Admission Policy

of

Jesus & Mary Secondary School.
Gortnor Abbey

School Patrons: Le Chéile Schools Trust clg.

This Policy has been approved by the Board of Management at its meeting of

DATE: 8/6/2026

CHAIRPERSON: Paul McDonnell

NEXT REVIEW DATE: 8/6/27

Approved by Patron Aug 13th 2026.

Reviewed May 2025
Reviewed June 2026

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1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron in November 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Gortnor Abbey admission process are set out in the school's Annual Admission Notice which is published annually on the school's website, at least one week before the commencement of the admission process for the school year concerned.
This policy must be read in conjunction with the annual admission notice for the school year concerned.
The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Jesus and Mary Secondary School, Gortnor Abbey, is a Christian, co-educational voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of Le Chéile / Jesus and Mary Secondary School is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of, *St Claudine Thévènet*, foundress of the *Congregation of the Jesus and Mary Sisters* who established Gortnor Abbey in 1912.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry, sport and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Gortnor Abbey shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school

The general objectives of all Le Chéile schools include:-

- **Welcome**
  recognises the unique dignity and worth of each person.

- **Wisdom**
  is the pursuit of a greater understanding and appreciation of the world.

- **Witness**
  comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

Mission Statement

We are a Christian Co-educational Secondary School. In keeping with the Jesus and Mary Ethos, we are committed to the holistic development of each individual in our community by:

- Empowering each person to grow in justice, honesty, respect and loyalty to self, family, school and community.
- Helping all students to achieve full potential at their studies.
- Promoting an appreciation of Heritage, Culture and the Environment.
- Providing an atmosphere where religious belief, a sense of responsibility, self- confidence, self-esteem and self-identity are developed.
- Encouraging participation in all facets of school life - spiritual, academic, sporting, social and cultural

3. Admission Statement

Gortnor Abbey will not discriminate in its admission of a student to the school on any of the following grounds:

(a) the gender of the student or the applicant in respect of the student concerned,
(b) the civil status of the student or the applicant in respect of the student concerned,
(c) the family status of the student or the applicant in respect of the student concerned,
(d) the sexual orientation of the student or the applicant in respect of the student concerned,
(e) the religion of the student or the applicant in respect of the student concerned,
(f) the disability of the student or the applicant in respect of the student concerned,
(g) the race of the student or the applicant in respect of the student concerned,
(h) that a student is from the Traveller community or the applicant in respect of the student concerned, or
(i) that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Jesus and Mary Secondary School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Jesus and Mary Secondary School will comply with any direction served on the board or the patron under section 37A and 67(4) (b) of the Education Act 1998.

Gortnor Abbey is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of a Catholic faith in preference to others.

Gortnor Abbey is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class.

Gortnor Abbey, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with an ASD diagnosis.

5. Admission of Students

This school shall admit each student seeking admission except where –

a) the school is oversubscribed (please see section 6 below for further details)

b) a parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Gortnor Abbey is a Catholic Co-educational school and may refuse to admit as a student a person who is not of the Catholic Faith where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Gortnor Abbey provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Admissions Criteria:
In the event that the number of students wishing to enrol in the school is greater than the number of places available, the Board of Management will apply the following criteria:

- ✓ Brothers/sisters of current students.
- ✓ Pupils from feeder schools (appendix 5).
- ✓ Sons/daughters of staff members.
- ✓ Brothers/sisters of past students.
- ✓ Sons/daughters of past pupils to a maximum of 25% of the total enrolment of that year.
- ✓ All other applicants.

In deciding the number of students to be enrolled in any class or educational programme in any school year, the Board of Management has adopted a policy on the maximum number of students to be accommodated in any year group.

In making this decision the school considers the available classroom space, the level of equipment available for student use in that subject area, sound educational concerns, opportunity for student achievement, experience of best practice, special needs facilities, good order, grade and level of subject area, health, safety and welfare of students and staff, and a desire for an ongoing calm industrial relations climate in the school. The number of places available will be reviewed annually taking the above into consideration.

Places shall be allotted on the basis of available resources sanctioned by the Department of Education & Skills and is subject to a maximum ceiling of 120 pupils.

Any students in excess of 120 will be placed on a waiting list.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

The Board of Management will organise a random lottery selection for all such applicants and an external observer will be appointed.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,

(b) the payment of fees or contributions (how so ever described) to the school;

(c) a student's academic ability, skills or aptitude; other than in relation to: admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, and/ or their parents, attend an interview, open day or other meeting as a condition of admission;

(f) a student's connection to the school by virtue of a member of their family attending or having previously attended the school;
other than, in the case of the school wishing to include a selection criterion based on siblings of a student attending or having attended the school and/or parents of a student having attended the school.

