

Ballinode Community College
Clarion Road, Ballinode, Sligo
72360M



Admissions Policy for Leaving Certificate Applied 2025 – 2026



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Mission Statement

Ballinode Community College is a constituent college of Mayo, Sligo & Leitrim Education & Training Board.

Mayo, Sligo & Leitrim ETB is a community of learners with an historic and unique tradition as a provider of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo, Sligo & Leitrim ETB Colleges, Schools and Centres of Education are State, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Excellence in Education, Care, Equality, Community and Respect.

The Board of Management of Ballinode Community College is publishing this document as the official Code of Behaviour. The ETB as patron of the school has approved this publication. Copies of the policy are available at the school and on the school website. Copies are also furnished to each person who applies to be admitted to the school.

Mission Statement

Our College provides a safe healthy environment in which all students are nurtured and encouraged to achieve their full potential.

The Code of Behaviour helps to set the standards that the school community aspires to and acts as a template which allows students and staff to work together to continue to develop the school and maintain its characteristic vision.

Department Aims

The Leaving Certificate Applied is a distinct, self-contained Leaving Certificate programme. It is designed for those students who do not wish to proceed directly to third level education or for those whose needs, aspirations and aptitudes are not adequately catered for by the other two Leaving Certificate programmes.

The Leaving Certificate Applied is structured around three main elements:

Vocational Preparation

Vocational Education

General Education

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

The fundamental goal of the Leaving Certificate Applied is to prepare Leaving Certificate participants for transition from the world of the 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.

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Admission Procedures

Information seminars for parents and students of Third Year and Transition Year regarding all senior cycle options will be held in the springtime of the year of entry.

Information is also available on the school website.

Following the information presentation, LCA Application Forms are made available to students/parents/guardians via text link to a Microsoft Forms and parents informed via vsware.

Applicants will be asked to attend a short interview.

Each applicant's progress over Junior Cycle and Transition year (where applicable) is reviewed by the LCA coordinator, 3rd/TY Year Heads, Guidance Counsellor, Deputy Principal to determine each candidate's suitability for the programme.

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 signing the LCA Contract. Students who return a signed LCA Contract by the specified date are considered accepted to the LCA Programme of Ballinode Community College.

Unsuccessful candidates will also be informed by letter and will be placed on a waiting list in order of suitability. Please note that no student will be permitted to join the LCA class after the 30th of September of Year One of the Programme.

The Leaving Certificate Applied Selection Committee

Year Head of the current Third Year students.

Principal

Deputy Principal

Programme Coordinator

Career Guidance Teacher

Special Education Needs Coordinator

Places Available

There is a maximum number of 10 places available in the LCA programme in any LCA class. This does not however mean that 10 places will be offered every year.

One class is provided in each academic year.

Student Selection:

Students are selected for the LCA based on their suitability for the programme. The selection process involves:

Liaison with the student's parents/guardians: An Information Session on the Programme is provided for parents/guardians and students

Application form: A written application form must be completed in respect of each student intending to enrol on the LCA programme.

Interview: All prospective candidates for the programme are interviewed by representatives from the LCA admissions Committee

Academic Record/suitability for LCA.

Attendance record across the Junior Cycle.

Behaviour records/discipline across the Junior Cycle.

Project work records

Future career aspirations

Willingness to engage in all aspects of the programme including work experience.

Late applications for LCA or transfers into the school are dependent on availability of a place in the course as classes are limited as stated by LCA guidelines. Late transfers must have a completed application form and a satisfactory interview with the Principal and LCA coordinator and other members of the selection committee.

Based on the above, the student's suitability for the programme is assessed and if his/her application is deemed successful, the student will be offered a place on the programme for the following September.

Withdrawal of an Offer

Any serious breach of the school's Code of Behaviour prior to and during the commencement of the Leaving Certificate Applied Programme may result in the withdrawal of the offer of a place on the programme.

In relation to attendance, a student who has not provided the school with proof of doctor's cert/visit to dentist etc. and does not have 90% attendance may be removed from the LCA programme. A cert should be provided within a week of returning from an absence.

The student will move into either Transition Year or 5th year

Change of Mind

A student who accepts a place on the Leaving Certificate Applied Programme and subsequently withdraws from the programme is advised that his/her application for subject options in 5th year will be limited due to the subject lines having been built and certain subjects having reached their student capacity.

Appeals Procedure

In the case of a student who is not offered a place by the Leaving Certificate Admissions Committee, an appeal may be made in writing to the Board of Management within 10 school days of notification of same.

The appeal will be heard by the Board of Management at its next scheduled meeting.

Review Process

The policy will be reviewed in line with Ballinode College procedures regarding policy reviews and updates.