

CHRISTIAN BROTHERS' SECONDARY SCHOOL

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Meánscoil na mBráithre
Baile Mhistéala
Co. Chorcaí

Leaving Certificate Applied Application Form

Name: _____ Year: _____

Address: _____

Why do you want to do the Leaving Cert Applied Course?

What career do you wish to take up when you leave school?

Please list your hobbies and interests:

1. _____
2. _____
3. _____
4. _____
5. _____

Are you prepared to commit to the following:-

(Please tick as appropriate)

- Behave appropriately and respectfully in school and at school activities? Yes ____ No. ____
- Have 90% attendance for each subject module Yes ____ No. ____
- Complete all key assignments for each module Yes ____ No. ____
- Complete the tasks as required by the Programme Yes ____ No. ____
- Meet all deadlines for key assignments and tasks as set by individual Teachers and the Department of Education Yes ____ No. ____
- Wear the full school uniform every day Yes ____ No. ____
- Bring all necessary equipment, books, resource materials to class every day Yes ____ No. ____
- Take full responsibility for arriving to school and every class on time Yes ____ No. ____
- Co-operate with your classmates (equipment, stationery, etc) Yes ____ No. ____
- Be co-operative, polite, friendly and adult-like in your relationships With your fellow classmates and teachers Yes ____ No. ____
- Be co-operative, polite and behave appropriately towards guest Speakers and on external school activities Yes ____ No. ____

How do you think you could contribute to the Leaving Cert Applied Course?

Where would you like to go on work experience and why?

Place 1 _____

Reason: _____

Place 2 _____

Reason: _____

How do you hope the LCA programme will help you?

I wish to apply for a place on the Leaving Certificate Applied Programme in CBS Secondary School

Signature of Student: _____

Date: _____

Signature of Parent: _____

Date: _____

LCA Admissions Policy

Admission Procedures:-

1. An information evening for Parents and information seminars for Junior Cert (3rd Year) and TY students are held in the springtime of the year of entry.
2. Following the information presentation, L.C.A Application forms are made available to students/parents/guardians from the L.C.A Co-Ordinator.
3. Completed Application forms (See Appendix) must be returned to the L.C.A Co-Ordinator 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. External Applicants may fill in the Enrolment form for CBS Mitchelstown, and following an expression of interest in the L.C.A programme, may request and complete an L.C.A Application Form and are then subject to the same admission procedures as internal applicants.
5. The L.C.A. Co-Ordinator will consult members of the Teaching Staff with respect to the L.C.A. Application List.
6. An L.C.A. Selection Committee will be established annually, comprising L.C.A. Co-Ordinator, Year Head (3rd Year), Guidance Counsellor, Deputy Principal, Principal.
7. Applicants will be interviewed by at least 2 members of the Selection Committee.

The following criteria will help ascertain suitability for the Programme:

- Level of interest displayed by the student on the application form.
- Level of Interest indicated by the candidate at interview.
- Willingness to participate fully in all elements of the LCA programme, both in individual and group tasks.
- Student's satisfactory attendance record in school.
- Student's record of adherence to the Code of Behaviour of CBS Mitchelstown. In the case of an external candidate, the student's previous school.
- An assessment of the student's competence and value to be derived from participation in key elements of the L.C.A. programme.
- Assessment of the contribution the applicant can make to the L.C.A. Programme.

The interview will be conducted and marked according to the following Marking Scheme

Criteria	Marks
Application Form	10
Interview	20
Behaviour Record	40
Personal Achievements to date	10
Attendance record	10
Overall Suitability	10
Total	100

Based on the student's record of adherence to the Code of Behaviour for the period of the current school year, the following deductions will apply as part of marking the Behaviour Record section above:

3 Thursday Detentions	-10 marks
2 After School Detentions	-20 marks
1 st Suspension	-30 marks
2 nd Suspension	-40 marks

An Applicant must achieve an overall score of 40 or greater in order to be offered a Provisional Place on the Programme.

- 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. This provisional place on the programme will be subject to their acceptance of the requirement to sign the L.C.A Contract. (See Appendix)
- Students who return a signed L.C.A Contract are considered accepted to the L.C.A Programme of C.B.S.
- A review of students' suitability will be conducted in October. Should it be deemed that students are not suitable for the programme, or the programme is not suitable for the students, they will be advised to transfer to 5th Yr/TY.

Note:

- Parent/s Guardians may appeal the decision of the Selection Committee to the Board of Management.
- The appeal must be made in writing within 10 days of the date places were offered, and must state the grounds on which the appeal is being made.
- The appeal will be heard by the Board of Management at its next meeting.
- The decision of the Board will be issued in writing.