

Admissions criteria for entry September 2018

ST. LOUIS GRAMMAR SCHOOL

Cullybackey Road, Ballymena,
Co. Antrim, BT43 5DW

Telephone: 028 2564 9534

Fax: 028 2563 0287

Email: mail@stlouisgrammar.com

Website: www.stlouisgrammar.com

Principal: Mr S Rafferty, BEd, MEd, PQH(NI)

Chairman of Board of Governors: Mr J Stuart, BA, DipEd, DASE, MSc

Voluntary Grammar (Denominational)

Age Range of Pupils: 11-18

Admissions Number: 139

Enrolment Number: 960

Open Nights

For prospective pupils and their Parents/Guardians:

Wednesday 24th January 2018 from 7.15pm

(Those attending from Mount St Michael's, St Colmcille's, St Comgall's, Antrim,
St Joseph's, Dunloy and St MacNissi's, Larne Primary Schools)

Thursday 25th January 2018 from 7.15pm

(Those attending from all our other Partner Primary Schools)

If suggested date for your Primary School is not suitable, you may attend on the alternative night

Admission of Pupils to Year 8 in September 2018

To Parents/Guardians naming St Louis Grammar School, Ballymena as a preference on your child's Transfer Form.

Entrance Assessment Results

In assessing academic ability St Louis Grammar School, Ballymena ("the School") will use the Combined Standardised Score awarded to pupils completing the GLA Entrance Assessment on Saturday 18th November 2017 or the supplementary GLA Entrance Assessment on Saturday 9th December 2017 as specified by the School. In Section C of the Transfer Form parents/guardians must state the Combined Standardised Score achieved and attach to the Transfer Form a copy of the statement of results which they receive on Saturday 27th January 2018.

Special Circumstances

Any parent/guardian claiming Special Circumstances must complete Form SC1 contained in the 'Claiming Special Circumstances Pack' available from the School, or from its website. The completed Form SC1, together with appropriate documentary evidence which corroborates the Special Circumstances claim, must be attached to the Transfer Form. Parents/Guardians should register their intention to claim Special Circumstances with the School before 2.00 p.m. on Friday 15th December 2017.

Special Provision

Parents/Guardians wishing to claim Special Provision must complete Form SP1, available from St Louis Grammar School or from school website: www.stlouisgrammar.com

The completed Form SP1, together with appropriate documentary evidence corroborating the claim for Special Provision, must be attached to the Transfer Form. Special Provision will not be considered in advance of the School's receipt of the Transfer Forms from the Education Authority.

Upon receipt of a request in writing by a pupil's parent/guardian, a Primary School must disclose the relevant pupil's record of progress and achievement. The onus is on the parent/guardian to obtain, from the Primary School, full information on the pupil's academic performance and test results and to provide this to St Louis Grammar School. No information will be sought by St Louis Grammar School directly from the Primary School.

If you are applying for Special Circumstances or Special Provision please see the appropriate section of our Admissions Criteria below.

Fees

Parents are requested to make an annual contribution of £100 per pupil, up to a maximum of £200 per family, to help develop existing facilities. There is no capital fee.

ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8

The Board of Governors is the relevant admissions authority for the School. The Board of Governors draws up and approves the Admissions Criteria and delegates to an Admissions Panel – nominated and approved by the Board of Governors, to include the Principal – the responsibility for considering all applications for admissions to Year 8 including applications for Special Circumstances and/or Special Provision.

Any reference to the term 'the Board of Governors' within these Admissions Criteria includes the

Admissions criteria for entry September 2018

Admissions Panel, nominated and approved by the Board of Governors, for the purposes of applying the Admissions Criteria set out in this document.

Parents/Guardians should note that they may be asked to produce documents verifying information pertinent to the School's Admission Criteria. Original documents are required; facsimiles or photocopies are not acceptable.

The provision of false or incorrect information or failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of the School to offer a place.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Transfer Form.

In determining those children to be admitted to the School, the Board of Governors will consider children who are resident in Northern Ireland at the time of their proposed admission to the School before those children who are not so resident.

The Board of Governors of the School will not use as a criterion the position of preference given to the School on the Transfer Form, i.e. a child who has chosen the School in any position on the Transfer Form will be considered equally with those who have put the School first.

The School is a school which offers a wide range of academic courses. The School will initially consider only those applicants who have taken the required Entrance Assessment (G.L. Assessment provided by the Post Primary Transfer Consortium).

Information on the assessment is available on the School website www.stlouisgrammar.com.

Preference will be given in the strict order of Entrance Assessment Combined Standardised Score in rank order until all places have been filled up to the School admission number of 139 pupils.

References to Entrance Assessment Combined Standardised Score include those deemed to be equivalent after consideration of Special Circumstances and Special Provision (see note below).

