



St. Bricin's College

**Admission Policy to the Leaving Certificate Applied (LCA)
Programme
2026–2027**

<u>Centre</u>	St. Bricin's College	<u>Consultations Type</u>	Face to Face
<u>Policy</u>	LCA Admissions	<u>Students</u>	April 2026
<u>Review Date</u>	April 2026	<u>Parents</u>	March 2026
<u>BOM Ratified Date</u>		<u>Staff</u>	All staff
<u>Last Review Date</u>	New Policy	<u>Other Agencies</u>	SMT & MMT
<u>Previous Review Dates</u>	1. 2. 3. 4. 5.	<u>Next Review Date on or before</u>	

BOM – Board of Management

SMT – Senior Management (Principal & Deputy Principal)

MMT – Middle Management Team (All Post Holders)

GC – Guidance Counsellor

SST – Student Support Team

TY – Transition Year Programme

LCA – Leaving Cert Applied Programme

LCE – Leaving Certificate Established Programme

LCW – Life, Community and Work

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Board of Management

The Board of Management of St. Bricin's College, Belturbet, Co. Cavan, has adopted the following policy regarding admission to the Leaving Certificate Applied (LCA) Programme.

This policy is developed in line with the school's ethos of **Care, Respect, Equality, Community and Excellence in Education**, and reflects the principles underpinning **Bí Cineálta**, ensuring a fair, transparent and student-centred admissions process.

The Board acknowledges that appropriate programme placement is critical to ensuring each student can **engage successfully, experience wellbeing, and achieve their full potential** within Senior Cycle.

Section A: Development and Review of this Policy

This policy has been developed following consultation with:

- School staff
- Student Support Team (SST)
- Guidance Counsellor
- Parents/Guardians (via Senior Options Information Evening)
- Board of Management

This policy will be reviewed annually or as required.

Section B: Context and Rationale

The Leaving Certificate Applied (LCA) Programme is designed for students for whom the **traditional Leaving Certificate is not the most appropriate pathway**.

It is a **practical, student-centred programme** with an emphasis on:

- Continuous assessment
- Key Assignments and Tasks
- Work experience
- Personal and social development

This policy aims to ensure that:

- Students are placed in the programme **most suited to their strengths and needs**
- The **integrity of the LCA programme** is maintained
- Decisions are made in a **fair, transparent and consistent manner**

Section C: Programme Capacity

- The number of places available in LCA will be determined annually by the **Board of Management**, based on:
 - Staffing resources
 - Classroom accommodation
 - Financial resources
 - Capacity to meet students' needs
- A maximum number of places may apply (typically a single class group).
- **Priority will be given to students currently enrolled in St. Bricin's College.**

Section D: Application Process

1. Information and Guidance

- All Third Year and Transition Year students receive guidance on Senior Cycle options.
- A **Senior Options Information Evening** is held annually in the spring term, outlining:
 - Transition Year
 - Leaving Certificate Established
 - Life, Community and Work (formerly LCVP)
 - LCA Programme
- Parents/guardians are supported in decision-making by the Guidance Counsellor and school staff.

2. Application Procedure

- Students apply using the **official LCA Application Form**.
- A closing date will be clearly communicated.
- Late applications may only be considered after all on-time applications are processed.

Important: Submission of an application does **not guarantee** a place on the programme.

Section E: Selection Process

St. Bricin's College adopts a **structured and holistic selection process** to ensure suitability of both the student and the programme.

1. Initial Consultation

- Guidance Counsellor engages with students regarding programme suitability
- Consultation with:
 - Student Support Team
 - Learning Support / SEN Department
 - Relevant teachers

2. Review of Application

Each application is reviewed based on:

- Student's engagement with the application process
- Information supplied by the student
- Educational history, attainment, attendance and progression

3. Staff Consultation

- Teaching staff are invited to provide professional input on:
 - Work ethic
 - Engagement
 - Behaviour
 - Suitability for LCA

4. Interview Process

Students will be invited to interview to:

- Outline their motivation for applying
- Demonstrate understanding of programme demands
- Discuss future goals

Section F: Selection Criteria

Where applications exceed available places, students will be assessed using the following criteria:

- Record of compliance with the **Code of Behaviour**
- Attendance and punctuality
- Work ethic and ability to meet deadlines
- Engagement with school and learning
- Teacher recommendations
- Performance at interview
- Demonstrated interest in LCA
- Suitability for a practical, continuous assessment-based programme
- Capacity to benefit from LCA rather than the traditional Leaving Certificate

Students may be ranked where necessary to allocate places fairly.

Section G: Offers, Waiting List and Outcomes

Students will receive one of the following outcomes:

1. Offer of a Place

- Students must confirm acceptance by completing required documentation within the specified timeframe
- Failure to do so may result in the place being offered to another student

2. Waiting List

- Where demand exceeds places, a waiting list will be created based on order of merit
- Places will be offered as they arise until capacity is reached

3. Alternative Programme Recommendation

- Students not offered a place will be supported in accessing other Senior Cycle options.
- The Guidance Counsellor and Year Head will support possible next steps.

