



St. Michael's Holy Faith Secondary School



LCA Application Process

Admissions Process

1. An information evening for parents and students of Third Year and Transition 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 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. Michael's Secondary School by completing the student transfer application form. If accepted as a student of St Michael's Secondary School, 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 for the LCA Programme will be given to current students when processing applications.
5. The LCA Coordinator will consult members of the teaching staff with respect to the LCA application list.
6. An LCA selection committee will be established annually comprising the following staff members: LCA Coordinator, Year Head (3rd Year & 4th Year), Guidance Counsellor, HSCL, SCP, Deputy Principal, Principal.
7. Applicants will be interviewed by at least 2 members of the selection committee. The following criteria will help ascertain suitability for the Programme:
 - It is advised that all applicants must be at **least 16 years old** at the start of the academic year to comply with the requirements for work experience and/or the Garda Vetting process.
 - Level of interest indicated by the candidate at the interview.

- Willingness to participate fully in all elements of the LCA Programme.
- Student's satisfactory attendance record in school.
- Student's behavioural record over the three years at Junior Cycle in St Michael's Secondary School or in the case of an external candidate, the student's previous school.
- An assessment of the student's competence and value to be derived from participation in key elements of the LCA Programme.
- Assessment of the contribution the applicant can make to the LCA Programme.
- The applicant's pastoral care needs as communicated by the Year Head, HSCL, Guidance Counsellor, SCP and/or other professionals in the school.

8. The interview (Appendix 2, Sample questions) will be conducted and marked according to the marking scheme (Appendix 3):

- An applicant must achieve an overall score of 70 or greater in order to be offered a provisional place on the Programme.
- Following final selection by the selection committee, successful candidates will be offered a provisional place in LCA and their Parents/Guardians will be informed by letter. (Appendix 4). This provisional place will be subject to their signing of the LCA Contract. (see Appendix 5) Students who return a signed LCA Contract are considered accepted to the LCA Programme of St Michael's Secondary School.
- NOTE: Parents/Guardians may appeal the decision of the selection committee to the Board of Management.

Leaving Certificate Applied Application Form 2026/2027

Name: _____ **Class:** _____

1. Why do you want to do the Leaving Certificate Applied Programme?

2. Why did you choose the Leaving Certificate Applied Programme over the traditional Leaving Certificate Course?

3. What career do you wish to take up when you leave school?

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4. Performance to date. Please rate yourself with a tick under the following headings.

	Very Good	Good	Not Good
Attendance			
Ability to follow instructions			
Ability to take correction			
Completion of homework/CBAs			

4. Are you prepared to do the following:

- (a) Have 90% attendance for each subject module. Yes No
- (b) Complete four Key Assignments (minimum) for each module. Yes No
- (c) Complete seven "Tasks". Yes No
- (d) Meet all deadlines for Key Assignments and Tasks as set by individual teachers. Yes No
- (e) Follow instructions in school and for all student activities. Yes No
- (f) Complete all homework on time. Yes No
- (g) Wear the full uniform every day. Yes No
- (h) Bring all necessary books and resource materials to class every day. Yes No
- (i) Take full responsibility for arriving to school on time and likewise to every class on time. Yes No
- (j) Be cooperative, courteous, and friendly to your teachers and classmates. Yes No

5. How do you think you could contribute to the Leaving Certificate Applied Course at St Michael's Holy Faith Secondary School?

6. What are your hobbies or interests?

7. Where would you like to go on work experience? Please state why?

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

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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. Rabbitte (LCA Coordinator) before Friday 6th March 2026.

Appendix 2: Sample Interview Questions

1. Why would you like to do Leaving Certificate Applied?
2. Do you know anyone who has done Leaving Certificate Applied in our school or another school? What have they said about it?
3. What do you hope to get out of Leaving Certificate Applied?
4. What can you offer the Leaving Certificate Applied class?
5. Why should we offer you a place in Leaving Certificate Applied next year?
6. What activities/programmes that are available in Leaving Certificate Applied excite you the most?
7. How has your behaviour been in the past?
8. What has your attendance been like?
9. Are you often / regularly late for school?
10. What do you think your teachers would say about you if they were asked to comment on your work/attitude/motivation/behaviour?
11. What is your attitude to work like?
12. How do you motivate yourself?
13. What type of hobbies/interests do you have outside of school?
14. Do you prefer working on your own or in a group?
15. Do you have any careers that you would like to explore on your two blocks of work placement?
16. What are your strongest and weakest subjects?
17. What do you look forward to most about Leaving Certificate Applied?
18. Do you have any questions that you would like to ask us?

