



Coláiste Achadh an Iúir Virginia, Co. Cavan

Virginia College

Admission Policy to the Leaving Certificate Applied Programme

All students who complete the Junior Certificate or Transition Year can apply for a place in the Leaving Certificate Applied (LCA) Programme.

This programme is designed for students for whom the traditional Leaving Certificate is unsuitable. The aims of this programme differ from that of the traditional Leaving Certificate and this is reflected very clearly in the delivery and assessment of the Leaving Certificate Applied Programme.

- Application for admission to Leaving Certificate Applied is open to all students in Third Year/TY and is made via the Leaving Certificate Applied Application Form.
- A closing date will be indicated on the application form and late applications may not be considered.
- The maximum number of places available in each Leaving Certificate Applied Class in the programme group is 16.
- The total number of students that can be accommodated in Leaving Certificate Applied in any school year will be determined by the Board of Management, subject to the resources available to the school including physical classroom accommodation, class size, teaching and financial resources and is also subject to the capacity of the school to provide for the educational needs of those who apply for admission.
- A Senior Options Information Evening for parents is held in the spring term of the year of entry.
- This Information Evening deals with the programme options available to students after the Junior Certificate, namely; Transition Year, The Established Leaving Certificate, The Leaving Certificate Applied Programme and The Leaving Certificate Vocational Programme (LCVP).
- Leaving Certificate Applied Programme Application Forms are distributed to the students soon after.
- The Application Form and any other relevant documentation must be returned to the school office by the closing date (date on application form). It is the responsibility of each student and his/her parents/guardians to ensure that the application form is returned in full and on time. Late applications will be processed only after all applications submitted on time have been processed and finalised.
- Acceptance of the application form does not confirm or imply an expectation of a place on the programme.

In order to ensure suitability of students for the course and the course for students we have established the following selection process:

- The Guidance Counsellor talks to all 3rd years/TYs to inform them all of their choices for Senior Cycle including the Leaving Certificate Applied Programme.

Principal: Niall M. Lynch

Deputy Principal: Seamus Greene

Deputy Principal: Kaye Duffy

Web: www.virginiacollege.ie

Email: info@virginiacollege.ie

Telephone: (049) 8547050

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- During the Senior Options Evening the Guidance Counsellor and the LCA co-ordinator explains the programme to parents.
- Consultation with the Additional Educational Needs Department takes place where students who might be suitable for the course are considered.
- An invitation to all third year/TY students that may be interested in the programme, to complete an application form, is announced.
- Upon receipt of Application Form, an acknowledgement letter is issued with an interview date.
- Consultation meanwhile with the AEN department takes place again as well as with the Guidance Counsellor who will consult CAT results and exams to date to make sure that applicants are suitable and will benefit for the course. The applicant's school attendance record is examined.
- The Co-ordinator emails the list of applicants to all staff and asks them for feedback. Teachers offer professional advice and their evaluation on the applicant's suitability to the course with the Co-ordinator. Discipline, work ethic, student needs and attendance are considered.
- All applicants are invited for an interview with the Principal's nominees where they will be asked to outline the reasons why they would like to get accepted onto the programme and what they hope to achieve from it etc. A list of standard questions has been drafted for this purpose.
- The Selection Committee consisting of the LCA Co-ordinator, the Guidance Counsellor and/or the Deputy Principal or a teacher from LCA, will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below. Applicants will be listed in order of merit based on marks received.
- The Students' Parent/Guardians receive a letter of regret or a letter offering them a place on the LCA programme in April or May.
- Preference is always given to current Virginia College students.

Every effort is made to offer a place to students. Those students who are not successful will be offered a place on the Leaving Certificate Established course.

When there are more applicants than available places, a waiting list, based on the order of merit, will apply. The waiting list will cease once all students have accepted their place in Leaving Certificate Applied and the quota (as set out by the Board of Management) has been reached, or on the second week of September of the academic year, whichever is sooner. In this way, students will be enabled to settle into their various programmes/year groups.