4. Unsuitability

- Where a student is deemed unsuitable (e.g. lack of engagement, serious behavioural concerns), this will be communicated in writing.
- Guidance support will be provided for alternative pathways

Section H: Conditions of Participation

Students offered a place must demonstrate commitment to the requirements of the programme, including:

- High levels of attendance (approx. 90%)
- Completion of Key Assignments and Tasks
- Meeting deadlines
- Participation in work experience
- Positive behaviour in school and on school activities

Students may be required to sign an **LCA Student Contract**.

Section I: Transfers from Other Schools

- Applications from students transferring from other schools will be considered subject to:
 - Availability of places
 - Suitability for the programme
- Priority remains with current St. Bricin's College students.

Section J: Appeals

- Parents/guardians may appeal decisions to the Board of Management within a specified timeframe
- Appeals must outline the grounds for appeal in writing
- The decision of the Board of Management is final.

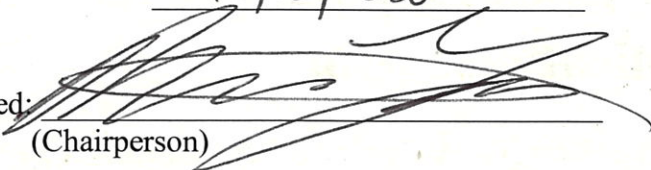
Section K: Oversight and Review

In line with Bí Cineálta principles:

- This policy promotes fairness, transparency and inclusion
- Decisions are made in the best interests of students
- The policy is monitored annually by the Board of Management

- Adjustments will be made where required

This policy was adopted by the Board of Management of St. Bricin's College at the meeting of the Board on:

Signed: 12/05/2026

(Chairperson)

Date: 12/05/2026

Signed: Jody O Galleher
(Principal)

Date: 12/05/2026

Appendices:

Leaving Certificate Applied (LCA) Application Form

The Leaving Certificate Applied (LCA) is a two-year senior cycle programme designed to prepare students for adult life, further education, training and employment.

LCA is structured around:

- **Modules completed over four sessions**
- **Up to 200 credits earned over two years**
- **7 Student Tasks** (projects completed across the programme)
- **Work experience placements**
- **Limited final examinations** (in selected subjects)

Credits are awarded for:

- Satisfactory completion of modules
- Completion of key assignments
- Student Tasks
- Final examinations

A minimum attendance of 90% is required to earn credits.

LCA suits students who:

- Prefer practical and hands-on learning
- Are willing to complete continuous coursework
- Can meet deadlines consistently
- Personal development

1. Why do you wish to apply for the Leaving Certificate Applied programme?

Be specific about why you feel this programme suits you.

2. LCA involves practical tasks, group work, projects and real-life applications. How do you learn best?

3. LCA requires consistent completion of key assignments and Student Tasks. How do you manage deadlines?

4. Work placement is a key part of LCA. What type of work placement would interest you?

5. What are your plans after completing school? How do you think LCA will support these plans?

(Employment, apprenticeship, PLC, further education, unsure)

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. Have you ever been 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?

St. Bricin's College Leaving Certificate Applied Interview Marking Scheme

Student Name: _____

<i>Categories</i>	<i>Total Marks Available</i>	<i>Marks Awarded</i>	<i>Notes</i>
The Student's record of compliance with the school's Behaviour Policy and the Code of Behaviour	30		
Student Interview	10		
The Information supplied on the Application Form	10		
Academic ability/suitability	10		
The student's attendance and punctuality record	20		
The student's record of contribution to extracurricular and co-curricular activities	10		
The recommendation of the students teachers	10		
Total	100 marks		

Interviewed By: _____

Date: _____

St. Bricin's College Leaving Cert Applied Student Contract

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

- To behave appropriately and respectfully in school and at school activities.
- 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.
- To complete all Key Assignments to the best of my ability for each Module.
- To complete the Tasks as required by the Programme to the best of my ability.
- To meet all Deadlines for Key Assignments and Tasks as set by individual Teachers and the Department of Education and Skills.
- To wear the Full School Uniform every day as instructed.
- To bring all necessary equipment, books, resource materials to every class.
- To take full responsibility for arriving to school and every class on time.
- To co-operate with my classmates in the use of shared facilities (Equipment, Stationary etc.)
- To be co-operative, polite, friendly and adult-like in my relationships with my fellow classmates and teachers.
- To arrange and complete my Work Experience Placements to the best of my ability.

I have read and understand the St. Bricin's College LCA 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: _____

St. Bricin's College Leaving Cert Applied Parental Contract

I have read and understand the St. Bricin's College LCA Contract.

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

Parents/ Guardians Signature: _____

Date: _____

