



Larkin Community College
Roll Number: 760770

Policy for Admission to Leaving Certificate Applied (LCA) programme

2025/2026

Board of Management ratified:	15/05/25
Date of next review:	May 26

Larkin Community College offers the Leaving Certificate Applied (LCA) Programme as an alternative to the Leaving Certificate Established (LCE) Programme. The Leaving Certificate Applied is a distinct, self-contained two-year Programme. Its aim is to prepare students for adult and working life. It is designed for those students whose needs, aspirations and aptitudes are not adequately catered for by the Leaving Certificate Established programme. The Leaving Cert Applied Programme is often taken by senior-cycle school students who feel the traditional Leaving Certificate isn't for them, but who still want to continue with school, education and prepare for life after they leave. This programme is characterised by educational experience of an active, practical and student-centred nature.

The number of students in the LCA class will be set each year depending on the school's allocation and resources. The school may not be in a position to offer the LCA Programme every year.

The Leaving Certificate Applied

The aims and objectives of the LCA programme reflect those specific to the guidelines published by the Department of Education and Skills namely:

1. Has as its primary objective the preparation of participants for adult and working life and the development of the participants' literacy and numeracy skills.
2. Is intended to meet the needs of those participants who are not adequately catered for by other Leaving Certificate programmes or who choose not to opt for such programmes.
3. Is a distinct and self-contained programme of two years' duration.
4. Consists of three main elements: Vocational Preparation; Vocational Education; General Education.
5. Has established the concept of integration as a central element of the programme structure and of the participants' learning experience.
6. Places a premium on the personal and social development of participants.
7. Aims to develop active citizens who have a sense of belonging to the local, national, European and global community, who have a capacity to gain access to information and structures, and an ability to fully participate in democratic society.
8. Develops student's social awareness and capacity to communicate with others in work and social environments.
9. Provides opportunities to develop the participants' processes of self-evaluation and reflection.
10. Has a strong community base so as to complement the school or centre as a learning site.

11. Promotes the use of a broad range of teaching methodologies and participant centred learning.
12. Has available an appropriate range of modes and techniques for assessing the progress of the participants.
13. Provides access to further education and training.
14. Provides students with access to further education/PLC and training.

Induction:

Students will be given an induction at the start of each academic year. The aim of this induction programme is to familiarise the students with their new class group and the LCA programme itself. A part of the induction process will entail students signing the LCA contract which aims to promote effort, attendance, co-operation and compliance in school.

Application Procedure:

Students are selected for the LCA based on their suitability for the programme. The selection process involves:

1. Liaison with the pupil's parents/guardians: An Information Session on the Programme is provided for parents/guardians and students. The LCA coordinator will be available to meet with parents to discuss and support students/parents/guardians in the decision-making process regarding the LCA programme.
2. An LCA Selection Committee will be established annually comprising of the following staff members: LCA Co-ordinator, Year Heads from 3rd year and Transition year, Guidance Counsellor, HSCL, Deputy Principal and Principal.
3. Applicants will be interviewed by the LCA coordinator and at least one other member of the selection committee named above.
4. Application form (Appendix 1): A written application form must be completed in respect of each student intending to enrol on the LCA programme. The application must be returned to LCA coordinator by the closing date specified. Late applications may be placed on the waiting list and follow the application process as described should a place become available.
5. Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the LCA programme.
6. Preference will be given to 4th year students who apply for LCA if the numbers applying exceed the number of available places.

7. Attendance in previous years is taken into account when students are being selected for LCA.
8. Academic Review: 3rd and 4th year class tutors, year heads and subject teachers are consulted to assess the student's performance in the school up to Junior Cycle/Transition Year.
9. 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 LCA programme for the following September.
10. Students not being offered a place on the LCA programme will be informed in writing of his/her unsuitability and advised to consult with the guidance counsellor regarding senior cycle options (Appendix 3).
11. Late applications for LCA or transfers into Larkin Community College for LCA are dependent on availability of a place in the course as class places are limited as stated in the LCA Admissions Policy. Late transfers must have a completed application form and a satisfactory interview with at least two members of the LCA Admissions Committee.
12. Students accepted on to the LCA programme will be expected to source their own Work Experience before the start of the school year, in line with the LCA Work Experience guidelines.

The following criteria will help ascertain suitability for the Programme:

1. Willingness to participate fully in all elements of the LCA Programme.
2. Student's satisfactory attendance record in school.
3. Suitability of the LCA programme to fulfil students' future career aspirations.
4. Student's behavioural record over their previous years in Larkin Community College, or in the case of an external candidate, the student's previous school.
5. Assessment of the contribution the applicant can make to the LCA Programme.
6. If students are on an equal suitability weighting/mark, then age will be taken into account. (students must be 16 by the 30th of September of the year they begin the LCA programme) This will be a deciding factor for acceptance onto the LCA Programme.

