

Our Lady and St Patrick's College, Knock

Admissions Criteria for Admission to Years 9 to 12

General Policy

Our Lady and St Patrick's College, Knock is a Catholic, co-educational, Voluntary, Grammar School which was opened in 1985 by the Diocese of Down and Connor. The Board of Governors of the College will consider for acceptance into Years 9 - 12 those students who subscribe to its Catholic ethos and vision and who wish to pursue the aims of highest academic achievement through hard work and commitment to study and who meet the standards of behaviour and responsibility expected in the school.

The Board of Governors, having agreed to the criteria for admission, has delegated to the Years 9-12 Admissions Panel, consisting of the Principal and the Vice-Principals, the authority to decide which particular applicants shall be admitted to the College in accordance with the criteria and any appropriate statutory regulations issued by the Department of Education. Where the overall College enrolment number of 1260 students is at risk of being exceeded, it is left to the Admissions Panel to decide which Year Groups shall have priority in the allocation of available places.

Applications

Those wishing to apply for entry to Years 9 - 12 must make a formal application each year using the College Application Form and provide the two most recent reports from their present and any previous schools. Full details, including the College Application Form, may be obtained by writing to the Principal's Secretary, Our Lady and St Patrick's College, Knock or by downloading from the College website www.knock.co.uk.

For Admission on 1 September 2018: Applications for entry to the new academic year in September 2018 should be submitted to the College by **2.00pm on Friday 27 April 2018**. Applications received by this deadline will be considered first for the forthcoming academic year.

Applications received on and after 30 April 2018: In the event of places becoming available the same criteria will continue to be applied to new and unsuccessful applicants whose parents have informed the school in writing that they wish to keep their application open.

An applicant will be considered for admission to Years 9 - 12 in the College provided that:

- (a) they are domiciled in Northern Ireland at the time of their proposed admission;
- (b) his/her admission would not cause the school to exceed its enrolment number;
- (c) his/her enrolment would not prejudice the efficient use of the school's resources, e.g. the number in a particular year group would not be exceeded beyond 185 or that the student's inclusion in a class would render the numbers in any subject taught to the class to be unacceptable or a breach of regulations;
- (d) curricular and timetable arrangements can be met by the College.

The decision of the Admissions Panel will be based on the following evidence of academic ability:

1. A Literacy and Numeracy assessment set by the College (to be sat in the College on Monday 28th May 2018);
2. The two most recent school reports;
3. A letter of recommendation from the student's current school commenting on behaviour, application, academic potential and attendance rates;
4. Any other appropriate evidence of academic ability and/or potential.

Over subscription

If there are more applicants meeting the above criteria, than there are places available in a particular year group, the Admissions Panel will, on the basis of the information presented to it, apply the following sub-criteria, in the order set down:

- (i) applicants with the highest score in the College organised Literacy and Numeracy assessment
- (ii) in the event of applicants having the same combined score the criteria below will apply, in the order set down:
 - a) brothers or sisters of present or past students of the College or of students who have already been selected for admission to the College;
 - b) applicants who are the eldest or only child in the family eligible to transfer to mainstream education;
 - c) applicants entitled to Free School Meals at the time of application as verified by the EA;
 - d) applicants whose parent/guardian is an employee of the College;
 - e) applicants whose circumstances are deemed by the sub-committee to be exceptional and for whom it is considered that the enrolment in the school's in the child's interests.

If, on applying the above sub-criteria, it becomes necessary to differentiate between applicants in a particular year group, then the final available place(s) will be allocated on the basis of a computerised random selection process. This process will be witnessed by two members of staff who have had no dealings with, or family interest in, the application procedure.

Note on Special Circumstances

Judgement of the importance of special circumstances will be at the absolute discretion of the Years 9 – 12 Admissions Panel. In such cases parents should submit independently verified medical, educational and/or other reports along with the academic progress reports, etc., in support of their application.

