

ADMISSIONS POLICY

St Colman's College, Newry, is a Catholic grammar school for boys. This College normally accepts boys who are academically suited for the type of education it offers and whose parents/guardians are in agreement with the philosophy and aims of the College.

When considering which children can be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the Transfer Form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admission criteria is stated on the Transfer Form or attached to it. Examples of such information include whether the child has or had a sibling (list name of sibling) at the school or whether the father was a past pupil of the school (list dates when father attended).

Please note:

St Colman's College has been directed by regulations to select for admission all children resident in Northern Ireland at the time of their proposed admission before any child not so resident may be selected for admission.

Special Circumstances

Boys will be admitted strictly as described below according to the grade achieved in the GL Entrance Assessment subject only to the consideration of **medical or other problems** which may have affected their performance in the Entrance Assessment and which are supported by verified documentary evidence of a medical or other appropriate nature. These medical or other problems are commonly referred to as **Special Circumstances** and are described in the College's **Entrance Assessment: Access Arrangements & Special Circumstances Policy** available from the College or its website. Parents should read this policy document carefully along with the guidance provided in the **Claiming Special Circumstances Pack** available from the College. This pack contains a Guide to Claiming Special Circumstances, Form SCR and Form SC1.

If a claim for the consideration of Special Circumstances is made in respect of matters for which Access Arrangements were granted or could have been granted, had they been known to the Assessment Centre, the Board of Governors may take into account the fact that the child was granted Access Arrangements or could have been granted Access Arrangements.

The initial claim for Special Circumstances should be registered using **Form SCR** at the Entrance Assessment Centre by 2.00 pm on **Friday 16 December 2016** with the completed claim for Special Circumstances being sent to the EA along with the Transfer Form in February 2017. At this time, the claim for Special Circumstances, supported by the required documentary evidence using **Form SC1** must be appended along with the appropriate independent documentation to the Transfer Form before it is sent to the EA Transfer Department by the Primary School Principal. Gathering and submitting the documentary evidence as described above is vital for the consideration of a claim for Special Circumstances.

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 its existence must be provided to the College. Where the problem is a medical one of short term duration which affected the child only at the time of the Entrance Assessment, the College 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. If the medical problem is other than of a short duration, you must ask your doctor to provide a letter on headed notepaper which explains the medical condition and how it could have affected your 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 Entrance Assessment must also be included. Please refer to the Entrance Assessment: Access Arrangements & Special Circumstances Policy and other guidance information available from the College in the Claiming Special Circumstances Pack.

Educational Evidence

All claims for Special Circumstances must include objective and relevant educational evidence to show that the medical or other problem experienced by your child at or around the time of the Entrance Assessment caused him to underachieve. This educational evidence must be provided by the parent/guardian of the child and verified by the Primary School Principal. The evidence should be sufficient to enable the Board of Governors to reach a decision on any adjustment to the grade/score achieved by the child in the Entrance Assessment. This evidence should include all of the results from the child's school administered standardised tests in English/Literacy and Mathematics/Numeracy taken from the beginning of the Key Stage 2 period and should be provided on Form SC1.

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 the Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009 and under the Data Protection Act (1998). Failure by the parent/guardian to provide such verified information will result in the Board of Governors being unable to consider the application for Special Circumstances. Material referred to above will assist the subcommittee in making its judgement: it is however, not intended to be restrictive and the subcommittee will consider any and all material presented and attached to the Transfer Form. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

Special Provision

For those pupils currently in P7 in Primary Schools in Northern Ireland, claims for Special Provision should be made on **Form SP1** and attached to the Transfer Form. **Form SP1** is available from the College or its website. Parents wishing to claim Special Provision should also forward a copy of the **Form SP1** directly to St Colman's College, by Wednesday 1 March 2017. After this date, claims for Special Provision should be made directly to St Colman's College and to the EA Transfer Department.

Special provision will be made by the Board of Governors for boys:

- 1 Who are transferring from Primary Schools outside Northern Ireland and will become resident in N. Ireland,
- 2 Who have received more than half of their primary education outside Northern Ireland,
- 3 Whose educational provision to date has been negatively affected by serious medical or other problems, which is supported by independent, verifiable, documentary evidence and who have not taken either of the GL Entrance Assessments on Saturday 19 November 2016 or Saturday 10 December 2016.

