



# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## **LCA Admissions Policy**

**Our LCA Admissions Policy is drawn from the CEIST Charter**

<b>Promoting Spiritual and Human Development</b>	The pathway provided by the policy for student access to the Leaving Certificate Applied programme supports and promotes the spiritual and human development of students.
<b>Showing Respect for Every Person</b>	By providing further opportunities through an alternative programme for students to achieve and reach their potential, the policy promotes an environment whereby each person is respected, and the dignity of each person is valued.
<b>Creating Community</b>	The policy enables students take an educational programme which specifically supports close collaboration between students and between students and their teachers and thus creates community within the college.
<b>Achieve Quality in Teaching and Learning</b>	By providing access to a programme designed to better respond to aptitudes and talents not so well catered for in other programmes, the policy facilitates the achievement of quality in teaching and learning.
<b>Being Just and Responsible</b>	By making available a student-focussed programme that provides assessment on a continuous basis, the policy is a just and responsible initiative that best meets the needs of a cohort of students, who otherwise would have less satisfying educational opportunities.

### **Mission Statement**

Sancta Maria College is an all-girls Catholic Voluntary Secondary School, under the trusteeship of CEIST and in the tradition of the Sisters of Mercy. We are a compassionate community, which strives to:

- Foster the personal growth and holistic development of all staff and students.
- Embrace Gospel Values, promoting a culture of inclusivity and respect.
- Nurture the full potential of each student through high standards of learning and teaching.
- Promote a positive partnership between all members of the school and wider community.

**Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn**

Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)

Registered Charity Number: 20145279



# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## Admission to the Programme

1. All students who complete the Junior Cycle or Transition Year are eligible to apply for a place in the Leaving Certificate Applied Programme (LCA).
2. The application is made online through Teams.
3. Applications received after the closing date for applications may not be considered.
4. The number of new places available annually shall be 20 places, whether the programme is being offered as a stand-alone programme for Leaving Certificate Applied Year One (5<sup>th</sup> Yr LCA1) or a combined programme for LCA1 and Leaving Certificate Applied Year Two (LCA2).
5. Students applying for a place on the programme must attend the Information Evening offered by the college with a parent/guardian to assist students and parents make choices in relation to senior cycle programme choices.
6. In the event of more applications than places available, a lottery will be held to allocate the available places.
7. Students not allocated a place will be put on a waiting list, and a lottery will determine the order of the list.
8. Each student offered a place on the programme will be required, under a teacher's guidance, to draw up a 'Statement of My Commitment to LCA' and this statement will be regarded as the equivalent of a contract by the student with the college.

P. J. Gannon

P.J. Gannon  
(Chairperson of the Board of Management)

Sorcha McManus

Sorcha McManus  
(Acting Principal)

Date: 26 August 2025

Date: 26/08/25

**Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn**

Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)

Registered Charity Number: 20145279





# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## **Additional Notes**

### **LCA Programme Description**

- It is a distinct, self-contained two-year Leaving Certificate programme aimed at preparing students for adult and working life.
- It emphasises forms of achievement and excellence which the Established Leaving Certificate has not recognised in the past.
- It recognises the talents of all students and provides opportunities for development in terms of responsibility, self-esteem and self-knowledge.
- It is an innovative programme in the way students learn and in the way their achievements are assessed.
- It offers learners specific opportunities to prepare for and progress to further education and training.
- The Leaving Certificate Applied places emphasis on continuous assessment and preparation for the world of work. The course is suited to those students who would not be primarily focused on third level education.

