



St. Clement's College LCA Admission Policy

Leaving Cert Applied in St. Clement's College

St. Clement's College offers the Leaving Certificate Applied programme (LCA) to students who wish to pursue an alternative Senior Cycle curriculum to that of the Leaving Certificate Established. The Leaving Certificate Applied programme is a distinct, self-contained two-year programme aimed at preparing students for adult and working life. The programme puts an emphasis on various forms of achievement and excellence, which the Leaving Certificate Established 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 Leaving Certificate Applied programme 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 programme 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.

To be accepted to the Leaving Certificate Applied programme, the school must be satisfied that a student is capable of benefiting from participation in the Leaving Certificate Applied programme and, equally, that his participation will not prevent any other student(s) from benefiting from participation. Interested students should apply using the procedure outlined below.

Application Procedures

In early November of Transition Year, School Management, in conjunction with Leaving Certificate Applied Programme Coordinator, will inform all Transition Year Students, Parents, and Guardians that an information meeting will take place for those interested in opting into the Leaving Certificate Applied programme.

This meeting will outline the Leaving Certificate Applied Programme and the School Admission policy that applies to successfully obtaining a place for the following academic year. There is a maximum number of ten Leaving Certificate Applied places for students during each academic year. Attendance at this meeting by BOTH the prospective Leaving Certificate Applied Student and a Parent/Guardian is essential and expected. The qualities and disposition essential for successful participation in the Leaving Certificate Applied programme will be fully outlined to students at this presentation.

Senior Management will outline essential factors in gaining entry to the programme to all prospective applicants. The following areas of importance are critical to the successful completion of a Leaving Certificate Programme:

- attendance, application, engagement with work, and adherence to the school Code of Behaviour during Transition Year

and

- knowledge of, research into and preparation for the Leaving Certificate Applied programme, as evidenced in the application process/form. Support for this will be provided in Careers in Transition Year.

All students who apply to St. Clement's College Leaving Certificate Applied programme must have completed a minimum of 4 years of post-primary education (or international equivalent) to be eligible to apply.

The final submission date for applications forms will be stated on the Leaving Certificate Applied Application Form. Late applications will only be considered if a student joins the school after this date and the cap of a maximum number of ten Leaving Certificate Applied places for students during each academic year has not been met.

Application Procedure

- Students apply for a place using a Leaving Certificate Applied Application Form, witnessed by their parent(s)/guardian(s). (Please see Leaving Certificate Applied Application Form attached)
- A Personal Statement must accompany each application. This Personal Statement will outline some research into the Leaving Certificate Applied programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process.
- Applications will be considered valid only if they are fully completed and submitted to Management/LCA Coordinator within the specified deadline.

The Leaving Certificate Applied Admissions Committee

The Leaving Certificate Applied Admissions Committee will be responsible for assessing applications and offering places. The Committee will comprise of the Leaving Certificate Applied Coordinator, a member of Senior Management (Principal or Deputy Principal), Guidance Counsellor and Year Head of the current Transition Year students, or a nominee of the Principal to replace one of the above who may be unavailable due to illness or other circumstances.

Members of the teaching staff will be advised of the list of applicants, and will be invited to offer professional advice and judgements in writing to the Leaving Certificate Applied Admissions Committee within a time schedule specified by the Leaving Certificate Applied Coordinator.

The Application Form, the Personal Statement and the professional advice and judgements of the teaching staff along with the assessment of students engagement as outlined in "Applications Procedure" previously, will be critical factors in determining a student's admission on to the Leaving Certificate Applied programme.

The Leaving Certificate Applied Admissions Committee reserves the right to interview students and communicate with their parents/guardians in relation to their applications and their suitability for participation. Shortlisting of applications for interview will be based on the admission criteria set out below.

The Leaving Certificate Applied Admissions Committee reserves the right to withdraw the offer of a place, and accommodate the student in the Leaving Certificate Established programme.

Admissions Criteria

Each application will be considered on its own merit. In addition to the level of serious commitment indicated by the students in the application process and/or at interview, the following criteria will apply in assessing a student's Leaving Certificate Applied application form.