The Board of Governors will decide whether these boys should be admitted on the basis that they fall within the ability range of other boys being admitted in that year and/or meet one or more of the Admission Criteria 1 or 8 as listed below. The Board of Governors may require an assessment of the pupil's abilities to be carried out by a suitably qualified person or body approved by the College. Parents/Guardians may provide additional appropriate educational evidence which should include the results of standardised testing carried out during Key Stage 2 or its equivalent period in any Primary School. This will be considered by the Board of Governors along with the educational evidence described above in exercising their educational judgement in these matters. The onus lies with the parents/guardians to provide this educational evidence and to have it appropriately verified.

Those children to whom clause 1 and 2 (above) applies may, if their parents/guardians wish, sit the Entrance Assessment in which case the grade or score obtained would also be considered.

It is the responsibility of parents/guardians to ensure that information relating to Special Provision, or indeed information regarding the existence of any other relevant factor(s), is given on or appended to the child's Transfer Form as described in the guidance documentation. It should be noted by parent(s)/guardian(s) that such considerations involve the exercise of judgement and not precise calculation.

ADMISSIONS CRITERIA

The results achieved by boys in the Entrance Assessment provided by GL Assessment and administered by the Assessment Centre on 19 November 2016 or 10 December 2016 will form the primary evidence to be considered by the Board of Governors.

The Board of Governors will admit boys strictly on the following basis:

1. Boys awarded Grade A in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade A.
 2. Boys awarded Grade B1 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade B1.
 3. Boys awarded Grade B2 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade B2.
 4. Boys awarded Grade C1 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade C1.
 5. Boys awarded Grade C2 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade C2.
 6. Boys awarded Grade D in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade D.
 7. All other boys who have applied to be admitted to St Colman's College.
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8. If there are more boys who satisfy any one of the criteria 1 to 7 when they are applied in the order of priority set down above than places remaining, then boys will be selected according to the following criteria applied in the order set down below:-
- (i) Boys who, at the date of their application, have a parent/guardian who is a member of the permanent teaching, administrative, or ancillary staff of St Colman's College.
 - (ii) Boys who, at the date of their application, have another boy of the family (as defined by DE in Transfer 2010 Guidance) attending the College or having been selected for admission to the College in the coming College year.
 - (iii) Boys who have had another boy of the family (as defined by DE in Transfer 2010 Guidance) previously attend the College.
 - (iv) Boys whose father/guardian attended the College.
 - (v) Boys who are the first boy of the family (as defined by DE in Transfer 2010 Guidance) to transfer to secondary education, i.e. the eldest boy of the family as defined above.
 - (vi) Boys who are the first boy of the family (as defined by DE in Transfer 2010 Guidance) to apply to a Grammar School.
 - (vii) Boys, who at the date of their application, are entitled to Free School Meals Provision (as defined by DE in Transfer 2010 Guidance).
 - (viii) Other boys ranked by date of birth with the youngest boy admitted first and all other boys admitted by age (youngest first) until all places have been filled.

If there are more boys who meet one of the above criteria (i) to (viii) than there are places available, then the remaining criteria will become sub-criteria and applied successively in the order set out until the final selection is completed. In the event of two or more boys having the same date of birth and thereby qualifying for the last place(s), the boys will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.

Verification of all Information

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Form or appended to the Transfer Form by parents/guardians. For verification purposes original documents are required and not facsimiles or photocopies.

The provision of false or incorrect information or the failure to provide any requested verifying documents within the deadline set by St Colman's College will result in either the withdrawal of a place or the inability of the College to offer a place.

The responsibility to ensure that:

- **The Transfer Form and other necessary documentation is correctly completed;**
 - **Any Special Circumstances / Special Provision being claimed are properly documented as described in detail above and in the guidance documentation;**
- AND**
- **Any required verification documents are provided within specified deadlines,**

lies with the parents/guardians of the child. Failure to ensure that this occurs will lead to any request for Special Circumstances/Special Provision not being considered and/or the application not being considered by the Board of Governors and/or the withdrawal of a place in the College.

Information on the College's waiting list is available from the College or Website

APPLICATIONS AND ADMISSIONS TO YEAR 8			
Year	Admissions No	Total Applications All Preferences	Total Admissions
2014/2015	125	178	125
2015/2016	125	205	126*
2016/2017	125	193	127*

*Includes students admitted on Appeal

ADMISSIONS POLICY TO YEARS 9 to 14

The Board of Governors delegates the admission of pupils other than to Year 8 to the College Principal.