In the event that two or more applicants are eligible for the remaining place or places because they have the same Entrance Assessment Combined Standardised Score the Tie Breaker criteria below will be applied in the order set down until the final place has been allocated.

1. **Sibling:**

This criterion to be defined as "children who have a child of the family currently enrolled at the School". Child of the family as defined by the Department of Education to include, for example, half-brothers and sisters, together with children who are adopted or fostered and this fact is included in the transfer application submitted.

2. **Eldest Child:**

This criterion to be defined as "children who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the school". This wording covers "only" children and is also intended to treat twins (or other multiples) as joint eldest. Must be noted on Transfer Form at time of application.

3. **Free school meals pupils:**

This criterion is defined as children who are in receipt of free school meals.

4. Children selected on the **basis of age** with the youngest candidate being selected first. In the event of two or more children having the same date of birth, final selection will be made on the basis of the child whose permanent residence is closest to the school gate, such as distance being measured by public road

The Board of Governors will consider applications claiming "Special Circumstances" and "Special Provision" (see below). Where it is determined that Special Circumstances and/or Special Provision exist they will be considered first.

In the event that places remain, after those who have taken the Entrance Assessment have been admitted (including those admitted following claims for Special Circumstances/Special Provision), then remaining places will be allocated using the above criteria in the order set down until the final place has been allocated. This includes children who have not taken the Entrance Assessment required by the School.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

SPECIAL CIRCUMSTANCES AND/OR SPECIAL PROVISION

The Admissions Sub-Committee will consider applications on behalf of pupils whose performance in the assessment was affected by medical or other problems in accordance with the 'Special Circumstances' information that is set out in the 'Access Arrangements and Special Circumstances Policy' of the Post-Primary Transfer Consortium (PPTC). Parents should carefully read this document together with the accompanying guidance in the Claiming Special Circumstances Pack, available from the school or from the school website: www.stlouisgrammar.com

If a claim for Special Circumstances is made in respect of matters for which Access Arrangements were provided to a pupil sitting the GL Assessments on 18th November 2017 or 9th December 2017, the Admissions Sub-Committee may take into account the fact that the pupil was provided with such Access Arrangements.

Parents who have any concerns that medical or other problems affected their child just before or during the GL Assessment should register these concerns (with supporting documentation, if any) with the Assessment Centre in which the GL Assessment was done before 2.00 p.m. on Friday 15th December 2017. The registered claim will be held by this Assessment Centre as evidence that parents were concerned that their child experienced medical or other problems which might have affected his/her performance in the GL Assessment. Parents are referred to the Claiming Special Circumstances Pack, available from the school or from the school website: www.stlouisgrammar.com

- All claims for Special Circumstances must include objective and relevant educational evidence of a pupil's academic ability. This evidence must be sufficient to enable the Admissions Sub-Committee to reach a decision as to whether any adjustment should be made to the score achieved by the child in the GL Assessment. All information provided must be verifiable.
- Educational evidence provided to the Admissions Sub-Committee must include all of the results from the primary school administered standardised tests in English/Literacy and Mathematics/Numeracy taken since the beginning of the Key Stage 2 period.
- It is emphasised that the onus is on the parent/guardian to ensure that all of the above information is verified and provided by the primary school to the parent/guardian under Regulation 10 of the Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009. The Admissions Sub-Committee is not responsible for and cannot take into account educational evidence that cannot be verified or has not been presented in time, or at all.
- When the Transfer Form is completed in February 2018, full details of the Special Circumstances together with independent supporting evidence must be provided and attached to the Transfer Form.
- Where the problem is a medical one which, it is claimed, affected the pupil at the time of the assessment, the school will require medical evidence showing that the pupil was examined by a medical practitioner in relation to the specific medical problem that affected the pupil's performance in the assessment.
- Where the problem is of a non-medical nature, parents must set out the precise details of the problem and append to the Transfer Form all appropriate independent documentary evidence which corroborates its existence. The name of the Assessment Centre at which the child sat the Entrance Assessment must also be included. Parents should refer to the Claiming Special Circumstances Pack and other guidance information available from our school
- Having examined the documentary evidence that is submitted, the Admissions Sub-Committee of the Board of Governors will decide whether the applicant should be considered for admission under the score actually achieved in the GL assessment or should be allocated a higher score using the school's protocol on Special Circumstances (which is available on request). Once a determination of the appropriate score has been made, that score will be used to place the child in a rank order with all other applicants in order to allocate places.
- The judgement of the weight to be attached to the supporting documentation asserting Special Circumstances will be at the discretion of the Admissions Sub-Committee of the Board of Governors.
- Where Special Circumstances are requested by a parent/guardian it is the responsibility of the parent/guardian to produce sufficient, objective, probative documentary evidence to establish that a pupil should have achieved a higher score in GL Assessment than that actually achieved. This is an

Admissions criteria for entry September 2018

exercise in educational judgment, not precise calculation and the determination of the Admissions Sub-Committee will be based only on consideration of the documentation attached to the Transfer Form. It is strongly emphasised that a claim of Special Circumstances does not, of itself, lead to automatic upgrading or admission to the school nor does the allocation of a higher score necessarily result in the offer of a place in the school.

