



REPEAT LEAVING CERTIFICATE POLICY



*Presentation Secondary School,
Milltown, Co. Kerry*

Repeat students are deemed full members of the Leaving Certificate Class. Repeat Students will be expected to fully adhere to the timetable as assigned to them. All repeat students are expected to engage at the highest level with all elements of school life - class work, study, leadership, behavior and attendance. Repeat students are required to be in attendance for the full school day.

The Principal, on behalf of the Board of Management, will decide annually the maximum number of Repeat Leaving Certificate students that can be enrolled. This number may be subject to fluctuation depending on applicants' subject choice and the spaces available in 6th Year class groups in any given year.

The Board of Management has delegated decisions on enrolment for the Repeat Leaving Certificate to the Principal in the first instance. Applicants who do not secure a place have the right to appeal the decision to the Board of Management.

Application Process

All students wishing to repeat their Leaving Certificate at Presentation Secondary School, Milltown must complete a Repeat Leaving Certificate Application Form. These will be available from the school office on the day of the Leaving Certificate results each year. External applicants are also required to apply as per the standard applications procedures and form outlined in the school's Admissions Policy.

Applicants are required to return the application form to the school office by the date specified on the form. Application forms received after the specified date/time will be regarded as late applications – See p.3.

All applicants will be invited to attend an interview, which they may attend by themselves or with their parent/guardian. An interview team will be assigned by the Principal. This will usually consist of the Principal and/or Deputy Principal and the Career Guidance Counsellor. In cases where this is not possible the Principal will assign an appropriate team.

The interview is designed to discuss with the student their reasons for wishing to repeat, along with consideration of other options; for example, offers of 3rd level courses, PLCs etc.

In determining suitability for enrolment as a Repeat Leaving Certificate the interview team will consider the following enrolment criteria:

- Justified reason(s) for the applicant's request to repeat
- Applicants' understanding of and ability to overcome the challenges of the Repeat Leaving Certificate.
- Review of information in relation to the applicant's school attendance and punctuality record in the previous two years.
- Review of information in relation to the applicant's work ethic and attitude to classwork and homework over the past two years.

- Review of information in relation to the applicant's behaviour record over the past two years.
- Applicant's overall contribution to the school community over previous five/six years
- Consideration as to the best interest of other students at Presentation Milltown.
- Availability of places in the 6th Year group in question
- Availability of places in the subject groups which student wishes to repeat
- Students will be required to study a minimum of six timetabled exam subjects in school

- N.B.**
- *The Board of Management considers subject choice and availability to be a vital component of the Repeat Leaving Certificate. The interview panel must be satisfied that the school can meet the curricula needs of the applicant.*
 - *The applicant's subject choice must enable them to access no less than 6 Leaving Certificate subjects (excluding LCVP) to be studied in school and timetabled as part of the regular 6th Year curriculum.*
 - *A minimum of 5 of these subjects must have been studied by the applicant for their previous Leaving Certificate.*
 - *LCVP can be taken as an additional 7th subject, but does not count as one of the 6 outlined above.*
 - *Availability of places in the applicant's strongest six subjects/levels, as determined by the interview team, is imperative.**

Subject to applicants meeting the criteria outlined in this policy and provided an application has been received by the specified closing date, places will be offered to students who completed their initial Leaving Certificate in Presentation Milltown, before consideration is given to external applicants.

Where there are more applicants (internal or external) than places available, places will be offered based on the score each applicant receives from interview (determined by the above criteria). If necessary a waiting list of all applicants found suitable for the Repeat Leaving Certificate will be compiled, based on the scores allocated at interview. Should places become available they will be offered in order from the waiting list.

** Individual student performance, work ethic and subject choices will be monitored and reviewed with the Carer Guidance Counsellor throughout the year in order to enhance and further progress.*

Refusal to Enrol for the Repeat Leaving Certificate

The Board of Management and/or the Principal acting on behalf of the Board of Management reserves the right to refuse enrolment to the Repeat Leaving Certificate where, in the opinion of the interview team, an applicants does not meet any one of the above enrolment criteria and/or where it is felt that the programme at Presentation Secondary School, Milltown is not suited to the needs of the individual student.

Students who have a prior record of poor behaviour, including, but not confined to, aggressive, violent, disrespectful or dangerous behaviour (or the threat of such), truancy, bullying, poor attendance and/or continuously poor attitude towards staff members, peers or schoolwork will not be considered for Repeat Leaving Certificate.

The Principal, on behalf of the Board of Management, has the final decision in the placement of repeat students. Applicant who are refused admission to Repeat their Leaving Certificate can appeal to the Board of Management and subsequently to the Dept of Education & Skills, if desired.

External Applicants

While the internal and external application process will run concurrently, external applications for Repeat Leaving Certificate will not be allocated places until the internal application process and waiting list have been exhausted.

If places remain after all successful internal applications have been offered a place, then external applicants who meet the criteria outlined in this policy will be offered places in order of scores allocated in interview and as part of the enrolment criteria above.

Suitability for Repeat Leaving Certificate is an important part of the application process. In cases of external applicants it may not always be possible to determine such suitability due to the fact that the applicant's needs, personality, motivation and ability are not known to us. In such cases the Board of Management and/or the Principal acting on behalf of the Board of Management reserve the right to refuse enrolment for the Repeat Leaving Certificate.

N.B. External applicants are subject to the standard application procedures outlined in the school's Admissions Policy (available from the school office) and therefore are required to complete a standard application form, in addition to the Repeat Leaving Certificate Application Form.

Late Applicants

Applicants are required to return the application form to the school office by the date specified on the form (external applicants must also submit the standard application form by this date). Applications received after this date will be deemed late applications.

Late applicants will only be considered if places remain available once all other applications have been processed. Late applications will be considered on a first come first serve basis, subject to the requirements outlined in this policy.