Admissions to Years 9 -12

The following criteria will be applied to applicants for **Admissions to Years 9 -12** in the following order:

1. There must be a place available in the required year, within the College's approved enrolment number.
2. In every case, suitability for Grammar School education will be an over-riding consideration. Convincing evidence of this suitability must be provided from his former school including reports, examples of classwork and homework and copies of completed examination papers. The College may also require applicants to complete assessments in Literacy and Numeracy.
3. A pupil must come with the recommendation of the Head of his previous school.
4. In recognition of the College's position as a Diocesan Seminary, a pupil will be considered who is contemplating study for the Priesthood. He must have the recommendation of his Parish Priest.
5. A pupil, with a special talent, who would benefit from the expertise available in the College will be considered.

Conditions

Application for entry will include an interview with the Principal and/or the Vice-Principals;

- The applicant must show an acceptance of the required academic standard and a willingness to achieve and maintain this standard.
- The applicants must have demonstrated a very good behaviour and attendance record in his previous school.
- The applicant and his parent(s)/guardian(s) must accept the rules and regulations of the College.

ADMISSIONS POLICY FOR SIXTH FORM

The following criteria will be applied to applicants who wish to study AS/A2 in St Colman's College.

As a Catholic Grammar School, St Colman's College aims to ensure that every individual pupil will realise his full potential in spiritual, moral, social and academic terms. While it is assumed that students who enrol in St Colman's in Y8 – Y12 will remain to study A Levels, entry into Sixth Form for existing St Colman's students is conditional on:

- A good academic record of 7+ A* - C at GCSE including English and Mathematics.
- A good behaviour and attendance record.
- A very good level of performance in the subjects or curriculum areas that he wishes to study in Sixth Form, normally a B grade or better.
- Attending a meeting on results day with a member of the SLT to confirm subject choices.

These conditions reflect that which would have been expected from a St Colman's student throughout his education at the College. If a student's achievements do not meet the conditions listed above but he wishes to apply to return to the College to study A Levels, he will have to attend an interview with the Principal and/or Vice-Principal for his individual case to be considered.

Progression from AS studies to A2 studies is also conditional on a satisfactory level of achievement, normally 3+ C grades or equivalent, application, behaviour and attendance at AS Level.

Students applying to join Sixth Form from other Colleges and Schools

The Department of Education may, on request, increase the number of pupils that the school can admit to its Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for Sixth Form study (as below) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Pupils who have most recently completed Year 12 in St Colman's College, Newry.
2. Pupils from other schools where admission to an extra place at St Colman's College, Newry has been agreed by the Department of Education*.

* Parents should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number in order to allow an extra post-16 pupil to enrol. DE will first check whether there is another school or schools of a type suitable for that pupil within an hour's journey of where the pupil lives. If there is, DE will check whether this other school or schools may provide all of the post-16 courses that the pupil wishes to pursue. If these checks find that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue – then DE will agree a school's request for a place.

What is a school of a type that is suitable for a pupil? To determine this, DE first considers all schools to be one of 4 types: (1) denominational (2) non-denominational (3) integrated and (4) Irish-medium. A School requesting an extra place for a post-16 pupil will belong to one of these 4 types and DE will consider any other school or schools from this same type as suitable for the pupil. DE will also consider as suitable for the pupil any school from the same type as the type of school that the child attended in Year 12.

Students applying to join Sixth form from other colleges and schools will be required to attend an interview with a member of the SLT. The interview process will establish if St Colman's College is the most appropriate option for the individual candidate.

Conditions

- There must be a place available in the College for the student as set out above.
- There must be a place available in the specific subject(s) that the student wishes to study.
- The student must be able to demonstrate a good level of performance in the subjects or curriculum areas that he wishes to study in Sixth Form, normally a B grade or better.
- The student must be able to demonstrate a good academic, behaviour and attendance record.
- The applicant must show an acceptance of the required academic standard and a willingness to achieve and maintain this standard.
- The applicant and his parent(s)/guardian(s) must accept the rules and regulations of the College.

Progression from AS studies to A2 studies is also conditional on a satisfactory level of achievement, application, behaviour and attendance at AS level.

Applicants must bring a copy of their results slip and their two most recent school reports with them to their interview.

In the event of there being more applicants than places available either in the year group or in an individual subject then the applicants shall be ranked according to a points score for GCSE subject(s) or equivalent according to the following scale, with the higher ranking student(s) being offered a place.

A* = 4 points

A = 3 points

B = 2 points

C = 1 point
