

**OUR LADY AND ST PATRICK'S COLLEGE, KNOCK**  
120 GILNAHIRK ROAD  
BELFAST  
BT5 7DL

**VOLUNTARY GRAMMAR SCHOOL  
DENOMINATIONAL CO-EDUCATIONAL**

**AGE RANGE: 11-19**  
**ADMISSIONS NO: 180**  
**ENROLMENT NO: 1260**  
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Website: [www.knock.co.uk](http://www.knock.co.uk)

**College Principal: Miss Deborah McLaughlin**  
**Chairperson Board of Governors: Mr Leo O'Reilly**

#### **OPEN DAY INFORMATION**

**Saturday 19 January 2019 from 9.15am to 1.00pm** – Parents/Guardians and P7 children are warmly invited to attend. There will be an address by the Principal at 9.30am and 11.00am followed by tours of the College with student guides.

**To Parents/Guardians naming Our Lady and St Patrick's College, Knock as a preference on their child's Transfer Form.**

#### **GLA Entrance Assessment Results:**

In assessing academic ability, Our Lady and St Patrick's College, Knock will use the grade [and as a sub-criterion, the combined Standardised Age Score] awarded to students completing the GLA Entrance Assessment on Saturday 17 November 2018 or the supplementary GLA Entrance Assessment on Saturday 8 December 2018 as specified by the College. In Section C of the Transfer Form, the parents/guardians must state the grade achieved and attach to the Transfer Form a copy of the statement of results which they receive on Saturday 26 January 2019.

#### **Special Circumstances: - The registration deadline for the return of Form SCR is 2.00pm on Friday 14 December 2018.**

Any parent/guardian claiming Special Circumstances must complete the documentation in the "Claiming Special Circumstances Pack" available from Our Lady and St Patrick's College, Knock or its website [www.knock.co.uk](http://www.knock.co.uk). After registering by 2.00pm on Friday 14 December 2018, all documentation, together with **Form SC1** and independent, verifiable documentary evidence, which corroborates the Special Circumstances claim, must be attached to the Transfer Form.

#### **Special Provision:**

1. 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 [www.knock.co.uk](http://www.knock.co.uk). Parents/Guardians wishing to claim Special Provision should also forward a copy of **Form SP1** directly to Our Lady and St Patrick's College, Knock by **Friday 1 March 2019**.
2. After this date, claims for Special Provision should be made directly to Our Lady and St Patrick's College, Knock, and the relevant Education Authority Transfer Section notified.

**If you are applying for Special Circumstances or Special Provision, please see sections below in our Admissions Criteria.**

#### **VOLUNTARY SUBSCRIPTION**

There is no capital fee. We ask parents/guardians for a voluntary subscription of £150 per family per annum to assist in the provision of additional facilities and equipment.

#### **RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS TO THE SCHOOL**

The Board of Governors, having agreed the Admissions Criteria, has delegated to the Admissions Committee, consisting of four members of the Board of Governors, the Principal, a Vice Principal and the Head of the Junior School, the authority to decide which particular applicants shall be admitted to the College in accordance with the Admissions Criteria and any appropriate statutory regulations issued by the Department of Education. Any reference to the term Board of Governors includes any committee appointed by the Board of Governors for the purposes of applying the Admissions Criteria set out herein. The Board of Governors may require the support of the College's administrative staff in order to fulfil its duties and they are so authorised by the authority of the Board of Governors.

#### **ADMISSIONS POLICY**

Our Lady and St Patrick's College, Knock is a Catholic, co-educational, selective grammar school under the trusteeship of the Diocese of Down and Connor. The College accepts those who are academically suited for the type of education it offers and whose parents/guardians are in agreement with the Catholic philosophy and aims of the College.

The Board of Governors has determined that the educational outcomes from GLA Entrance Assessment will be used to admit applicants [see criteria A to F and sub-criteria H1 to H11]. Information on GLA Entrance Assessment is available from the College or from [www.knock.co.uk](http://www.knock.co.uk).

In accordance with the 1997 Education (Northern Ireland) Order (Section 16 (4)), students resident in Northern Ireland at the time of their proposed admission will be selected for admission before any child not so resident may be selected.