SUITABILITY CRITERIA	MARKS
Interview (incl. participation in school, project work, work experience)	40
Attendance (you must have 90% or above to achieve full marks)	20
Behaviour Record (includes positive/negative, VSware points, records)	20
Application Form (max points achieved for full descriptive answers)	20
Total	100

The LCA Selection Committee will decide on the minimum points required for the offer of a provisional place on the LCA programme. This will depend on the number of applicants each year.

The interview will be marked according to the following criteria (max 40):

Presentation for interview (uniform, demeanour)	5
Candidate's responses and ability to answer clearly	10
Participation in school (<i>incl. Classwork, project work, extracurricular, other school involvement</i>)	10
Candidate should demonstrate that they have thought about their career path	10
Candidate should demonstrate that they have planned for at least 1 of their work experience placements.	5

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 of the LCA Contract (see Appendix 4). Students who return a signed LCA Contract are considered accepted to the LCA Programme in Larkin Community College.

Any serious breach of the schools Behaviour for Learning Policy prior to the commencement of the LCA programme may result in the withdrawal of a place on the LCA programme.



Appendix 1
APPLICATION FORM FOR LCA

Name: _____ Class: _____

Please complete all sections of this application form and return by Monday 19th of May.

Please use block capital letters.

Section 1: Personal Details

Parent/Guardian name _____

Parent/Guardian mobile number _____

Section 2: Performance to date

Please rate yourself under the following headings by putting a tick in the correct box.

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

Section 3: About You

What are your hobbies and interests?

What career(s) are you interested in pursuing on completion of school? Please give your reasons for choosing this career(s).

The Leaving Cert Applied course requires you to complete two work placements. If your application is successful how will you go about finding work placements?

Section 4: Course Requirements

If your application is successful are you prepared to do the following?

Have 90% attendance for each subject module.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Complete all Key Assignments for each module.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Complete seven 'Tasks'.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Meet all deadlines for Key Assignments and Tasks set by individual teachers and the Department of Education and Skills.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Behave excellently always in school and for all outdoor activities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bring all necessary equipment, books and resource materials.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bring all P.E. gear and actively participate in all lessons.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Be co-operative, courteous, friendly and adult-like in your relationships with your teachers and classmates.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Take full responsibility for arriving at school on time and to every class on time.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

APPENDIX 2

ACCEPTANCE LETTER TO PARENTS/GUARDIANS

Dear Parent/Guardian,

I am pleased to inform you that following the application process your son/daughter _____ is being offered a provisional place on the L.C.A. Programme at Larkin Community College for the academic Year 2025/26.

In order to confirm this offer Larkin Community College requires both Student and Parent/Guardian to read and sign the LCA Contract (enclosed) and return it to the Programme Co-Coordinator by _.

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

Yours sincerely,

Programme Coordinator

APPENDIX 3

NOT BEING OFFERED A PLACE ON LCA PROGRAMME

Dear Parent/Guardian,

We regret to inform you that following the application process your son/daughter _____ is not being offered a place on the L.C.A. Programme at Larkin Community College for the academic Year 2025/26.

An appointment will be arranged for _____ to meet with one of our Guidance Counsellors to discuss other options on offer at Senior Cycle in Larkin Community College for the academic year 2025/26.

Please do not hesitate to contact the school if you have any queries about this decision or would like to discuss this matter further.

Yours sincerely,

Programme Coordinator

APPENDIX 4

LCA STUDENT CONTRACT

The Leaving Certificate Applied teaching team within Larkin Community College 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. Where there are exceptional circumstances this needs to be verified by the school.

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. Exemplars and clear instructions will be provided.

Work Experience

Work experience is an essential part of Leaving Certificate Applied. Students must arrange their own work experience placements and must attend work experience as per agreed timetabling. 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.

Students are not allowed to complete their work experience in a workplace in which they already have a part- time job. For each work experience placement students must satisfactorily complete the Work Experience Diary. Employer Report Cards must also be returned.

Failure to return or complete satisfactorily the above two documents will result in students losing vital credits. Students who fail to attend their work experience without informing the school and their placement will have to attend for a meeting with their parent/guardian.

Students will be monitored carefully on Work Experience placements. The LCA coordinator and/or Work Experience Coordinator will telephone/ visit and interview both the student and their employer.

Behaviour

LCA students are expected to be positive ambassadors for the school and adhere to the Larkin Community College Behaviour for Learning Policy and Anti-Bullying policy as laid out in the student journal. Full copies of both policies are available on the school website www.larkincommunitycollege.ie.

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

Student Name: _____

Student Signature

Parent/Guardian Signature

Date: _____

Submitted to: _____ Date: _____