



## Our Lady and St Patrick's College, Knock

### EXTERNAL APPLICANTS - APPLICATION FOR ADMISSION INTO YEAR 13 (2024-25)

Please complete this application form in **FULL** in **BLOCK CAPITALS** and **RETURN IT AS SOON AS POSSIBLE** to The Principal, Our Lady and St Patrick's College, Knock, 120 Gilnahirk Road, Belfast, BT5 7DL. This application form is also available at [www.knock.co.uk](http://www.knock.co.uk). Before completing your application, please familiarise yourself with the Admission Criteria for Entry into Year 13 and 14. Entry to the College is dependent on receipt of the attached **REFERENCE FORM** from your current school.

#### PERSONAL INFORMATION

Surname		Forenames		Date of birth / /	
Gender	Home telephone no.		Mobile telephone no.		
Home address				Postcode	
Parent/guardian or student e-mail address			Parent/guardian name		

#### EDUCATION

Please list all schools attended in chronological order from primary to post-primary	Dates attended

#### GCSE COURSES STUDIED

Course	Tier of Entry E.g. Higher/Foundation	Examination Board	Year	Result (if known)

#### VOCATIONAL COURSES STUDIED

Awarding Body	Level (1, 2 or 3)	Year of Examination	Result (if known)

**Most students choose four AS-Level courses. Please indicate your AS-Level course choices (including a Reserve choice) and preferences, and state which courses you are likely to carry through to A-Level.**

CHOICE OF COURSES		
Preference	AS-Level courses in order of preference	Likely A-Level courses
1 <sup>st</sup> choice:		
2 <sup>nd</sup> choice:		
3 <sup>rd</sup> choice:		
4 <sup>th</sup> choice:		
Reserve choice:		

SPECIAL EDUCATIONAL NEEDS, MEDICAL NEEDS AND OTHER INFORMATION (CONFIDENTIAL)
Please state the nature of your <b>Special Educational Needs</b> :
Do you have <b>Access Arrangements</b> in place in your current school? Yes / No? If yes, please give brief details:
Do you currently have a <b>Personal Learning Plan</b> or <b>Medical Plan</b> ? Yes / No? If yes, please give details or attach a copy of the document.
<b>Other confidential information:</b> Please help us support you by outlining any personal circumstances which may impact or have already impacted on your educational experience:

NEWCOMER PUPIL
A Newcomer pupil is a pupil whose home language is not English or Irish and who may require support in school for this reason.
Are you a Newcomer Student? Yes/No? if yes, please give brief details:
In order to study AS subjects, you should have an equivalent qualification to GCSE English Language Grade B or above. Do you have an equivalent qualification*? If so, please provide details and include evidence with your application:

CAREER ASPIRATIONS
Please state briefly why you wish to join the Sixth Form in Our Lady and St Patrick's College, Knock and what your career aspirations are.

\*It is the responsibility of the applicant to ensure that all relevant information requested is included at time of application and that it is both complete and accurate.

The information that you provide on this form will be transferred onto the College's management information system. Under the Freedom of Information Act, anyone named on this form has the right to access the information held about him/her and to be given an opportunity to check its accuracy. All information is highly confidential and will be treated as such.

**This form should be signed below by an adult with parental responsibility**

Name of adult \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

- As soon as you receive your examination results in August, inform the Student Secretary by telephone of the grades that you have achieved.
- You may be invited for interview.
- The Transfer Sub-Committee of the Board of Governors will decide which applicants will be admitted.
- Applicants will be informed of the decisions made and successful applicants will be invited to join our Sixth Form.
- Successful applicants should visit the College and submit their **birth certificate (original) and examination results (original)**, which will be copied by the Student Secretary and returned. They will also be invited to attend our **Year 13 Induction Day in late August**.

**FOR SCHOOL USE ONLY**

	<i>Tick</i>	<i>Comment</i>
<i>Has applicant contacted the College after the examination results have been published?</i>		
<i>Have copies of all examination results been submitted?</i>		
<i>Has a copy of a birth certificate (long version) been submitted?</i>		
<i>Has a reference from the applicant's previous school been submitted?</i>		
<i>Has the applicant been offered a place? State when.</i>		
<i>Has the applicant accepted a place? State when.</i>		

**OUR LADY AND ST PATRICK'S COLLEGE, KNOCK YEAR 13 ENTRY REFERENCE FORM (2024-25)**

Please ask the person responsible for writing your reference (e.g. Principal/Vice Principal/Head of Year/Tutor) to complete the information asked for below and return this Form as soon as possible to The Principal, Our Lady and St Patrick's College, Knock, 120 Gilnahirk Road, Belfast, BT5 7DL.