Positive Attitude

A student is expected to have a positive attitude towards discipline, study, school attendance and the Catholic ethos and Religious Education programmes of the College. This will involve accepting the aims, rules and standards set by the College as stated in College publications, and the obligations and restraints resulting from accepting these standards. This acceptance includes a commitment to be present in the College for the whole of the school year as a full-time student and not to take any vacations during term time.

Requirements of the Timetable

A student must be prepared to accept timetable and curriculum arrangements. This will include being involved in and present at Religious Education classes, Careers Education classes, Tutorial classes, Education for Love classes, morning assemblies and the College celebration of the Eucharist. (Arrangements concerning exemptions can be made on behalf of those students who are registered as members of other mainstream denominations or of no religion).

Appeals

Applicants who consider that these admissions criteria were not applied or not applied correctly may wish to appeal the decision of the College by referring the matter to an independent tribunal. Further details are available from: The Clerk to the Tribunal, c/o Education Authority Tel: 028 2566 1252/028 2566 1379 or email postprimaryadmissions@eani.org.uk

Our Lady and St Patrick's College, Knock



APPLICATION FOR ADMISSION TO YEARS 9 - 12

Please complete the following sections legibly in black ink or typescript and provide all the information requested. The form should be returned to the Principal's Secretary, Our Lady and St Patrick's College, Knock, 120 Gilnahirk Road, Belfast BT5 7DL by **2.00 pm on Friday 27 April 2018**.

NAME OF PUPIL: _____

FOR OFFICE USE ONLY

Year 9

Year 10

Year 11

Year 12

Date application received: _____

Date application acknowledged: _____

Date of Assessment: _____

Outcome of Assessment: _____

a) Pupil Admitted
i) Parents informed: _____

b) Pupil Not Admitted
ii) Parents informed: _____

iii) Date to start: _____

iv) Year: _____

v) Tutor Group: _____

SECTION ONE : PERSONAL INFORMATION

a) Surname: _____ Male Female

Forenames: _____

b) Date of Birth: _____ c) Place of Birth: _____

d) Address: (i.e. normal place of residence)

_____ Post Code _____

e) Contact Telephone Numbers: _____

f) Name, address and phone number of current school:

Name: _____ Phone: _____

Address: _____

_____ Postcode: _____

g) Name(s) of school (s) previously attended, with dates:

Name(s)	Year/Month From	Year/Month To
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_____	_____	_____
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_____	_____	_____
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h) Current Year Group:

i) Modern Languages Studied to date:

SECTION TWO : ACADEMIC RECORD

a) Were the NI Transfer Tests i.e. GL Assessment or AQE taken? Yes / No

b) (i) If Yes: Date test taken: GLA _____ AQE _____

Standardised Age Score and Grade obtained: GLA _____ AQE _____

(ii) If No: Was any separate assessment completed? Yes/No

Score/Grade obtained: _____

c) Please include with this form:

(i) The results of any assessment(s) taken to date

(ii) A copy of the two most recent academic reports from the schools attended

(iii) A letter of recommendation from your son/daughter's current school commenting on behaviour, application, academic potential and attendance rates

SECTION THREE : OTHER INFORMATION

a) Please give details of any particular subject choices desired:

b) Please name any siblings or past pupils of the College who enrolled in the College with dates of attendance.

c) Give brief details of any special talents, aptitudes or achievements of the applicant that you wish to bring to the attention of the College.

d) If there are any special circumstances relating to this application that you wish to bring to the attention of the school, please do so here or if you wish set out in an accompanying letter. Such information could include health or medical status and whether the applicant has special educational needs. You may attach additional evidence to this form.

e) Is the applicant in receipt of Free School Meals: YES / NO

f) Please read the Admissions Criteria for Admission to Years 9 to 12 carefully and use this section to give any additional information:

NB: It is emphasised that it is the responsibility of parents/applicants to ensure that all information relevant to the school's criteria is provided by the closing date.

Name of Parent (Please Print): _____

Signature of parent: _____ Date: _____