



Loreto Secondary School, St Michael's
Navan, Co Meath
64370T

Leaving Certificate Applied Admissions Policy

Mission Statement

Within a positive environment based on Christian values, and with a strong social justice focus, St Michael's students are encouraged to avail of all opportunities to develop to their true creative, academic, personal and spiritual potential.

Programme Description

The Leaving Certificate Applied is a distinct, self-contained two year programme aimed at preparing students for adult and working life. The programme puts an emphasis on forms of achievement and excellence which 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 LCA 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 achievements are credited in each of these sessions.

The LCA 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 LCA class will be set each year depending on allocation.

Aims and Objectives of Leaving Certificate Applied Programme in St Michael's

The programme aims to recognise the talents of all students and provide opportunities to develop personal responsibility, self-esteem and self-knowledge. The programme

helps students apply what they learn to the real world and is based on the principles of inclusivity, respecting and valuing all learning styles and abilities.

Content of Programme

The Leaving Certificate Applied Programme consists of a range of courses, each designed on a modular basis. A module is of thirty hours duration. Each year of the two-year programme is divided into two sessions, September to January and February to June, to facilitate the modular structure of the courses. A module within a given course is usually completed within a session. Over the two-year duration of the programme the participants will complete 44 modules.

Vocational Preparation and Guidance

Vocational Preparation and Guidance	8 modules
English and Communication	4 modules

Vocational Education

Vocational Specialism (4x2)	8 modules
Mathematical Applications	4 modules
Introduction to Information and Communication Technology	2 modules

General Education

Social Education	6 modules
Languages (Gaeilge/Modern Foreign Language)	4 modules
Arts Education (Dance, Drama, Music, Visual Arts)	2 modules
Leisure and Recreation (including Physical Education)	2 modules

Elective Courses

Subject to availability	4 modules
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Total	44 modules
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Other

Any other subject students will take part in e.g. religious education.

The elective courses offered in the LCA Programme may vary as they depend on the school's teaching resources which can vary from year to year.

Assessment of Programme

Assessment of the LCA Programme follows the guidelines and procedures set out by the Department of Education and Skills as follows: The Leaving Certificate Applied Assessment takes place over two years under three headings:

- Satisfactory Completion of Modules
- Performance of Students Tasks
- Performance in the Terminal Examinations

Modules

At the end of each Session a student is credited on satisfactory completion of the appropriate Key Assignments for each Module. 90% Attendance is a requirement for awarding credits for the Module.

Student Tasks

7 Student Tasks are completed over the 4 Sessions. Each student is required to produce a report on the process of completing the Task. Student Tasks (Projects) are assessed by External Examiners appointed by the Department of Education and Skills.

Terminal Examination

Terminal Examinations are in the following subjects:

- English and Communications
- Mathematical Applications
- Social Education
- Languages
- 2 Vocational Specialisms

Certification

Students who successfully complete the Programme will receive a Certificate from the State Examinations Commission. All credits awarded will be recorded on the Leaving Certificate Applied Certificate.

Award result	Percentage	Credits
Pass	60 - 69 %	120-139 credits
Merit	70 - 84 %	140-169 credits
Distinction	85 - 100 %	170-200 credits

Note: At the end of each session (i.e. 4 times throughout the programme), students will receive a statement of their results from the State Examinations Commission.

Candidates who acquire less than 120 credits will receive a Record of Experience. This will also apply to those who leave before the end of the Programme.

Work Experience

Work experience is an essential part of Leaving Certificate Applied. Students must arrange their own work experience placements and must attend work on the designated work placement days during school term. Students will be given the school's insurance letter for this purpose and may have to undergo Garda Vetting (as appropriate). 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. It is the responsibility of the student to acquire a work experience placement before the start of both Year 1 and Year 2. Students should not 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 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.

Attendance

As 90% attendance is required in order for the students to secure credits in their modules, students must present proof of a doctors/dentist visit with an appointment card or doctors cert. A cert should be provided within a week of returning from an absence.

A student who does not have 90% attendance may be removed from the LCA programme. The student will move into either 4th or 5th year.

Students must attend work experience on the designated work placement day during school term.

Admissions Procedures and Student Selection

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

1. Liaison with the student's parents: An information session on the programme is provided for parents and students
2. Application form: An Application form must be completed in respect of each student intending to enrol on the LCA programme. Late applications may not be considered.
3. Interview: All prospective candidates for the programme may be interviewed by the Principal and the LCA coordinator.
4. Academic Review: 3rd and 4th Year Heads, class tutors and core subject teachers are consulted to assess the student's performance in the school up to Junior Cycle/Transition Year.

Preference will be given to 4th year students who apply for LCA if the numbers applying exceed the number of available places. The number of places available may vary from year to year depending on teaching resources.

Late applications for LCA or transfers into LCA are dependent on availability of a place in the course as classes are limited as stated by LCA guidelines and the ability to meet the 90% attendance requirement over the course of the programme.

Attendance, referrals and suspensions are taken into account when students are being selected for LCA.

Based on the above the student's suitability for the programme is assessed and if their application is deemed successful, the student will be offered a place on the programme for the following September.

External Candidates

External candidates must in the first instance be accepted into the school through the general admissions process (see Admissions Policy for further details). Once a place has been granted, students who wish to participate in LCA must have a completed application form and a satisfactory interview with the Principal and LCA coordinator.

Student withdrawal from Leaving Cert Applied Programme

Students who wish to leave LCA or who are not meeting requirements (attendance/behaviour) will have an interview with the LCA coordinator and the Principal/Deputy Principal to discuss options available to the student.

It may not be possible for a student to move from LCA into 5th year of Senior Cycle and get their preferred subject options as classes will have been confirmed and may be at maximum capacity.

Similarly any student wishing to move from 5th year into LCA will have an interview to discuss their options as it will not be possible for that student to earn all credits due to starting the programme late.

Ratified on (date) _____

Chairperson of Board of Management _____