### **Aims of the LCA Programme**

- To meet the needs of those students who are not adequately catered for by the Established Leaving Certificate programme.
- To prepare learners for the demanding transition to adult and working life and to provide students with the opportunity to develop the skills of self-reliance, self-knowledge, communication and decision-making.
- To recognise the talents of all learners, the programme is responsive to the aptitudes, abilities, needs and interests of students.
- To provide a student-centred curriculum that develops literacy, numeracy and teamwork skills within students via active teaching and learning strategies/methodologies.
- To aid the personal and social development of all students.
- To prepare the student for life after school, the working world and adult life.
- To develop the student's social awareness and capacity to communicate with others in work/social environments.
- To enable students to access to further education and training.
- To assess the progress of the students on an ongoing basis. Students are assessed throughout the 2 years

### **LCA Programme Objectives**

The fundamental goal of the Leaving Certificate Applied is to prepare Leaving Certificate participants for the transition from the world of school to that of adult and working life. The Leaving Certificate Applied focuses on the needs and interests of participants, using a variety of methodologies, making optimum use of the resources of the local community and paying particular attention to the needs of the local region. There is a need to recognise that individuals differ considerably in the ways they process, assimilate and recall information.

***Acting Principal: Siorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**



# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## **Leadership in Our School**

Leadership in Sancta Maria College is a team effort. Everyone in our community shares the collective responsibility of leadership: leadership in how we interact, leadership in how we work together and leadership in our teaching and learning. The team consists of the Principal, the Deputy Principal, the Assistant Principals, the Programme Coordinators, the teaching staff, SNAs, the Board of Management, the ancillary support staff, the parents/ guardians, the students and the wider community.

## **Programme Co-ordinator and Subject Teachers**

- Programme Co-Ordinator: Lucy McCarthy
- LCA Co-Ordinator: Lucy McCarthy

## **LCA Programme Information Issued to Parents/Guardians of Prospective Students**

In Sancta Maria College, we hold an annual Senior Cycle Information Night for parents and students, which is held in the winter of the year prior to entry into the Senior Cycle. All third-year and TY students receive comprehensive and timely support in decision-making regarding senior cycle options. All aspects of the LCA Programme are outlined to parents and students on this night and the application procedures are outlined. The coordinator is available to meet with parents to discuss and support their decision-making process regarding LCA applications.

## **LCA Programme Time Allocations- Timetabling**

Classes are scheduled Monday to Friday during the regular school week.

- Monday, Wednesday, Thursday 08:30 – 15:35
- Friday: 08:30 – 12:45
- Tuesday: Work experience

Students undertake their vocational experience (work experience) through two different placements each year. The first placement period is from September to December, and the second is from January to May. Please be advised that it is the responsibility of the student to find and secure an appropriate work experience placement. Students will be supported by the school during the student's process of finding work experience.

## **Provision for students with Additional Educational Needs**

Provisions will be made for students with additional educational needs, and the recommended strategies will be implemented. The LCA coordinator liaises with the AEN coordinator regarding additional support available to students.

## **Pupil Induction**

LCA students are given a designated date and time to attend the College for Induction at the start of each academic year. The aim of this process is to familiarise the students with their class and the programme itself.

## **Leaving Certificate Applied Contract**

As part of the induction process, students sign a contract that aims to promote effort, attendance, cooperation, and compliance. See Appendices for a copy of the contract.

***Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**





# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## Programme and Levels

The LCA programme in Sancta Maria College offers the following subjects. The combination of subjects offered may vary from year to year depending on resources.

- Irish
- Modern Foreign Language (MFL)
- English & Communications
- Mathematical Applications
- SPHE
- Arts Education
- Hair and Beauty
- Hotel and Catering
- Office Administration and Customer Care
- Vocational Preparation & Guidance
- Information and Communication Technology
- Religious Education
- Leisure and Recreation
- Hotel, Catering and Tourism

LCA offers the subjects at a common level for all students.

## Structure of Leaving Certificate Applied Programme

The Leaving Certificate Applied is structured around three main key areas

- Vocational Preparation,
- Vocational Education
- General Education

These three elements are interrelated and interdependent. This programme is characterised by educational experiences of an active, practical and student-centred nature.

## Programme Structure

Each year of the programme is divided into two sessions. Therefore, there are four sessions throughout the two years. Each two-year cycle is broken up as follows

Session 1	September – January	Year 1
Session 2	February – June	
Session 3	September- January	Year 2
Session 4	February – June	

## Modules

- The course is made up of modules. Modules are short programmes of study (30 hours of class time) from various subjects that are offered in the programme.