Where a student is deemed to be unsuitable for Leaving Certificate Applied and fails to meet the most basic aspects of the selection criteria (e.g. failure to meaningfully engage with the Application process, serious breaches of Code of Behaviour), they and their parents/guardians will be informed

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in writing of their unsuitability for the programme and advised to consult with the Guidance Counsellor regarding the pursuit of other senior cycle options.

The Leaving Certificate Applied Admissions' Policy should be read in conjunction with the Virginia College Admissions policy.

LCA Programme Information issued to Parents/Guardians of Prospective Students

In Virginia College we hold an annual 'Senior Options Information Evening' for parents and students that is held in spring term. Prior to the 'Senior Options Night' students, receive comprehensive and timely support in decision-making around senior cycle options. All Third Year and TY students have access time with the Guidance Counsellor. On that night presentations are given by the Programme Co-ordinator, and by the Career Guidance Team. All aspects of the LCA Programme are outlined to parents and students on this night and the application procedures and documentation are issued to parents. The Co-ordinator is available to meet with parents to discuss and support their decision-making process regarding LCA applications. Parents are also invited to an Information evening held in September specifically about LCA once their son/daughter has been accepted into the programme.

Student applying for LCA in Virginia College from another LCA programme

Applications to enrol in Virginia College are considered under the school's Admissions Policy. Should a student from an LCA programme in another school wish to enrol on the LCA programme in Virginia College, their application will be considered subject to places being available in the programme. Priority will be given to current Virginia College students.

Student applying for LCA in Virginia College from another school

Applications to enrol in Virginia College are considered under the school's Admissions Policy. If a student from another school wishes to enrol to the LCA programme in Virginia College, their application will be considered subject to places being available in the programme once applications from currently enrolled students have been considered.

Application Procedure

The number of students that can be accommodated in Leaving Certificate Applied will be decided by the school's Board of Management on an annual basis. Each applicant will be considered on his/her own merit. In order to be considered for the programme, the student must complete and submit the Application Form within the deadline specified. The deadline for the academic year 2022-2023 is Friday 8th April, 2022.

Selection Criteria

All applications are reviewed and all students are invited to present for interview.

The criteria outlined below will be considered in assessing a student's suitability for the programme:

- The student's record of compliance with the School's Code of Behaviour
- A demonstrated ability to meet the 90% attendance requirement for this course.

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- The student's performance at interview (see Appendices for Marking Scheme)
- The student's expressed level of interest in the Leaving Certificate Applied programme.
- The recommendations of the student's teachers
- The student's class work record (completion of projects, capacity to meet deadlines, etc.)

The Selection Committee will process all applications received as per the Criteria for Admission and the Marking Scheme outlined below and applicants will be listed in order of merit, based on marks received. When there are more applications than available places, a Waiting List, based on the order of merit, will apply for suitable candidates. Those who are deemed unsuitable for the programme will be informed in writing and will be advised to consult the Guidance Counsellor regarding alternative senior cycle programmes.

Offer and Acceptance of Places

Following the interview, all students will be informed by letter of the outcome of their application within 10 school days of completion of the application process. Unsuccessful applicants will be informed in writing within the same period and will be advised of their right to appeal the decision to the Board of Management. See Appeals Process below.

The student will receive one of the following responses regarding their application:

1. He/she will be informed that they have secured a place in the Leaving Certificate Applied programme for the following academic year. Within the date specified, they must then submit the following to the School Office:
 - Completed Acceptance Form (see Appendices)
 - Completed LCA Contract (see Appendices)

These forms must be signed by the applicant and witnessed by a parent/guardian. Failure to return these forms to the School Office within the specified period will result in the student's offer of a place being forfeited and the place will be offered to the next student on the waiting list.

