. (see Appendix 2) This provisional place on the Programme will be subject to their signing the LCA Contract. (see Appendix 3) Students who return a signed LCA Contract are considered accepted to the LCA Programme of St. Finian's Community College.

5. Work Experience

Work experience is a core element of the LCA Programme. Students are required to:

- Complete designated blocks of work placement each year,
- Secure their own placements (with school support if needed),
- Submit a signed **Host Employer Indemnity Form** prior to commencement,
- Behave responsibly and professionally at all times while representing the school.

Failure to meet work experience requirements may impact progression or completion of the programme.

6. LCA Contract

Successful applicants and their Parent/Guardian must sign an **LCA Student Contract**, confirming their commitment to:

- Attend classes, modules, and work placements regularly and punctually,
- Engage fully with all assignments, tasks, and practical activities,
- Adhere to the school's Code of Behaviour at all times,
- Complete the full two-year programme.

Failure to adhere to the contract may result in removal from the programme.

7. Appeals

Students who are not offered a place in the LCA Programme may appeal to the Board of Management.

- Appeals must be made in writing to the Board of Management within **10 school days** of notification.
- The Board of Management will review the application process, relevant documentation, and any additional information,

- A final decision will be issued in writing within **20 school days**,
- The Board of Managements decision is final.

8. Review of Policy

This policy is reviewed regularly by the school management to ensure it remains consistent with:

- Department of Education guidelines.
- Best educational practice.
- The needs of the school community.

9. Monitoring and review

St. Finian's Community College will monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practices.

Ratification and Communication

This policy will be ratified by The Board of Management of St. Finian's Community College in time to be implemented for the coming school year – August 2026.

Ratified by B.O.M. on: December 10th 2025

Next Review Date: December 2027

Signed by Chairperson: Bridget McAuliffe

Appendix

1. Application Form
2. Acceptance letter
3. Student Contract



Leaving Certificate Applied Application Form 2026/2027

Hand in To Ms Quinn (Programme Coordinator) by 4pm Wednesday 11th March 2026. No late applications will be considered.

Please complete all sections of this application form using block capital letters in black pen.

Section A: Personal Details

<p>Name: _____</p> <p>Present Class: ____ My Tutor: _____</p>

Section B: Reasons for Applying to LCA

Q1. Why do you want to do LCA?

Q2. List three important goals that you would like to achieve during LCA?

Q3. What careers are you interested in?

Q4. LCA requires you to complete Work Experience. If you were successful in your application, how would you go about organising these placements?

Q5. If you were successful in your application, what area of employment would you complete your first work placement in?

Q6. How do you think you could contribute to LCA in St. Finian's Community College?

Q7. What hobbies or interests do you have?

Section C: Additional Information

Is there anything else you would like to contribute that might help your application?

Section D: LCA Requirements

If you are successful in your application, are you prepared to do the following (Please Tick):

1. Have 90% attendance for each subject / module: Yes ___ No ___
2. Complete requested HW & assignments for each subject / module: Yes ___ No ___
3. Meet all deadlines as set by individual teachers Yes ___ No ___
4. Behave excellently always in school and for all out of school activities Yes ___ No ___
5. Wear the full school uniform every day Yes ___ No ___
6. Bring all necessary equipment, books, resource materials Yes ___ No ___
7. Bring all P.E. gear and actively participate in all lessons Yes ___ No ___
8. Cooperate with your classmates in the use of shared facilities (e.g. tools or stationery):
Yes ___ No ___
9. Take full responsibility for arriving to school and Work Experience on time and likewise to every activity on time: Yes ___ No ___
10. Be co-operative, courteous, friendly and adult-like in your relationships with your teachers and fellow classmates Yes ___ No ___

Student's signature: _____

Signature of Parent/Guardian: _____

Date: _____

Please note: This form is one part of the selection process for LCA which also includes interviewing prospective candidates. Completion of this form is not a guarantee of acceptance on the course.

***Please return this application form to Ms Quinn not later than 4:00pm
Wednesday 11th March 2026. Thank You.***

Appendix 2

Congratulations!

Dear Parent/Guardian,

I am pleased to inform you that following interview your son/daughter _____ is being offered a provisional place on the L.C.A. Programme at St. Finian's Community College for the academic Year

In order to confirm this offer St. Finian's Community College requires both Student and Parent/Guardian to read and sign the documents enclosed and return it to the Programme Co-Ordinator by The documents are as follows:

- € A contract of learning for LCA that must be signed by parents/guardians and the students themselves and returned to the LCA Coordinator in the first week of school.
- € Work experience documents for employers. LCA Students are required to complete a number of work experience placements (every Friday) over the course of the two year programme. It is important that your child starts to look for this placement soon as it is a vital aspect of LCA.

During the early weeks of school we will host a compulsory parents evening to help parents understand the aspects of LCA including how the course is graded, importance of attendance, important dates for the year etc.

If you have any questions or queries please email Ms.Quinn at: robynquinn@stfinianscc.ie

I look forward to working with you and during the course of the LCA Programme.

Yours sincerely,

Ms. R. Quinn.
LCA Programme Coordinator

Appendix 3



LCA STUDENT CONTRACT

The Leaving Certificate Applied teaching team within St. Finian's C.C. believes there are certain attitudes and actions that are essential to the successful completion of the Leaving Certificate Applied Programme. We have set these down in this document.

We want every prospective candidate, and their parents or guardians, to read this document and to sign the contract if they are willing to accept the requirements set out.

Attendance

A minimum 90% attendance is a basic requirement of the Leaving Certificate Applied. Lengthy or repeated absence must be covered by a medical cert. Any holidays taken during the course of the two year Programme will not be accepted as a legitimate absence and will result in participants losing out on credits. This means that they will not achieve a high result at the end of the two years. In the case of high/prolonged unexplained absences students may lose their place on the course.

- I will attend school every day and be punctual for all classes and activities.
- I understand that poor attendance or repeated lateness will seriously affect my ability to complete the programme.
- Absences must be explained with appropriate notes from parents/guardians.

Application to class work

We expect that every student will do his or her best in relation to class work. Credit will not be given for work that is not of an acceptable standard.

- I will participate fully in all classes, modules, and activities.
- I will complete all assignments, key assignments, projects, and practical tasks on time.
- I understand that my final results depend on completing continuous assessment as well as final exams.

Work Experience

Work experience is an essential part of Leaving Certificate Applied. Students must arrange their own work experience placements and must attend work every Friday during school term. It is important that students choose their work experiences carefully. It is recommended that work experience be completed in at least 2 different career areas.

For each work experience placement students must satisfactorily complete the Work Experience Diary. Employer Reports must also be returned. Failure to return or complete satisfactorily the above two documents will result in students losing vital credits. Students will be monitored carefully on Work Experience placements and a member of the teaching staff will telephone/ visit and interview both the student and their employer.

- I will actively seek and secure appropriate work placements with the support of my teachers and parents/guardians.
- I will submit all necessary documentation, including the Host Employer Indemnity Form, before starting placement.
- I will represent the school in a professional manner during work experience.
- I will complete all reports, reflections, and assignments connected to work experience.

Behaviour

LCA students are expected to adhere to the St. Finian's C.C. rules and code of behaviour as laid out in the student journal.

- I will respect the school's Code of Behaviour and act responsibly at all times.
- I will show respect towards teachers, classmates, guest speakers, and work experience hosts.
- I understand that disruptive or unsafe behaviour may result in removal from the LCA Programme.

.....

I have read and understand the above LCA Student Contract and agree to abide by the requirements set out above.

Student Signature: _____

Parents/ Guardians Signature: _____

Date: _____