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.
This is also subject to the school making offers based on existing waiting lists up until 31st January 2027 only.

8. Decisions on Applications

All decisions on applications for admission to Gortnor Abbey will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

9. Notifying applicants of decisions

Applicants will be informed by email as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's.

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Gortnor Abbey, you must indicate:

- whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

- whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Jesus & Mary Secondary School, Gortnor Abbey where:

- It is established that information contained in the application is false or misleading.
- An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- The Parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to them and they make all reasonable efforts to ensure compliance with such code by the student
- An applicant has failed to comply with the requirements of 'acceptance of an offer.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another Board of Management with a list of the students in relation to whom:

(i) An application for admission to the school has been received
(ii) an offer of admission to the school has been made
(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- the date on which an application for admission was received by the school
- the date on which an offer of admission was made by the school
- the date on which an offer of admission was accepted by an applicant
- student's personal details including their name, address, date of birth and personal public service number (PPSN) (within the meaning of Sect. 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Gortnor Abbey were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Gortnor Abbey is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to

those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application.
Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

15. Procedures for admission of students to a year group other than First Year and/or to any year group during the school year.

Where parents wish to make an application for their son/daughter to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 4 weeks after the closing date of application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school the parents and their son/daughter may be invited to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their son/daughter. The fact that there may be a

space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason parents and their son/daughter are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their son/daughter given the curricular provision, subject choices/levels available at the time.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parents must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from Jesus & Mary Secondary School, the parents must indicate:

(I) whether or not they have accepted an offer of admission for another school or schools. If they have accepted such an offer, they must also provide details of the offer or offers concerned and

(ii) whether or not they have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, they must provide details of the other school or schools concerned.

Parents should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by Jesus & Mary Secondary School where:

(i) it is established that information contained in the application is false or misleading;
(ii) an applicant fails to confirm acceptance of an offer of admission within three weeks of the date of the offer of a place;
(iii) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student;
(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
(v) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see Section 6 above. If there are two or

more students in any of the selection criteria categories set out in Section 6 above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

Sharing of Data with other schools:

Applicants should note that the provisions of Section 12 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,
(ii) an offer of admission to the school has been made, or
(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school;
(ii) the date on which an offer of admission was made by the school;
(iii) the date on which an offer of admission was accepted by an applicant;
(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

16. Declaration in relation to the non-charging of fees

The Board of Jesus and Mary Secondary School, Gortnor Abbey, or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of:

(a) an application for admission of a student to the school,
(b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

- A parent of a student, or a student who has reached the age of 18, who wishes to attend Jesus & Mary Secondary School, Gortnor Abbey without attending religious instruction should make a written request to the Principal.
- A meeting will then be arranged with the Parents/Guardians or the student, as the case may be, to discuss how the request might be accommodated by the school.
- These arrangements will not result in a reduction in the school day of such students.

18. Reviews/Appeals

Review of decisions by the Board of Management

- The Parents/Guardians of the student, or in the case of a student who has reached the age of 18 years, the student may request the Board to review a decision to refuse admission.

- Such requests must be made in accordance with Section 29C of the Education Act 1998.

- The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29b of the Education Act 1998 which are published on the website of the Department of Education and Skills.

- The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29b and with section 29c of the Education Act 1998.

- Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

- Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

- Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.
- An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.
- An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.
- Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
- Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
- Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.
- The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures

determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Appendix 1
Claudine Centre (ASD Class)

1. The Claudine is an Autism Special Class. Each child in the class must have a diagnosis of Autism.
2. Under guidelines from the Department of Education and Science the number of places in the Autism Class is limited to ***six*** students. Enrolment in Gortnor Abbey, accompanied by ASD Diagnosis ***does not*** guarantee a place in the Claudine Centre. It is at the discretion of the NCSE.
3. The Claudine Centre will only cater for children who are 12 years of age or more and less than 18 years of age on the 1st September of the school year in question, unless there is specific approval from the Department of Education and Science for a particular student who is outside this upper age limit.

Criteria for Enrolment

It is the parent's responsibility to inform the school that they wish for an application to be made to the NCSE on their child's behalf.

According to the ***NCSE publication on Guidelines for Setting Up and Organising Special Classes 2016*** any student attached to the Claudine Centre must have it specifically stated in their Psychological report. Page 3 of this document states:

In order to access a special class a student must have reports from the relevant professionals or team of professionals i.e. psychologist, speech and language therapist, and psychiatrist reports stating:

- The student has a disability in line with the designation of the special class in question.
- The student has complex or severe learning needs that require the support of a special class setting and the reasons why this is the case.