**Acting Principal: Siorcha McManus – Acting Deputy Principal: Martin Flynn**

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**



# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

- Each student shall complete 44 modules over the two-year course. Assignments must be completed at the end of each module.
- Credits will be awarded for successfully completed assignments.
- Each student must have 90% attendance during each session of the course.

Credits will not be awarded to students who do not have 90% attendance.

## Student Task

A student task is a practically orientated activity, which takes the student a minimum of 10 hours to complete. There are seven tasks to be completed over the two-year course. Each student must prepare a written report on each task completed. A maximum of 10 credits can be awarded for each task.

## Work Experience

Each student will complete one day a week of work experience for the academic year.

## Assessment Procedures

The LCA has a comprehensive built-in assessment process, containing 'Key Assignments' and 'Student Tasks'. These assignments are the main form of assessment in the programme as a whole and the requirements of these assessment procedures inform teaching and learning in the different subject areas. Teachers also employ their own continuous assessment strategies in their own subject areas and student's progress is also discussed between the teachers involved with the LCA.

## Final Examinations

Although the Leaving Cert Applied is predominantly a course based on continuous assessment each student will sit final exams in a number of subjects in June of the second year. These are the subjects:

1. English and Communications - **12 credits**
2. Social Education - **10 credits (14 credits for those entering LCA 2025-26 arising from the introduction of SPHE)**
3. Languages (MFL and Irish) - **6 credits each**
4. Two Vocational Specialisms (Hair and Beauty and Office and Administration) - **12 credits**
5. Mathematical Applications - **10 credits**

## Assessment and Certification

The Leaving Certificate Applied is a single award made on the basis of credits accumulated over four sessions and in final examinations. A candidate may accumulate a maximum of 200 credits. Students who successfully complete the Leaving Certificate Applied programme will be awarded a certificate from the State Examinations Commission. The Leaving Certificate Applied is awarded at three levels.

**Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn**

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**





# SANCTA MARIA COLLEGE

Ballyroan, Rathfarnham, Dublin 16 D16 V389

	Credits	Percentage
Satisfactory Completion of Modules	62	31%
7 Student Tasks	70	35%
Final Examination	68	34%

Upon successful completion of the Leaving Certificate Applied Programme, students will receive a certificate from the Department of Education and Science. There are three levels of award as outlined below.

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

An overview of the assessments by year can be found below;

## Year 1

- Key assignments to be completed by the end of each module of work.
- **Three student tasks** to be completed over year 1
- Oral examination in the final term (MFL or Gaeilge) (Department of Education examination)
- Language written examination in June of final term (Department of Education examination)

## Year 2

- Key assignments to be completed by the end each module of work.
- **Four student tasks** to be completed over year 2
- Examinations at Mock exam times.
- Oral examination in the final term (MFL or Gaeilge) (Department of Education examination)
- Written examinations in June of final term (Department of Education examination)

## Further Study

Upon successful completion of the Leaving Certificate Applied Programme, students may apply to do a Post Leaving Certificate (PLC) course and then continue to study at an Institute of Technology.

## Teacher In-service

Teachers are encouraged to attend any in-service which would benefit the teaching of their subject. School management endeavours to facilitate the attendance of teachers to all DES approved in-service by providing cover. Teachers are asked to keep a record of any in-service that they attend and give the copy of attendance to the Deputy Principal for substitution purposes.

*Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn*

Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)

Registered Charity Number: 20145279



# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## Resources

There are a wide range of resources available in Sancta Maria College and these are available to students in the LCA programme. Within the school there are a variety of resources including:

- Hair and Beauty Salon
- Fully equipped Art facilities
- Computer Rooms
- Home Economics Rooms
- Career Guidance Room
- Sports Fields

## Programme Budgetary Procedures

The LCA Programme operates under limited funding from the D.E.S. This is used to offset costs associated with curricular-related activities or trips. Teachers discuss any out-of-school activities that require school funding with the LCA Coordinator and school management.

