

**PRINCIPAL:** Mr. Eamon Jackman  
*principal@heywood.ie*

**DEPUTY PRINCIPAL:** Ms. Mary Harrington  
*mharrington@heywood.ie*

**DEPUTY PRINCIPAL:** Mr. Peter Malone  
*pmalone@heywood.ie*



## Heywood Community School Leaving Certificate Applied Policy

### INTRODUCTION

Leaving Certificate Applied (LCA) in Heywood Community School is an optional programme. The Board of Management will decide each year on the number of places in LCA. The maximum number of places in an LCA Class group shall normally be 16 pupils. Third Year students who wish to apply for a place in Leaving Certificate Applied must do so on the LCA Application Form available from the Deputy Principal or the LCA Co-Ordinator. The decision regarding the suitability of an applicant will be made jointly by the Principal, Deputy Principal, Programme Co-Ordinator, Year Heads to Third Year & TY Students and a Guidance Counsellor.

### ADMISSION PROCEDURES

1. An information letter will be given to parents and students of Third Year & TY interested in the LCA programme in the springtime of the year of entry.
2. After this LCA Application Forms will be made available to students/parents/guardians from the LCA Coordinator or Deputy Principal.
3. Completed Application Forms must be returned to the LCA Coordinator 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.
4. An external applicant must first apply to be accepted as a student of HCS by completing the Student Transfer Application Form. If accepted as a student of HCS, the student may then request and complete an LCA Application Form. The student is then subject to the same admission procedures as internal applicants.
5. The LCA Coordinator will consult members of the SMLT with respect to the LCA Application List.
6. An LCA Selection Committee will be established annually comprising of the following staff members: LCA Co-Ordinator, 3<sup>rd</sup> Year Head, Guidance Counsellor, Deputy Principal & Principal.

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7. Applicants and their parents will meet at least 2 members of the Selection Committee to discuss the suitability of each applicant for the programme

### **Application for LCA whilst in the 5th Year Mainstream Program**

- A 5th-year student who never applied for LCA whilst in 3rd year or TY but decided to apply for LCA whilst in 5th year may have their application turned down due to missing the deadline to apply.
- A 5th-year student whose application was turned down in 3rd year but decided to apply again in 5th may also have their application turned down due to initially being rejected in 3rd or Transition Year.
- A 5th-year student who initially applied for LCA in 3rd year or TY and was accepted but opted to do mainstream 5th year instead will be considered for LCA if they apply before the October mid-term of the school year, but they will have to reapply to get into the programme.
- No 5<sup>th</sup> Year student can apply to get into LCA after the October mid-term break and any student who enters the programme after it commences must make a commitment to catch up on any academic work covered.

### **Interview Process:**

Students are ranked for suitability for the programme by the selection committee. The school has a finite amount of human and physical resources so therefore can only offer a limited number of places. Where there are more suitable applicants than places available, places will be allocated in accordance with the ranking order. If there are more applicants on the same lower ranking position than places still available, then a supervised lottery system will be used to determine which of them is allocated the remaining places. This lottery will be conducted with a member of the Board of Management, a member of the Parents Association, a member of the Student Council, the LCA Co-ordinator and the Principal / Deputy Principal present.

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

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signing the LCA Contract. Students who return a signed LCA Contract are considered acceptable to the LCA Programme of Heywood Community School.

NOTE: Parents/Guardians may appeal the decision of the Selection Committee to the Board of Management.

## Appeals

- In the first instance, an appeal may be made in writing to the Board of Management. Any such appeal should be addressed to the Secretary, Board of Management Heywood Community School, Ballinakill, Co. Laois to reach the Secretary no later than ten school days following the date the original decision was issued.
- Under Section 29 of the Education Act 1998 parents/guardians or in the case of a student who has reached the age of 18 years, the student, may appeal any decision to refuse enrolment by the Board of Management. All appeals must be in writing and addressed to the Chairperson of the Board of Management.
- In the event that such an appeal is unsuccessful a parent/guardian, or in the case of a student who has reached the age of 18 years, the student, may appeal the decision to the Secretary-General of the Department of Education and Skills. All necessary documentation and information on the Section 29 Appeals Process are available from the school Principal or the Department of Education and Skills.

## Success Criteria:

The application process is managed with clarity and transparency. Applicants are informed in good time about the status of their applications and, where an application is refused in accordance with this policy, the parent/ guardian will have reasonable time to make alternative arrangements for a student. There is a Right of Appeal to the Board of Management under Section 29 of the Education Act 1998.

## Review Procedures:

The policy will be reviewed regularly by the Board of Management. Any staff member, board member, parent, guardian or student (over 18 years of age) may request a

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review and such a request will be dealt with as quickly as possible. Such a request must be made in writing to the Board of Management.

Patron Approval: On adoption of the policy by the Board and on each subsequent review, the policy will be forwarded to the Patrons for approval.

## Attendance

As stated in the Department of Education and Skills LCA guidelines, 90% attendance is required to gain certification in each module. Students are required to finish all tasks, assignments etc. within the required time frame. Failure to do so may result in loss of credits.

*Please note that Completion of an Application Form does not guarantee a place in the LCA programme. The school reserves the right to change its Admissions Policy. There is a right of Appeal to the Board of Management under Section 29 of the Education Act 19.*

## Code of Behaviour

All aspects of the school code of behaviour apply to all students of Leaving Certificate Applied.

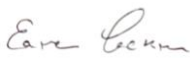
## Monitoring/Review

As part of the Development Planning process, Heywood Community School will monitor, review and evaluate this Policy and all related work and procedures on a regular basis to ensure legal compliance and the maintenance of best practices.

This policy was approved by the **Board of Management of Heywood Community School** on: Tuesday 21<sup>st</sup> April 2026

Signed: 

Fr. Dan Carroll, Chairperson BOM

Signed: 

Mr. Eamon Jackman, Secretary BOM