Criteria for Eligibility for Leaving Certificate Applied

1. Student's adherence to schools Code of Behaviour
2. Attendance and punctuality
3. Involvement in school life
4. Completion of an Application Form and a Personal Statement of interest and suitability for the programme.

Personal Statement Guidelines (250-300 words)

Please include the following in your personal statement:

1. The reasons why you would like to do the Leaving Certificate Applied programme
2. The contribution that you can make to the programme
3. Career areas you are interested in exploring as part of Work Experience
4. Why you should be offered a place on the programme

Offer & Acceptance of Places

Places will be offered in writing to successful applicants. Unsuccessful candidates will also be informed in writing. Guidance support will be available to all students moving directly to Leaving Certificate Established programme.

Once students have replied and accepted the place, both the student and his/her parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year.

Leaving Certificate Applied Admission Exemption

Student(s) from the The HUB and those with recommendations for special placement due to additional educational needs (AEN), will be prioritised for places on the Leaving Certificate Applied programme. School management will identify these students in conjunction with parents/guardians and AEN team of the school. The small class size, content and pace of the Leaving Certified Applied Programme compliments these students' learning needs.

External Applications

Any application to transfer to St. Clement's College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers. The Admission Policy can be accessed on our St. Clement's College school website: www.stclements.ie

Note: Submitted to Board of Management and Trustees on: 1st April 2025

Reviewed and ratified on: 1st April 2025

Signed:

Signed:

(Chairperson of Board of Management)

(Principal)

Date: _____

Date: _____

Date of next review: April 2026 or as required



St. Clement's College

Leaving Certificate Applied (LCA)

Student Application Form

Application Form to be submitted by the 1st of March 2025

Student Name:

Date:

Please complete a Personal Statement with this Leaving Certificate Applied application form.

Guidelines (Max 300 words/ minimum – 250 words)

Please include the following in your personal statement:

1. The reasons why you would like to do the Leaving Certificate Applied programme
2. The contribution that you can make to the programme
3. Career areas you are interested in exploring as part of Work Experience
4. Why you should be offered a place on the programme

I _____ (student)

and _____ (Parent/Guardian)

Acknowledge that I/we have read the St. Clement's College Leaving Certificate Applied Admission Policy and would like to apply for a place in the St. Clement's College Leaving Certified Programme.



Allocation of Credits in LCA

A student may accumulate a maximum of 200 credits over two years

These credits are allocated on the following basis

	Credits	Percentages
Satisfactory Completion of Modules	62	31%
7 Student Tasks	70 (10 per task)	35%
Final Examinations	68	34%
Total	200	100%

Credits awarded for Final Examinations

Subjects	Credits
English and Communications	12
V.Specialism: Active Leisure Studies	12
V. Specialism: Information and Communication Technology	12
Irish	6
Modern European Language	6
Social Education	10
Mathematical Education	10
Total	68

The leaving Certificate Applied will be awarded at three levels

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

Attendance: Credits will be awarded for attendance. A minimum attendance rate of **90%** is required for all classes. Students who fail to satisfy this requirement will lose credits.

LCA STUDENT TASKS

STUDENT TASKS	JANUARY/ FEBRUARY	APRIL/MAY
General Education Task (Leisure and Recreation)	5 th Years 10 Credits	
Vocational Preparation Task		5 th Years 10 Credits
Vocational Education Task (Hotel Catering & Tourism)		5 th Years 10 Credits
Contemporary Issues Task	6 th Years 10 Credits	
Vocational Education Task (Active Leisure Studies)	6 th Years 10 Credits	
Practical Achievement Task	6 th Years 10 Credits	
Personal Reflection Task	5 th Years (Statement 1)	6 th Years (Statement 2) 10 Credits
Total Credits for Tasks = 70 Note: In 2025. LCA students will only have to complete 2 Tasks. (Practical Achievement Task & Contemporary Issues Task) in Session 3.		