

St Oliver Post Primary School

Leaving Certificate Applied Admissions Policy



Ratified by Board of Management: 7th February 2019

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Leaving Certificate Applied Admissions Policy 2019-2020

Admission Procedures:

- This policy must be read in conjunction with St Oliver Post Primary's full Admissions Policy; and
- The number of places available in Leaving Certificate Applied will be decided by the Board of Management.

Information Sessions:

- An information evening for Parents and students is held in the springtime of the year of entry. Prior to this, information seminars for Junior Cycle (3rd Year) and TY students are held during school time.

Application Forms:

- Following the information presentation, L.C.A. Application Forms are made available to students/parents/guardians from the L.C.A. Co-Ordinator.
- Completed Application Forms must be returned to the School Office 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.

External Applicants:

- External Applicants interested in the LCA Programme must follow the procedures detailed in St Oliver Post Primary's Admission Policy in order to apply to transfer to St Oliver Post Primary School in the first instance.
- Following acceptance of an application to transfer, an applicant may then apply to join the LCA programme. The application is then subject to the same admission procedures as internal applicants.

Evaluation of Applications:

Selection Committee:

- A L.C.A. Selection Committee will be established annually comprising of some or all of the following:
 - L.C.A. Co-Ordinator;
 - 3rd Year Yearhead;
 - Transition Year Yearhead;
 - Guidance Counsellor; and
 - Deputy Principal.

Interview:

- Applicants will be interviewed by at least 2 members of the Selection Committee.

Evaluation Criteria:

- The following criteria will help ascertain suitability for the Programme:
 - Quality of completed application form;
 - Level of interest indicated by the candidate at interview;

- Willingness to participate fully in all elements of the L.C.A. Programme;
- Student's satisfactory attendance record in school;
- Student's record of adherence to the Code of Behaviour of St Oliver Post Primary School. Or in the case of an external candidate, the student's previous school;
- Knowledge of the L.C.A. programme;
- Assessment of the contribution the applicant can make to the L.C.A. Programme;
- The applicant's age; and
- The pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

Marking Scheme:

- The Interview will be conducted and marked according to the following Marking Scheme:
 - Attendance/Punctuality 10
 - Application Form 10
 - Interview 20
 - Behaviour Record 30***
 - Personal Achievements to Date 10
 - Overall Suitability 20
 - Total 100
- ***Behaviour Record***
- 30 Marks are awarded for Behaviour Record with 10 marks being deducted for each detention or report served by a student during the current academic

Offering and Acceptance of LCA places:

- 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;
- This provisional place on the programme will be subject to their acceptance of the requirement to sign the L.C.A. Contract; and
- Students who return a signed L.C.A. Contract are considered accepted to the L.C.A. Programme of St Oliver Post Primary School.

Review of Places offered:

- A review of students' suitability will be conducted in September of 5th Year; and
- Should it be deemed that students are not suitable for the programme or the programme is not suitable for the students, they will be removed from LCA and transferred to 5th Year Leaving Certificate / 5th Year Leaving Certificate Vocation Programme / Transition Year Programme.

Appeals

- A student who fails to secure a place on the programme may appeal the decision to the Principal.
- **This appeal must be made in writing by the parent(s) / guardian(s) of the student within 10 clear days of the school's decision to refuse entry to LCA.**

Review:

- This Policy will be reviewed on a bi-annual basis.

Appendices:

LCA Application Form 2019-2020

Please complete this application form and return to the School Office by Friday 15th February 2019

Personal Details:

Name:	Surname:
Address:	
Parent(s)/Guardian(s) Name:	
Date of Birth:	Medical Card: Yes No
Year Group:	Name of your Tutor:

Junior Certificate Subjects:

Subject	Level (H/O/C)	Subject	Level (H/O/C)

Please rate yourself under the following headings:

	Very Good	Good	Needs improvement
Attendance			
Punctuality			
Ability to follow instructions			
Ability to take correction			
Completion of homework			

What do you like about school at the moment? _____

What are your 3 Favourite Subjects (Explain why):

1 _____

2 _____

3 _____

2 Areas that you might like to get Work Experience in: _____

2 Areas that you might like to study / work in after finishing your studies: _____

Reasons for applying for the LCA programme:

1 _____

2 _____

3 _____

Why do you think you are a suitable candidate for LCA? _____

What can you bring to LCA? _____

Student's Commitment:

If selected for the LCA programme, I agree to abide by the school rules and I undertake to work hard to achieving the academic and extra-curricular targets set for me.

Student's Signature: _____ Date: _____

Parent's Commitment:

I support _____'s application for admission to the LCA programme and I accept the terms and conditions of entry to the programme.

Parent's Signature: _____ Date: _____

LCA Attendance and Behaviour Contract 2019-2021

Student Name: _____

I agree to the following rules, I understand that my success in the LCA programme depends on my attendance, behaviour and class work:

- I will have 90% attendance for all subjects;
- I will complete all key assignments for each module;
- I will meet all deadlines for tasks, projects and assignments as set by the teachers;
- I will undertake all work experience placements to the best of my ability;
- I will behave excellently in school and on all out of school activities;
- I will wear my correct school uniform every day;
- I will bring all necessary equipment, books and materials into class every day;
- I will co-operate and share facilities with my classmates;
- I take full responsibility for arriving to school and every class on time;
- I will be co-operative, courteous, friendly and mature in my relationships with my classmates and teachers;
- I understand that students forfeit their credits for days in which suspension may occur; and
- If a student is not meeting the above criteria they will forfeit their place in LCA and will be placed into the traditional Leaving Certificate 5th year class.

I have read and understood all the school rules outlined in my school journal.

I agree to follow these rules and give the LCA programme my best effort.

Signed: _____

Student

Signed: _____

Parent/Guardian

Signed: _____

LCA Coordinator

BOM & LMETB Ratification/Resolution Process for LCA Admissions
Policy

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	<i>(Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>