Applicants claiming Special Circumstances and/or Special Provision [see below] will be considered first. In light of the documentary evidence submitted, the Admissions Committee of the Board of Governors will decide whether these applicants should be considered under the grade and combined Standardised Age Score actually achieved in the GLA Entrance Assessment or an allocated higher score/grade. The College will use a Special Circumstances Protocol, available from the College, to decide on any increase in score or grade. Once a decision has been made, the applicant will then be considered along with all students of the same score or grade for the purpose of applying the Admissions Criteria.

The Board of Governors will NOT use as a criterion the position of preference given to the College on the Transfer Form, i.e., a pupil who has chosen Our Lady and St Patrick's College, Knock in any position on the Transfer Form will be considered equally with those who have put the College first.

### **ADMISSIONS CRITERIA FOR YEAR 8 STUDENTS TO OUR LADY AND ST PATRICK'S COLLEGE, KNOCK**

In order to determine which students will be accepted into Year 8, the following criteria will be applied in the order set down:

- A** Students who have been awarded Grade A in the GLA Entrance Assessment and also those students to whom Special Circumstances or Special Provision apply and who, on the documented evidence submitted, appear to be of comparable ability to students awarded Grade A.
- B** Students who have been awarded Grade B1 in the GLA Entrance Assessment and also those students to whom Special Circumstances or Special Provision apply and who, on the documented evidence submitted, appear to be of comparable ability to students awarded Grade B1.
- C** Students who have been awarded Grade B2 in the GLA Entrance Assessment and also those students to whom Special Circumstances or Special Provision apply and who, on the documented evidence submitted, appear to be of comparable ability to students awarded Grade B2.
- D** Students who have been awarded Grade C1 in the GLA Entrance Assessment and also those students to whom Special Circumstances or Special Provision apply and who, on the documented evidence submitted, appear to be of comparable ability to students awarded Grade C1.
- E** Students who have been awarded Grade C2 in the GLA Entrance Assessment and also those students to whom Special Circumstances or Special Provision apply and who, on the documented evidence submitted, appear to be of comparable ability to students awarded Grade C2.
- F** Students who have been awarded Grade D in the GLA Entrance Assessment and also those students to whom Special Circumstances or Special Provision apply and who, on the documented evidence submitted, appear to be of comparable ability to students awarded Grade D.
- G** Other students.

If there are more applicants in a category under consideration (i.e., Grades A, B1, B2, C1, C2, D and Others) than there are number of places available, such places will be allocated in accordance with the following subsidiary criteria of H1 to H11. If, on application of the subsidiary criteria in order, there is oversubscription in a particular criterion, then the next criterion will be applied to determine the allocation of places.

- H1 Applicants who are entitled to Free School Meals (FSME).** 'Entitled to Free School Meals' means applicants who are listed on the Education Authority's register as entitled to free school meals at the date on which their parent or guardian has signed their post-primary Transfer Form or at any date up to and including 1 May 2019.
- H2 Applicants who, at the date of their application, have a child of the family currently or previously enrolled at the College.** Name and year group of present pupil and name/maiden name and dates of attendance of former pupil must be provided. ["Child of the family" will be defined in accordance with Department of Education guidance.]
- H3 Applicants who are the eldest or only child of the family.** Twins, triplets, etc. will be entitled to recognition as 'eldest' in family if twins, triplets, etc. are the first born to a family. The verifying certificate, attached securely to the Transfer Form, must state that the child is the eldest or only child and that the verifier knows the child and family for at least two years. It must be signed by one of the following who is not a member of the applicant's family:

- a primary school Principal
- an elected public representative
- a medical practitioner
- a lawyer
- a member of the clergy

**H4 Applicants for whom Our Lady and St Patrick's College, Knock is the nearest Catholic grammar school from their permanent place of residence.** Distances will be measured overland using grid references provided by Land and Property Services. Place of residence will be the pupil's address as it appears on the Transfer Form. The Verification of Address Certificate, attached securely to the Transfer Form, must be signed by one of the verifiers as stated in H3.

**H5 Applicants whose sibling is an eldest child who achieved a grade A and applied to the College but was not selected.** Name, date of birth and details of the unselected child and his/her application must be provided on the verifying certificate. ["Sibling" will be defined in accordance with Department of Education guidance.]