Appendix 3: Interview Marking Scheme

Criteria	Marks	Marks Awarded	Notes
Application form	10		
Attendance/Punctuality	20		
Age Criteria 16	10		
Behaviour Record	10		
Interview	50		
Total	100		
Interviewed by:			

Appendix 4: "Acceptance" Letter to Parents

Dear Parent/Guardian,

I am pleased to inform you that following the interview with your daughter, [Student's Name], she has been offered a **provisional place** on the **L.C.A. Programme** at St Michael's Secondary School for the academic year [Insert Year].

In order to confirm this offer St Michael's Secondary School requires both student and Parent/Guardian to read and sign the LCA Contract (enclosed) and return it to the Programme Co-Ordinator by [insert date].

We look forward to working with you and [Student's Name] throughout the LCA Programme and supporting her on this educational journey.

Yours sincerely,

Programme Coordinator.

Appendix 4: “Unsuccessful Application” Letter to Parents

Dear [Parent/Guardian's Name],

Following careful consideration of [Student's Name]’s application for the Leaving Certificate Applied Programme, we regret to inform you that we are unable to offer her a place at this time.

[Choose one of the following as appropriate:]

- After reviewing the application and interview, we believe that Transition Year or the traditional Leaving Certificate Programme would be more suited to [Student's Name]’s academic and personal development at this time.
- While [Student's Name] has shown potential for the LCA Programme, they do not yet meet the minimum age requirement of 16 years at the start of the academic year. We encourage [Student's Name] to apply for Transition Year (TY) and consider reapplying for LCA in the following academic year.

We understand that this may be disappointing news, and we appreciate the time and effort [Student's Name] has put into the application process. If you wish to discuss this decision further, please do not hesitate to contact me.

We wish [Student's Name] every success in their educational journey and will support her in whichever pathway she pursues.

Yours sincerely,

[Your Name]

Programme Coordinator

Appendix 5: St Michael's Leaving Cert Applied Contract

I accept the offer of a place on the L.C.A. Programme in St Michael's Secondary School and I agree:

1. To behave appropriately and respectfully in school and at school activities.
2. To have 90% Attendance for each Subject Module OR to provide a Medical Certificate in the case of any period of prolonged and/or recurring absence in order to avoid loss of Credits for Key Assignments and completion of Modules.
3. To complete all Key Assignments to the best of my ability for each Module.
4. To complete the Tasks as required by the Programme to the best of my ability.
5. To meet all Deadlines for Key Assignments and Tasks as set by individual Teachers and the Department of Education and Skills.
6. To wear the Full School Uniform every day as instructed, including the school jacket.
7. To bring all necessary equipment, books, resource materials to every class.
8. To take full responsibility for arriving to school and every class on time.
9. To be co-operative, polite, friendly and adult-like in my relationships with my fellow classmates and teachers.
10. To arrange and complete my Work Experience Placements to the best of my ability.

I have read and understand the St Michael's Secondary School Contract. I understand that the Programme Co-Ordinator and/or the Management of the School reserve the right to review my progress on the Programme.

I understand that my failure to comply with the terms of the Contract may result in my exclusion from the Programme in order to maintain the integrity of the Course and/or in my best interest or in the best interest of the other participants on the Programme.

Student Signature: _____ **Date:** _____

I have read and understand the St Michael's Secondary School L.C.A. Contract.

I understand that my daughter's failure to comply with the terms of the L.C.A. Contract may result in her exclusion from the Programme in order to maintain the integrity of the Course and/or her best interest or in the best interest of the other participants on the Programme.

Parents/Guardians Signature: _____ **Date:** _____