## Class Organisation

We have two LCA groups, one group in 5<sup>th</sup> Year and one group in 6<sup>th</sup> Year. Due to student intake in a given year, it may be necessary to amalgamate the 5<sup>th</sup> and 6<sup>th</sup> year class groups.

## Curriculum Content

- Individual Subject Plans/ Modular Descriptors as drafted by the D.E.S.
- Textbooks and Course Materials – All books and core classroom resources will be provided for all students by the DES.

## Task Preparation and Planning

In order to facilitate the successful implementation and execution of the LCA tasks, collaboration between teachers is essential. Tasks in the LCA enforce cross-curricular links in the programme and apply to all subject areas. Department guidelines and online resources such as [www.slss.ie](http://www.slss.ie) are useful resources in preparing and planning these activities.

## Monitoring of Work Experience

- Each student is provided with a letter to the employer, a letter to the parents, an up-to-date insurance document and a record of attendance form.
- The Programme Coordinator will contact the employer by telephone to discuss the performance and attitude of the student while on work experience.
- The Programme Coordinator may arrange to visit the employer and student at an appropriate time.
- The Employer completes an evaluation of the student's work placement.

**Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn**

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**





# **SANCTA MARIA COLLEGE**

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## **Procedures for Out-of-School Activities**

Procedures for field trips and other out-of-school activities are in line with the overall school policies on these issues.

## **Planning for Students with Additional Educational Needs**

Students with additional educational needs are integrated into regular classes and receive extra help in class. Due to the pupil-to-teacher ratio in the LCA, extra individual attention can be given to students who require it. Work in class is planned and is structured to meet the needs of all students, including students with additional needs. Teaching strategies which can be utilised to help students with special needs may include, when possible:

- Careful choice of appropriate texts
- Giving appropriate treatment of subject content
- Taking a multi-sensory approach
- Providing suitable resources and aids for the students

## **Subject Planning for a Culturally Diverse Society**

- Create an atmosphere that respects cultural diversity
- Encourage full participation by all students
- Provide any necessary support materials for students
- Promote equality and understanding of cultural diversity amongst all students

## **Teaching Methodologies**

In line with department guidelines for Teaching and Learning in the LCA programme, the teaching methodologies employed in Sancta Maria College aims to:

- Actively involve the participants in locating and using relevant information and which promotes personal responsibility, initiative, independence, reflection, self-evaluation, self-confidence and cooperation.
- Utilise a variety of teaching and learning processes, including group work, project work and the use of individualised learning assignments.
- Promote communication, literacy, numeracy and other generic skills across the curriculum using a range of media.
- Promote equity in all its aspects, including gender equity.
- Through reflective practice, develop and improve the quality of classes in the LCA programme.
- Identify and use of teaching and learning resources in the local community and interaction with employers and enterprises.
- Take a teaching approach that will address and exceed the needs of the participants.

***Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**



# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## **Range of Educational Experience and Variety of Resources**

The LCA aims to offer a broad range of educational experiences including;

- Assignments
- Visiting speakers
- Social and cultural tips
- Teamwork
- Interviews
- Orals
- Practical and aural assessment
- Experienced and motivated staff
- Wide range of books and notes
- Teachers' own notes
- Overhead Projectors
- Whiteboard
- Digital Technology
- Computer Rooms
- Art Rooms
- Charts, graphs, posters
- Local Library

## **Cross-Curricular Activities**

The subjects in LCA provide grounds for overlap between subjects and areas. Where possible, material is drawn together, and the issues are reinforced across the programme. Collaboration also exists between teachers and classes, and they can work together to complete common goals, such as completing Word Processing documents and writing up Key Assignments and Tasks.

## **Satisfactory Completion of Modules**

Forty-four modules are completed over the two years of the programme, and credits are awarded for the satisfactory completion of a module. At the end of each session, the student will be credited for satisfactory completion of the appropriate modules. In order to be awarded credit, students must complete each module by:

1. attending the classes and out-of-school activities related to the module
2. completing the Key Assignments related to the module.