**Section A (To be completed by applicant)**

Name of applicant \_\_\_\_\_

Current school \_\_\_\_\_ Telephone no. \_\_\_\_\_

Name of referee \_\_\_\_\_ Position \_\_\_\_\_

**Section B (To be completed by referee)**

	Excellent	Very Good	Good	Fair	Poor
Suitability for A-Level work					
Standard of written and spoken English sufficient for A Level					
Punctuality					
Work ethic					
Relationships with teachers					
Relationships with students					
Motivation as an independent learner					
Meeting controlled assessment/coursework deadlines					
Self-confidence					
Self-discipline					
Attitude to school					
Reliability					
General conduct					
Participation in school events					

What is the applicant's percentage attendance during Year 12? \_\_\_\_\_

Have you any concerns about the ability of the applicant to cope with transferring to Our Lady and St Patrick's College, Knock?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you any further comments?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of referee \_\_\_\_\_ Date \_\_\_\_\_

Please mark with school stamp here:

*Thank you for taking the time to complete this reference form.*



## YEAR 13 ADMISSIONS POLICY

### General Policy

The Board of Governors of Our Lady and St. Patrick's College, Knock will consider for acceptance into Year 13 those students who have the academic ability and language skills to cope with Grammar School standards. They will be expected to subscribe to the aims and objectives of the College as formulated by the Board of Governors and stated in College publications.

In order to determine which students will be accepted into Year 13 the following **criteria** will apply:

1. The minimum academic qualification for entry to Year 13 is **five GCSE passes at grades A\*- C, with four at grade B.**
2. A **minimum of a grade B at GCSE** is required if the course is to be studied at AS-level. Where "special circumstances" occur, the Transfer Sub-Committee has the flexibility to deviate from this requirement.
3. In order to study AS subjects, you should have an equivalent qualification to GCSE English Language Grade B or above.
4. The entry requirements for each AS-/A-Level course selected as described in the table below.

AS-/A-LEVEL COURSE	Entry Requirements
CCEA ART & DESIGN	Art & Design requires a minimum of a grade B in GCSE Art & Design.
CCEA BIOLOGY	Biology requires a score of at least 70% in Assessment Unit 2 of GCSE Biology OR the Biology component of GCSE Double Award Science. This standard is usually achieved by students with at least a grade B in GCSE Biology OR grades BB in GCSE Double Award Science. If the course is oversubscribed, preference will be given to students who have achieved an A grade.
CCEA BUSINESS STUDIES	Business Studies requires a grade B in GCSE Business Studies. However, if further places are still available, then students who did not study the course for GCSE may still be eligible if they have achieved a grade B in both GCSE Mathematics and GCSE English Language.
CCEA CHEMISTRY	Chemistry requires grades AA in Double Award Science (including grade A in the Unit 2 Chemistry component) or a grade B in GCSE Chemistry. Students should look at the raw exam paper scores as a percentage mark, as this will provide an indication of future success at A level. Students will also be required to have an aptitude for Mathematics, evidenced by a grade A in GCSE Mathematics obtained from the <b>M4/M8 Assessment Units</b> OR grade C in GCSE Further Mathematics, if this course has been studied.
WJEC COMPUTER SCIENCE	Computer Science requires a grade 6 in GCSE Computer Science and a grade A in GCSE Mathematics.
CCEA DIGITAL TECHNOLOGY	Digital Technology requires a grade B in GCSE Digital Technology. (Students who have studied GCSE Computer Science instead of Digital Technology require a grade 5 in GCSE Computer Science)
WJEC DRAMA & THEATRE	Drama & Theatre is suitable for students with an interest in plays and performing. Students who do well on this course are those that can think creatively, explain their point of view and have the confidence to speak in front of others. Most will have studied Drama at GCSE, some will have a background in performance already, and some will simply feel they will benefit from the course. All will have a passion for creating, designing and performing dramatic work.
CCEA ECONOMICS	Economics requires a grade B in GCSE Mathematics and a grade B in GCSE English Language.
CCEA ENGLISH LITERATURE	English Literature requires at least a grade B in both GCSE English Language and GCSE English Literature.
CCEA FRENCH	French requires at least a grade B in GCSE French, although a grade A or A* is recommended.
CCEA FURTHER MATHEMATICS	Further Mathematics requires a minimum of a grade A in both GCSE Mathematics and GCSE Further Mathematics.
CCEA GEOGRAPHY	Geography requires a grade B or higher in GCSE Geography.
CCEA GERMAN	German requires at least a grade B in GCSE German, although a grade A or A* is recommended.
CCEA GOVERNMENT & POLITICS	Government & Politics requires a grade B in GCSE English Language. If the course is oversubscribed, students will be selected using the criterion of highest combined GCSE English Language and English Literature results.