In the event that the number of students wishing to enrol in the Claudine Centre is greater than the number of places available, the Board of Management will apply the following criteria:

- ✓ Current student enrolled in the school.
- ✓ Sibling already attached to the Claudine Centre.
- ✓ Pupils from feeder schools in the catchment area.
- ✓ Brothers/sisters of current students.
- ✓ Sons/daughters of staff members.
- ✓ Brothers/sisters of past students.
- ✓ Sons/daughters of past pupils

Please note that the fulfilling of the enrolment criteria does not necessarily ensure enrolment. The NCSE may not sanction a place in the special class.

Enrolment Procedure

- ❖ A School Enrolment form, accompanied by an up to date psychological assessment and diagnostic report must be submitted.
- ❖ An NCSE special class application form must also be completed and forwarded by the school to the SENO for consideration. If the student is outside the catchment area the NCSE may not grant transport.

The Board of Management of Jesus and Mary Secondary School, Gortnor Abbey respects the rights of the existing school community and the children already enrolled. This consideration is paramount when assessing entry to the Autism Class. In certain circumstances and following assessment Jesus and Mary Secondary School, Gortnor Abbey may be unable to meet the needs of an applicant on the grounds that:

- They are deemed a risk to themselves or others.
- Admission of the student would have a serious detrimental effect on the provision of educational services to others.
- The individual needs of the student as identified cannot be met within the Claudine Centre.

Appendix 2

Transition Year Programme

This Programme is designed to broaden the educational experience of each student and prepare them for the Leaving Certificate programme and life outside.

It is the intention of the Board of Management of Gortnor Abbey that as many students as possible experience the Transition Year Programme.

Procedure for Application for Transition Year Programme:

All students wishing to follow the Transition Year Programme must complete an application form. Because of the limited nature of resources it may not be possible to accept all students that apply for Transition Year.

In such circumstances the following limits and criteria will apply:

- Class size(s), which in general will not exceed the recommended class size.
- Students will have to have displayed reasonable willingness and capability to follow programmes that allow varying levels of supervision.
- To have a proven record of co-operation with the school Code of Behaviour and policies.
- Students may be requested to sit an interview to establish suitability for admittance to the Transition Year Programme.
- Where demands exceed the number of places and all things being equal, a lottery system will apply.
- Once offered a place on the TY Programme students must confirm their acceptance in writing or by Google Form.

Transition Year Application Form 2026/27

Places in Transition Year are limited and are allocated in accordance with our Admission Policy

Completed Application Forms must be signed and returned to Ms. Page.

Student Name: _____ Date of Birth: _____

Q.1 State three reasons why you want to do Transition Year:

(i)_____

_____

(ii)_____

_____

(iii)_____

_____

Q.2 What qualities do you have which will contribute to making Transition Year in Gortnor Abbey a success?

_____

_____

_____

_____

Q.3 Outline details of your contribution to school life in Gortnor Abbey so far e.g. Student Council, Liturgies, Sports, Musical, Quiz Team etc

_____

_____

_____

_____

Q.4 List 3 goals you would like to achieve during Transition Year:

(i) _____

(ii) _____

(iii) _____

Q.5 Name 3 areas/jobs of interest to you for Work Experience during the Transition Year Programme:

(i) _____

(ii) _____

(iii) _____

Please indicate by circling if you have an Irish exemption: Yes No

Do you study a modern European Language? If so, please circle

French German No Language

Please indicate one person you would like to be in a class with?

_____ *(This is not a guarantee that preference will be accommodated)*

Declaration:

- I wish to apply for a place in Transition Year 2026/27.
- I accept the terms of the Admission Policy for the Transition Year Programme.
- If offered a place, I promise to engage fully with the learning experiences in Transition Year.
- I am also aware that my engagement with Transition Year will determine my involvement in activities.

Parent's Signature: _____
Student's Signature: _____
Date: _____

Applications for Transition Year do not guarantee a place in the programme and late applications will only be processed after all applications submitted on time have been fully processed and finalised.

Appendix 3

Leaving Certificate Vocational Programme (LCVP)

LCVP is a Senior Cycle Programme of the Department of Education and Skills, designed to give a strong vocational dimension to the established Leaving Certificate. The programme combines the virtues of academic study with a new and dynamic focus on self-directed learning, enterprise, work and the community. Students taking LCVP have a unique opportunity to develop their interpersonal, vocational and technological skills.