No ranking or assessment of performance will be involved. A minimum attendance of 90% is required. Where there is an absence due to exceptional circumstances, this should be verified by the school. Each student should maintain a record of evidence of completion of the Key Assignments relating to all modules. The record of evidence may take the form of a portfolio or a folder, etc. It will include a checklist of Key Assignments for each module. This record should be retained by the school and be available in the school for inspection until the end of the appeals period following the completion of the program.

***Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**





# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

The student will be involved in the certification of the completion of modules by;

- being informed as to what is required for certification;
- by being made aware, in sufficient time, when these requirements are not likely to be met;
- through negotiation concerning the completion of outstanding assignment work, if deadlines for such assignments are not being met
- by completing the checklist of Key Assignments to the record of evidence.

## ***Assessment of Student Tasks***

The candidate completes seven student tasks over the course of two years. Each task represents a significant piece of work (at least 10 hours). The task enables the candidate to integrate learning and practical experiences from the different courses and modules of the LCA programme.

To receive credits for a student task the candidate must

- Produce authentic evidence of task completion
- Produce a task report
- Present for interview for all tasks; with the exception of the Personal Reflection Task, which does not require an interview.

Examiners will require evidence of task performance. This may be in a variety of formats – written, audio, video, artefact, etc. Each student is also required to produce a report on the process of completing the task. This report may be incorporated into the evidence of task performance. The Tasks will be assessed by external examiners appointed by the State Examinations Commission.

The work of the external examiners will be monitored by advising examiners. Examiners and advising examiners will receive detailed briefing. All preparatory work relating to the assessment of Student Tasks will be the responsibility of the students themselves. Students will also be required to meet the examiners on the day of assessment of the Tasks. As part of the assessment process, each student will present the work involved in the Task and discuss it with the Examiner. In the case of a Group Task, each student will explain their personal involvement in the work. It will be open to relevant teachers, should they wish to meet briefly with the examiners on the day of Student Task assessment. Such a meeting should be arranged through the Programme Coordinator in advance of the inspection. The purpose of any such brief meeting might be to inform the examiner of any particular circumstances relating to individual students. It is emphasised that examiners will not discuss their allocation of marks to candidates at any time. Following assessment, the completed Student Tasks should, in order to allow for appeals, be retained in a safe place in the school until the end of the appeals period.

## ***Final Examinations***

Final examinations will be provided in the following areas:

- Gaeilge Chumarsaideach
- English and Communication

***Acting Principal: Siorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**



# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

- Modern European Languages
- Social Education
- Mathematical Applications
- Vocational Specialisms (2 Specialisms to be taken by each candidate).

## ***Report of Credits Awarded and Statement of Provisional Results***

The State Examinations Commission will issue a provisional statement of results to candidates for each session reflecting the credits awarded for the satisfactory completion of modules, the results of the assessment of student tasks and final examinations as appropriate. These results are distributed to the students by the Programme Coordinator, and a copy remains in the student's file.

## **Assessment for Learning**

Assessment for learning is using assessment in the classroom as a tool to improve students' learning. It is the aim of the LCA programme that assessment for learning becomes a central aspect of the methodology employed in providing the subject to students in Sancta Maria College.

Assessment for Learning is characterised by:

- Sharing learning goals with students
- Helping students to recognise the standards they are aiming for students Involving students in assessing their own learning
- Providing feedback, helps students to recognise what they must do to close any gaps in their knowledge or understanding
- Communicating confidence that every student can improve
- Adjusting teaching to take account of the results of assessment

## **In-house Examinations**

LCA 1 & LCA 2 both take November Assessments in all 6 examination subjects. LCA 2 take their mock examinations prior to the February mid-term break in all 6 examination subjects.

## **Homework Procedures**

Homework is given where appropriate, in line with the school's homework policy. The giving of homework is at the discretion of the teacher. Each individual teacher has responsibility for tracking homework in their subject area.

***Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**





# SANCTA MARIA COLLEGE

Ballyroan, Rathfarnham, Dublin 16 D16 V389

## Appendix A

### APPLICATION FORM TEMPLATE LEAVING CERTIFICATE APPLIED

I wish to apply for Leaving Certificate Applied commencing September \*\*\*\*

Name:

Class:

Address:

Tel No:

Reasons for applying:

Junior Certificate Subjects (State whether Higher/Ordinary/Foundation in each case)

*Acting Principal: SORCHA McMANUS – Acting Deputy Principal: MARTIN FLYNN*

Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)

Registered Charity Number: 20145279



## **SANCTA MARIA COLLEGE**

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

If there is any confidential personal reason as to why a place should be allocated to your daughter for this programme, please contact the LCA coordinator, Deputy Principal or Principal directly.

**Declaration:**

If accepted into the Leaving Certificate Applied, I agree to attend regularly, to apply myself to all areas of the course, to co-operate fully with my colleagues and with staff, to be of good behaviour and obey the rules of the school, including the Positive Code of Behaviour.

Signed: \_\_\_\_\_  
Student

Signed: \_\_\_\_\_  
Parent/Guardian (1)

Mobile No:

Signed: \_\_\_\_\_  
Parent/Guardian (2)

Mobile No:

***Acting Principal: Siorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**



# **SANCTA MARIA COLLEGE**

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## **Appendix B**

### **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. Have you met with the Board of Discipline?
9. What has your attendance been like?
10. Are you regularly late for school?
11. What do you think your teachers would say about you if they were asked to comment on your work/attitude/motivation/behaviour?
12. What is your attitude to work like?
13. How do you motivate yourself?
14. What type of hobbies/interests do you have outside of school?
15. Do you prefer working on your own or in a group?
16. Do you have any careers that you would like to explore on your two blocks of work placement?
17. What are your strongest and weakest subjects?
18. What do you look forward to most about Leaving Certificate Applied?
19. Do you have any questions that you would like to ask us?

***Acting Principal: Siorcha McManus – Acting Deputy Principal: Martin Flynn***

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**





# SANCTA MARIA COLLEGE

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## Appendix C

Leaving Certificate Applied Interview Marking Scheme

Student Name: \_\_\_\_\_

Categories	Total Marks Available	Marks Awarded	Notes:
The student's record of compliance with the school's Behaviour Policy and the Code of Behaviour	<b>30</b>		
Student Interview	<b>10</b>		
The information supplied on the application form	<b>10</b>		
Academic ability/suitability	<b>10</b>		
The student's attendance and punctuality record	<b>20</b>		
The student's record of contribution to extracurricular and co-curricular activities	<b>10</b>		
The recommendation of the students teachers	<b>10</b>		
Total	100 Marks		

Interviewed by: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**Acting Principal: Sorcha McManus – Acting Deputy Principal: Martin Flynn**

Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)

Registered Charity Number: 20145279



# **SANCTA MARIA COLLEGE**

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

## **Appendix D**

### **Leaving Cert Applied Student Contract**

I accept the offer of a place on the L.C.A. Programme in Sancta Maria College and I agree to be bound by the commitments of the following contract.

- 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.
- To wear the full school uniform every day as instructed.
- To bring all necessary equipment, books, iPads and 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 and to complete a Work Experience Diary.

**I have read and understand the Sancta Maria College LCA Contract.**

**I understand that the Programme Coordinator 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 Sancta Maria College LCA Contract.**

**I understand that my child's failure to comply with the terms of the LCA contract may result in their exclusion from the programme in order to maintain the integrity of the course and/or their best interest or in the best interest of the other participants on the Programme.**

**Parents/ Guardians Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Acting Principal: Siorcha McManus – Acting Deputy Principal: Martin Flynn**

**Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)**

**Registered Charity Number: 20145279**



# **SANCTA MARIA COLLEGE**

**Ballyroan, Rathfarnham, Dublin 16 D16 V389**

*Acting Principal: SORCHA McMANUS – Acting Deputy Principal: MARTIN FLYNN*

Tel: +353-1-493 4887 Fax: +353-1-495 0786 Email: [info@sanctamariacollege.com](mailto:info@sanctamariacollege.com)

Registered Charity Number: 20145279