

*Luttrellstown Community*

*College*



*Leaving Cert Applied Policy*

**College Mission Statement**

Luttrellstown Community College will promote the development of the whole person. Its aim will be to create, with the assistance of parents, responsible citizens. The development of the whole person will be based on personal responsibility, inter-dependence, respect for people and respect for property.

The College will seek to cultivate integrity, the necessary skills for life, value discipline and punctuality and facilitate the best in the academic and non-academic areas. The Board of Management will seek to inculcate a value for culture, traditions, and religious beliefs and will seek to be a caring and compassionate community where justice and truth will be central elements.

All members of our school community were provided with the opportunity to input into the development/review of this policy.

	<b>Date consulted</b>	<b>Method of consultation</b>
<b>School Staff</b>	11/11/25	Email to All Staff
<b>Students</b>	11/11/25	Student Council
<b>Parents</b>	11/11/25	Parents' Association
<b>Board of management</b>		
<b>Date policy was approved:</b>		

**Background to the Leaving Certificate Applied**

The Leaving Certificate Applied is a distinct, self-contained two-year programme aimed at preparing students for adulthood and working life. The programme puts an emphasis on forms of achievement and excellence in areas where the established Leaving Certificate has not recognised in the past. It is an innovative programme in the way students learn, in what they learn and in the way their achievements are assessed.

The Leaving Certificate Applied is intended to meet the needs of those students who are not adequately catered for by other Leaving Certificate programmes or who choose not to opt for such programmes.

The advantage of the Leaving Certificate Applied is that it focuses on the talents of each individual student and helps students apply what they learn in the real world. The two-year programme consists of four half year blocks called sessions and their achievements are credited in each of these sessions. Examples of what sessions consist of can be found on the [NCCA website](#)

**Leaving Certificate Applied in Luttrellstown Community College**

The Leaving Certificate Applied was introduced to recognise the talents of all students and to provide those not adequately catered for by the traditional Leaving Certificate with

opportunities for development in terms of responsibility, self-esteem and self-knowledge. The maximum number of students in each Leaving Certificate Applied class will be set each year depending on allocation and resources available to the school. The Leaving Certificate Applied is available to students from Coláiste na Tulchann however it will not be delivered through the medium of Irish.

### **Student Selection**

Students are selected for the Leaving Certificate Applied based on their suitability for the programme. The selection process is outlined below:

- o Application for admission to the Leaving Certificate Applied programme is open to all students in 3<sup>rd</sup> year and Transition Year in Luttrellstown Community College. Only after all places have been filled internally and internal waiting lists have been exhausted will places be considered for external applications.
- o A closing date will be indicated on the application form and late applications may not be considered.
- o The total number of students that can be accommodated in Leaving Certificate Applied in any given school year will be determined by the Board of Management in that academic year. It will be subject to resources available to the school including physical classroom space, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission.
- o When students are being selected for Leaving Certificate Applied, the following will be taken into consideration: academic ability, suitability, attendance, behaviour and any previous suspensions.

### **Application Process**

- o The College will identify students it believes may be best suited to the Leaving Certificate Applied programme and will meet with them before the application process concludes. This does not preclude other students from applying to do Leaving Certificate Applied nor does it guarantee students a place in the programme, it is merely in an advisory capacity for parent(s)/Guardian(s) to consider.
- o An information session on the Senior Cycle programmes available in Luttrellstown Community College (after the Junior Cycle) will be provided for all 3<sup>rd</sup> year and TY students and their parent(s)/Guardian(s) in January of each academic year. This will include details of Leaving Certificate Applied to inform decisions/discussions.
- o Students applying for the Leaving Certificate Applied programme must complete and submit an application form which will be available from the TY Co-ordinator and the 3<sup>rd</sup> Year Caomhnóir. This must be signed by a Parent or Guardian.
- o Interview: All Prospective candidates who apply for the programme will be interviewed by 2 members of the Leaving Certificate Applied selection committee. The Selection Committee is made up of the Guidance Counsellor, the Principal, the Deputy Principals, the SEN Co-ordinator and the Leaving Certificate Applied coordinator.

- o Successful applicants will be marked in order of merit based on the marking scheme in Appendix A. If there are more successful applicants than there are spaces, a waiting list will be formed in order of merit. Preference will be given to 4<sup>th</sup> year students of Luttrellstown Community College.
- o Late applications for Leaving Certificate Applied or transfers into Luttrellstown Community College for Leaving Certificate Applied are dependent on availability of a place in the course as class places are limited. Late applications will be processed only after all applications submitted on time have been processed and finalised.
- o The waiting list for Leaving Certificate Applied will cease and no more applications will be accepted into the programme after the 15<sup>th</sup> of September each year.
- o Please note acceptance of an application form does not confirm or imply an expectation of a place on the programme.
- o Parent(s)/Guardian(s) of students who are unsuccessful in getting a place in Leaving Certificate Applied will be informed in writing.
- o Based on the above the student's suitability for the programme is assessed and if his/her application is deemed successful, the student will be offered a place on the programme for the following September.

#### **Acceptance of Places**

Students accepting a place must complete and return the Acceptance Form by the date and time specified. This form must be signed by a parent/guardian. Failure to return the acceptance form to the school administration office within the specified timeframe will result in the place being forfeited.

Once accepted onto the Leaving Certificate Applied Programme both the student and parent(s)/guardian(s) are expected to give an undertaking to arrange a work experience placement for the specified period during the academic year.

Once a student has accepted their place in Leaving Certificate Applied their name will automatically be removed from the Leaving Certificate Established register.

Students wishing to study Leaving Certificate Established Maths or Modern Foreign Language must inform the school in writing before March 31<sup>st</sup> of the year they are currently in (i.e. 3<sup>rd</sup> year or Transition Year)

#### **Appeals**

In a case of a student who is not offered a place, an appeal may be made in writing to the Board of Management within 10 school days of the date places were offered. The appeal will be heard by the BOM.

**Monitoring and review**

Luttrellstown 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.

This policy was adopted by the Board of Management on 15/Dec/2025

Signed: [Signature]  
Chairperson of Board of Management

Signed: [Signature]  
Principal

Date: 15/Dec/2025

Date: 15/Dec/2025

Date of next review: 15/12/2026

**Appendix A: Marking Scheme**

Categories	Total Marks	Marks Awarded	Notes
The student's record of compliance with the College's Code of Behaviour/engagement with Restorative Practice	30		
Student Application Form & Interview	30		
Academic Ability/Suitability	20		
The student's attendance and punctuality record	20		

Total Marks	100		
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