Programme Requirements:

- Students must study at least five Leaving Certificate subjects, one of which must be Irish.
- If a student is exempt from Irish they must still comply with the requirement of a minimum of five subjects in the Leaving Certificate.
- Students will study two Link Modules: Preparation for the World of Work and Enterprise Education.
- Students must complete a work placement for a minimum of 3 days.
- Students must produce a portfolio of coursework worth 60% and a written examination worth 40%.

Procedure for Application for Leaving Certificate Vocational Programme:

- Information sessions for Parents/Guardians and students are held each year to inform Parents/Guardians and students of the senior cycle programmes available.
- Following the information sessions, subject choice forms are made available to students and it is on this form that students express an interest in applying for a place in the Leaving Certificate Vocational Programme.

In the event that the number of students wishing to study LCVP exceeds the number of places available the following limits and criteria will apply:

- Class size(s) which in general will not exceed the recommended class size.
- Students will meet all of the programme criteria outlined above.

Please note that the fulfilling of the criteria does not necessarily ensure a place on the programme if necessary resources are not available.

Appendix 4

Leaving Certificate Applied Programme (LCA)

The LCA Programme is a two year programme offered after the Junior Certificate or Transition Year.

The **aims** of the LCA Programme reflect those specific to the guidelines published by the Department of Education and Skills:

- Education that recognises the talents of all students and helps them apply what they learn in the real world.
- Education that provides opportunities for development in terms of responsibility, self-esteem and self-knowledge.

Gortnor Abbey follows the LCA Curriculum Framework and Module Descriptors as specified by the Department of Education and Skills.

Procedures for Application for the Leaving Certificate Applied Programme:

- Parents/Guardians and students information sessions are held each year to give information on the senior cycle programmes on offer.
- A team including Principal, Deputy Principal, Guidance Counsellor, Year Head, SEN Co-ordinator and Programme Co-ordinator will identify those suitable for the programme and meet with these students.
- Following the above, an application form attached will be made available to those wishing to apply for LCA.

- Completed application forms must be returned to the Guidance Counsellor by a specified date. Late applications will only be considered after all applications submitted on time have been fully processed and finalised.
- Successful candidates will be offered a place on the programme and their Parents/Guardians will be informed.
- On acceptance of their place on the programme, students must sign the attached contract and return it by a specified date to the Programme Co-ordinator.

Because of the limiting nature of resources it may not be possible to accept all students that apply for LCA, in such circumstances the following limits and criteria will apply:

- Class size, in general, is small due to the nature of the programme and thus allows for more tailored individual support for students.
- Students will have to have displayed reasonable willingness and capacity to follow programmes that allow varying levels of supervision, to have a proven record of co-operation with the school Code of Behaviour and policies.
- Students may be requested to sit an interview to establish suitability to the Programme

External Applications:

Any applicant wishing to transfer into the Leaving Certificate Applied Programme who is not presently a student in the school will firstly be considered under the terms of the School's Admission Policy. They may be requested to complete an LCA Application Form and are then subject to the same admissions procedures as internal applicants.

Any late application or transfer into the Leaving Certificate Applied Programme must be submitted by the end of September to the Programme Coordinator.

Leaving Certificate Applied Programme
Application Form 2026/27

Completed application forms must be signed and returned to The Guidance Counsellor by:

Student Name: _____ Date of Birth: _____

Parent/Guardian Email Address:_____

Q.1 State 3 reasons why you want to take part in the Leaving Certificate Applied Programme?

1._____

2._____

3._____

Q.2 Who have you spoken to about choosing this programme?

_____

_____

Q.3 Did you attend the information session on the Leaving Certificate Applied Programme? Please indicate: Yes ☐ No ☐

Q.4 How do you think you could contribute to the Leaving Certificate Applied Programme?

_____

_____

_____

Q.5 The Leaving Certificate Applied Programme requires you to complete four work placements over the course of the two years.
Please indicate the areas/jobs you would like to get work experience in:

_____

_____

_____

Please indicate if you have an Irish Exemption: Yes ☐ No ☐

Do you study a Modern European Language?

If so please indicate: French ☐ German ☐ Other ☐

Declaration:

- ❖ I wish to apply for the Leaving Certificate Applied Programme 2026/2027
- ❖ I accept the terms of the Admission Policy for the Leaving Certificate Programme.
- ❖ If offered a place, I promise to fully engage with the learning expectations of the Leaving Certificate Applied Programme.
- ❖ I am also aware that my success in the Leaving Certificate Applied Programme depends on my attendance and work ethic.

Parent's/Guardian's Signature: _____

Student's Signature: _____

Date: _____