**H6 Applicants who are children of current members of staff of the College** for a continuous minimum period of one year at the date of transfer.

**H7 Applicants who are the first child in the family to transfer to a grammar school.**

**H8 Applicants whose parent/guardian was a former pupil of Our Lady and St Patrick's College or Sacred Heart of Mary Grammar School, Holywood or St Patrick's College, Knock.** Name/maiden name and dates of attendance of former pupil must be provided.

**H9 Applicants who have achieved the highest combined Standardised Age Score in the GLA Entrance Assessment.** The highest scoring candidate will be ranked first, the next highest candidate being ranked second, etc.

**H10 If there are applicants who have the same GLA Entrance Assessment combined Standardised Age Score tying for the final place(s),** applicants will be selected for admission on the basis of the initial letter of surname (as entered on the birth certificate or court order) in the order set out below, as determined by a randomised selection:

<b>C R T J Z I P S D U F X L N Y G E O Q W K V M H A B</b>
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**H11** In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames (as entered on the birth certificate or court order) will be used.

Should two or more applicants have the same surname and forename and thereby qualify for the last available place(s), those applicants will be placed in rank order of eldest child by date of birth as stated on the birth certificate or court order.

Where, after this process has been applied, any applicants continue to tie for a final place, places will be allocated by randomised computer selection.

The criteria (H1 to H11) will be applied in the order set down.

**When considering which children should be selected for admission, the Board of Governors will take into account information which is detailed on or attached to the Transfer Form. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school's Admissions Criteria is stated on the Transfer Form or securely attached to it.**

### **SPECIAL CIRCUMSTANCES**

The College has academic performance as its first criterion. Special Circumstances refer to the claim that because of medical or other issues a pupil's performance in the GLA Entrance Assessment was affected. Special Circumstances must be supported by documentary evidence of a medical, educational or other appropriate nature. Consideration of a claim for Special Circumstances consists of two parts. The first requires consideration of whether there is, in the judgement of the Admissions Committee, sufficient material to permit an applicant to be considered as having Special Circumstances. If an applicant is permitted to be considered as having Special Circumstances, the second part of the consideration requires an education judgement to be made on the totality of the material presented to the Admissions Committee so that a score and grade, equivalent to that which the applicant would have obtained in the GLA Entrance Assessment under normal conditions, can be awarded.

If a claim for Special Circumstances is made in respect of matters for which Access Arrangements were provided to a pupil sitting the GLA Entrance Assessments on 17 November 2018 or 8 December 2018, the Admissions Committee may take into account the fact that the pupil was provided with such Access Arrangements.

A notification of a claim for Special Circumstances must be made by **2.00pm on Friday 14 December 2018** using the appropriate **Form SCR** available from the College. Please note that claims not registered within this period may not be considered after the deadline.

All documented evidence in support of any claim must be attached to the Transfer Form, using **Form SC1**, and forwarded to the College via the Education Authority.

### **Details of Medical or Other Issues**

Where it is claimed that a pupil's performance in the GLA Entrance Assessment has been affected by a medical or other issue, independent evidence of its existence must be provided to the College. Where the issue is of a medical nature of short-term duration, which affected the pupil only at the time of the GLA Entrance Assessment, the College will require the production of evidence that the pupil was examined by a medical practitioner in relation to the illness at the time of the GLA Entrance Assessment. Where the issue is of a non-medical nature, the parents/guardians must set out the precise details of the issue and append appropriate, verifiable, independent evidence to the Transfer Form to corroborate its existence.

### **Details of Educational Evidence**

Sufficient, objective documentary evidence must be provided by the parents/guardians and verified by the primary school to enable the Admissions Committee of the Board of Governors to reach a decision.

Parents/Guardians are entitled to obtain their child(ren)'s educational records from schools by virtue of statute and, if needed, by means of a Freedom of Information request.

