



# REPEAT LEAVING CERTIFICATE POLICY



*Presentation Secondary School,  
Miltown, 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 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 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, Miltown 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.

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.

All applicants will be invited to attend an interview, which they may choose to 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 interview team.

The interview is designed to determine suitability for the Repeat Leaving Certificate at Presentation Miltown and to discuss with the student their reasons for wishing to repeat, along with consideration of other options; for example, offers of 3<sup>rd</sup> 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 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 Miltown.
- Availability of places in the 6<sup>th</sup> 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 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.*
  - *Availability of places in the best six subjects, 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 Secondary School, Miltown, before consideration is given to external applicants.

Where there are more applicants than places available, places will be offered based on the score applicants receive from the interview process (based on the above criteria). If necessary a waiting list of all suitable applicants will be compiled, based on the scores allocated at interview. Places will be offered in this order, subject to the combination of applicants' subject choices and availability of places in specific subjects.

### **External Applicants**

If places remain after all successful internal applicants have been offered a place, then consideration will be given to external applicants. All external applicants are required to complete the standard Enrolment Application Form for transferring schools, as well as the Repeat Leaving Certificate application form.

External applicants are deemed suitable for the Repeat Leaving Certificate at Presentation Miltown, based on the criteria outlined in this policy, will be offered places in order of scores allocated in interview (subject to the combination of applicants' subject choices and availability of places in specific subjects).

In order to help determine suitability for the Repeat Leaving Certificate information will be sought from the applicant's former post-primary school(s).

Suitability for the Repeat Leaving Certificate is an important part of the application process/criteria. Even with information from former post-primary schools it may not always be possible to fully determine the suitability of external candidates, 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.

## **Late Applications**

Applicants are required to return the application form to the school office by the date specified on the form. Late applicants will only be considered if places remain available once all other applications have been processed.

## **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 applicant (internal or external) does not meet any one of the enrolment criteria outlined in this policy and/or where it is felt that the repeat programme at Presentation Secondary School, Miltown is not suited to the needs of an individual student.

Students who have a prior record of poor behaviour/attitude will not be considered for the Repeat Leaving Certificate. This includes, but is not confined to;

- Aggressive, violent, dangerous behaviour (or the threat of such),
- Substance use/possession,
- Poor attitude and/or behaviour which is disrespectful to other students/staff
- Truancy,
- Bullying behaviour and or harassment (including cyber/online behaviour),
- Poor attendance,
- Continuously poor attitude towards schoolwork, homework and study.

Where the Board of Management and/or the Principal acting on behalf of the Board of Management has grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to enroll a student for the Repeat Leaving Certificate, it is the policy of the school to decline such applications.

Applications will not be accepted from students who are the subject of on-going disciplinary proceedings in another school which includes, but is not confined to, any on-going statutory procedures in accordance with the Education Act 1998 or The Education (Welfare) Act 2000.

Applicants whose enrolment application for the Repeat Leaving Certificate is declined can appeal in writing to the Board of Management, in the first instance and to the Department of Education & Skills under Section 29 (1) Education Act 1998.