2. The student is informed that the number of successful applicants has exceeded the available places and they have been put on a Waiting List in order of merit. He/she is advised to meet with the Guidance Counsellor to discuss alternative senior cycle options. He/she will be notified immediately if a place becomes available. Should that student not accept the place offered, it will be offered to the next person on the waiting list; this process will continue until all places have been accepted and filled.

3. The student is informed that he has been deemed unsuitable for the programme and is advised to meet with the school Guidance Counsellor to discuss alternative senior cycle options.

Any serious breach of the school's code of behaviour prior to the commencement of Leaving Certificate Applied may result in the withdrawal of the offer of a place in Leaving Certificate Applied.

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A student who accepts a place in Leaving Certificate Applied and subsequently withdraws from the programme is advised that his application for subject options in 5th year will be placed after the students who have already applied.

Appeals

Parents/Guardians of a student who is not offered a place in Leaving Certificate Applied and who are of the view that the terms of this policy were not properly applied, may appeal the decision to the Board of Management within 10 working days of receiving notification of the decision.

Parents/Guardians should outline in writing the grounds for their appeal. Please be advised that the decision of the Board in this regard is final.

This policy was adopted by the Board of Management on 31st March 2022.

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Appendix 1

LCA Application Form

Virginia College

LCA Application Form 2022/23

Please complete all sections of this application form.

Please use block capital letters.

Section 1: Personal Details

Name: _____

Class: _____

Parent/Guardian Name: _____

Parent/Guardian's Mobile No: _____

Section 2: Performance to date

Please rate yourself under the following headings:

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

Section 3:

Why do you want to do the Leaving Certificate Applied (LCA) course?

What career do you wish to pursue when you leave school?

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The Leaving Certificate Applied course requires you to complete work placements, if you were successful in your application how will you go about organising these placements?

How do you think you could contribute to the Leaving Certificate Applied Course in Virginia College?

What do you hope to gain by doing the Leaving Certificate Applied - How do you hope the course will help you (e.g. academically, new skills, personal development, work experience, friends, career decisions etc.)?

What hobbies or interests have you?

Section 4: Course requirements

If you are successful in your application are you prepared to do the following:

1. Have 90% attendance for each subject module: Yes ___ No ___
2. Complete 4 Key Assignments for each module: Yes ___ No ___
3. Complete seven Tasks/projects over the 2 years: Yes ___ No ___
4. Meet all deadlines for Key Assignments and Tasks set by individual teachers and the Department of Education: Yes ___ No ___
5. Behave excellently always in school and for all out of school activities: Yes ___ No ___
6. Bring all necessary equipment, books, resource materials: Yes ___ No ___
7. Bring all P.E. gear and actively participate in all lessons: Yes ___ No ___
8. Take full responsibility for arriving on time and for every class on time: Yes ___ No ___
9. Be co-operative, courteous, friendly and 'adult-like' in your relationships with your teachers and fellow classmates: Yes ___ No ___

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10. Wear Full School Uniform

Yes ___ No ___

11. Attend work experience every week as required

Yes ___ No ___

Section 5: Personal Statement

Is there anything else you would like to contribute that might help your application?

Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____

Please note: This form is one part of the process of selection for LCA which also includes interviewing prospective candidates. Completion of this form is not a guarantee of acceptance on this course.

Please return completed form to Mr Duffy before Friday 8th April.

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Appendix 2

Sample Interview Questions

Virginia College Sample Interview Questions for Leaving Certificate Applied Applicants

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?

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Appendix 3

Interview Marking Scheme

Virginia College Leaving Certificate Applied Interview Marking Scheme

Student Name: _____

Categories	Available Marks	Awarded Marks	Notes
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: _____

Principal: Niall M. Lynch

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Appendix 4

Virginia College Leaving Cert Applied Student Contract

I accept the offer of a place on the L.C.A. Programme in Virginia 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 Virginia 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: _____

I have read and understand the Virginia 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: _____

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