The following information should be provided on **Form SC1**, in relation to the applicant:

1. All the applicant's school standardised test results in English/Literacy and Mathematics/Numeracy from the beginning of the Key Stage 2 period, i.e., from P5:
  - a) All test results must be dated and verified by the primary school.
  - b) Results from all tests should be accompanied by the name of the standardised test and the supplier of the test.
  - c) Standardised test results should include scores for English/Literacy and Mathematics/Numeracy.
  - d) Any other relevant material.
  - e) The Board of Governors also requires parents/guardians to provide additional comparative information in respect of standardised test scores (for P5, 6 and 7) relating to all other pupils (without names) in the applicant's Primary 7 class.
2. The primary school's comments on the pupil's academic achievements in relation to the standardised tests taken during Key Stage 2.

It is emphasised that the onus is on the parents/guardians to ensure that all of the above information is provided. Failure to provide such information will result in the College being unable to consider the application for Special Circumstances.

Applicants considered under Special Circumstances will be judged on the evidence made available to the College and awarded a score and grade using the College's Special Circumstances Protocol which is available on request.

Please note that judgement of the importance of documentation forwarded in support of Special Circumstances will be at the discretion of the Admissions Committee of the Board of Governors.

### **SPECIAL PROVISION**

**Special Provision will be made by the Board of Governors for applicants:**

1. who are moving or who have recently moved to Northern Ireland:
  - a) whose parents/guardians wish them to transfer to post-primary schools from schools outside Northern Ireland;
  - b) who prior to 8 December 2018 have received more than half of their primary education outside Northern Ireland.

2. whose educational provision has been negatively affected by a serious medical or other issue which is supported by independent, verifiable documentary evidence and who have not taken either of the GLA Entrance Assessments.

Applicants in categories 1a and 1b above, who wish to apply under Special Provision, do not need to take the GLA Entrance Assessment or the supplementary GLA Entrance Assessment unless their parents/guardians so wish, in which case the GLA Entrance Assessment grade obtained will be used to determine admission in accordance with the Admissions Criteria.

The Admissions Committee may require an assessment of an applicant's abilities to be carried out by a suitably qualified person or body approved by the College.

It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in the GLA Entrance Assessment and to submit appropriate documentary evidence attached to the Transfer Form.

For those applicants 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 [www.knock.co.uk](http://www.knock.co.uk). Parents/Guardians wishing to claim Special Provision should also forward a completed copy of **Form SP1** directly to Our Lady and St Patrick's College, Knock by Friday 1 March 2019. After this date, claims for Special Provision should be made directly to Our Lady and St Patrick's College, Knock, and the relevant Education Authority Transfer Section notified.

The Admissions Committee will consider each application for Special Provision. Where this is granted, the Admissions Committee will determine, based on the information available, an appropriate grade/score equivalent for the applicant. Such applicants will then be considered with all other applicants who have received a GLA Entrance Assessment grade/score and the Admissions Criteria will be applied.

#### **DUTY TO VERIFY**

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. Parents/Guardians should note that they may be asked to produce original documents verifying information pertinent to the College's Admissions Criteria. Original documents are required; scanned copies or photocopies are not acceptable. The provision of false or incorrect information or failure to provide information within the deadlines set by the College can result in the withdrawal of a place and the inability of the College to offer a place.

#### **ADMISSIONS CRITERIA FOR ENTRY OF PUPILS AFTER 1 SEPTEMBER 2019**

In the event of a place becoming available in Year 8 after 1 September 2019, the above criteria will be applied to any unselected applicants. The College maintains a waiting list for those seeking a place.

A fresh application must be submitted for each subsequent year in accordance with the Admissions Criteria for the particular year group, i.e., Years 9-14. Further details on Admissions Criteria and the operation of the waiting list are available from the College or its website [www.knock.co.uk](http://www.knock.co.uk).

If the application is made for a child who arrived in Northern Ireland after the transfer process has been concluded and the Admissions Committee determines that the child is suitable to be admitted, the College may seek Department of Education approval to admit the child as an additional place. If such approval is given, the child will be admitted.

#### **APPLICATIONS AND ADMISSIONS**

<b>Year</b>	<b>Admissions Number</b>	<b>Total Applications <i>i.e. All preferences</i></b>	<b>Total Admissions*</b>
<b>2016</b>	180	212	182
<b>2017</b>	180	225	185
<b>2018</b>	180	231	182

\* Includes those admitted on Appeal and Special Educational Needs students.