Details of Medical or Other Problems

Where it is claimed that a child's performance in the entrance assessment has been affected by a medical or other problem, independent evidence of it must be provided and attached to the Transfer Form. Where the problem is a medical one of short term duration, which affected the child only at the time of the entrance assessment the school will require the production of evidence that the child was examined by a medical practitioner in relation to the illness at the time of the entrance assessment and the result of that examination. Similarly, if the medical problem is other than of short term duration, the school will require evidence from a medical practitioner who treated the child and which explains the condition and how it could have affected the child in the Entrance Assessment. Where the problem is of a non-medical nature, the parents must set out the precise details of the problem and append to the Transfer Form all appropriate, independent documentary evidence which corroborates its existence. The name of the assessment centre at which the child sat the assessment must also be included. Please refer to the Entrance Assessment: Access Arrangements & Special Circumstances Policy and other guidance available from our school in the Claiming Special Circumstances Pack.

CLAIMING SPECIAL PROVISION

Special Provision may be made by the Board of Governors for pupils:

- Who are transferring from primary schools outside Northern Ireland;
- Who have received more than half of their education outside Northern Ireland;
- Whose educational provision to date has been negatively affected by serious medical or other problems, supported by independent probative documentary evidence, and who may, as a consequence, have been unable to take either the GL Entrance Assessment on 18th November 2017 or the Supplementary GL Assessment on 9th December 2017.
- In the case of a pupil who registered but could not participate in the GL Entrance Assessment, it is the responsibility of parents to provide (a) precise reasons why the pupil did not take part in the assessment, (b) appropriate corroborative documentary evidence of this, in keeping with the PPTC Access Arrangements and Special Circumstances policy and (c) objective and relevant educational evidence of their child's academic ability, in line with the procedures indicated previously in relation to Special Circumstances.
- For those pupils currently in primary schools in Northern Ireland, claims for Special Provision should be made on Form SP1 and attached to the Transfer Form. The SP1 Form is available from the school or its website. Parents/Guardians wishing to claim Special Provision should also forward a completed copy of Form SP1 directly to St Louis Grammar School by 4.00 pm on Friday 16th March 2018. After this date, claims for Special Provision should be made directly to St Louis Grammar, no later than Friday 4th May 2018 and the Education Authority, Ballymena Office Transfer Department notified by Parent/Guardian.
- On receipt of an application for Special Provision for a child, The Admissions Sub-Committee of the Board of Governors may require an assessment of the child's ability to be carried out by a suitably qualified person or body approved by the school. The Admissions Sub-committee will form an educational judgement based on the available evidence of the child's ability, including the result of this assessment. The Admissions Sub-Committee will decide whether this child should be considered for admission on the basis that he or she falls within the ability range of other pupils being admitted in that year.
- Parents/Guardians may be required to provide additional appropriate documentary educational evidence which should include the results of standardised testing carried out during Key Stage 2, or its equivalent period, in primary school. In exercising their judgement, the Admissions Sub-Committee will consider this along with the educational evidence referred to in the previous paragraph.
- It is strongly emphasised that the claim of Special Provision does not, of itself, lead to automatic admission to the school. Further guidance on applying for Special Provision is provided with the SP1 form available from the school or its website.

Admissions criteria for entry September 2018

ADMISSIONS TO YEAR 8 FOLLOWING THE TRANSFER PROCEDURE

Should a vacancy arise after the Transfer Procedure concludes, towards the end of May 2018, further admission to Year 8 shall be considered if fewer pupils are enrolled in the year group than the admissions number allows. At that point all applications (including those received after the final date for changes of preference) will be considered and the published admissions criteria applied.

Parents/Guardians who wish to have their child considered for admission in the event of a place arising after the beginning of the school year should write to the Principal stating this. An acknowledgement will be issued. If any place(s) become available after 1st September 2018 and there are more children than places available, then decisions will be made on application of the Year 8 Admissions Criteria regarding those pupils seeking admission at the time the place(s) become available.

If the School's admissions number has been reached, an application for a child moving into the area can be considered, subject to the Department of Education granting a temporary extension to the admissions number.

Number of Applications and Admissions

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2015/16	139	190	*145
2016/17	139	199	**154
2017/18	139	204	***153

*Includes 6 appeals **Includes 15 appeals ***Includes 14 appeals

This table does not include children who were admitted to the school with a statement of special educational needs.