AS-/A-LEVEL COURSE	Entry Requirements
CCEA HISTORY	History requires a minimum of a grade B in GCSE History, although a grade A or A* is recommended. We do not recommend students who have not studied GCSE History, to choose it at A-level.
CCEA IRISH	Irish requires at least a grade B in GCSE Irish, although a grade A or A* is recommended.
CCEA MATHEMATICS	Mathematics requires a grade A in GCSE Mathematics obtained from the <b>M4/M8 Assessment Units</b> combination OR a grade B in GCSE Further Mathematics, if this course has been studied. The Mathematics Department asks students who are considering A-level Mathematics, to look at the <b>raw exam paper scores (out of 100)</b> achieved for each Mathematics paper taken. These scores will provide an indication of further success at A-level.
CCEA MOVING IMAGE ARTS	A minimum of grade B in GCSE English Language and a minimum of grade B in one or more of GCSE Art & Design, Drama, Digital Technology, Music, Technology or English Literature. The course uses new digital technologies and the creative learning possibilities they offer. Students need to have basic keyboard and word processing skills to complete the online examinations. The course develops critical and creative abilities in all of the key creative areas of film production, including writing, directing, editing, producing and production design. Students need to be prepared to work independently to complete a detailed and informed portfolio. The class size will be restricted to 15. If the course is oversubscribed, students will be ranked and selected according to their GCSE grade averages (where A* = 5, A = 4, B = 3, C* = 2, C = 1).
CCEA MUSIC	Preferable qualifications for Music are: <ul style="list-style-type: none"> <li>• At least a grade B in GCSE Music, but a grade A or A* is preferable.</li> <li>• AS-level Music – ABRSM grade 6 in Voice or Instrument by April of the examination year.</li> <li>• A2 Music – ABRSM grade 7/8 in Voice or Instrument by April of the examination year.</li> <li>• Grade 5 ABRSM or Trinity Theory.</li> <li>• Membership of a College group (Orchestra/Choir/Ensemble).</li> <li>• A lively interest in music as a hobby and a willingness to listen and read copiously outside the course.</li> </ul>
CCEA NUTRITION & FOOD SCIENCE	Nutrition & Food Science requires a minimum of a grade B in GCSE Food & Nutrition, along with a grade B in GCSE Biology or GCSE Chemistry, or grades BB in Double Award Science. A genuine interest in current social and consumer issues and an enthusiasm for learning will help you in this course.
WJEC PHYSICAL EDUCATION	Physical Education requires at least a grade 6 or B in GCSE Physical Education or a good overall GCSE profile; an interest in sport as a social phenomenon and a willingness to read about it; an above average ability in one or more sports and have demonstrated a disciplined approach to the subject at Key Stages 3 & 4; possess an above average level of fitness; and membership of an outside sports club is desirable.
CCEA PHYSICS	Physics requires grades AA in Double Award Science (including a grade A in the Unit 2 Physics component) or a grade B in GCSE Physics. Students should look at the raw exam paper scores as a percentage mark, as this will provide an indication of future success at A-level. Students will also be required to have an aptitude for Mathematics, evidenced by a grade A in GCSE Mathematics obtained from the <b>M4/M8 Assessment Units</b> OR grade C in GCSE Further Mathematics, if this course has been studied.
CCEA RELIGIOUS STUDIES	Religious Studies requires at least a grade B in GCSE Religious Studies. The acceptance of students who achieve a grade C in GCSE Religious Studies will depend on the quality of their overall GCSE profile. A grade B in GCSE English is preferable.
WJEC SOCIOLOGY	Sociology requires a grade B in GCSE English Language. If the course is oversubscribed, students will be selected using the criterion of highest combined GCSE English Language and English Literature results.
CCEA SPANISH	Spanish requires at least a grade B in GCSE Spanish, although a grade A or A* is recommended.
CCEA TECHNOLOGY & DESIGN	Technology & Design requires a grade A or B in GCSE Technology & Design, a good physical science background and competency in Mathematics.

### **Note on Special Circumstances**

Judgment of the importance of special circumstances will be at the absolute discretion of the Transfer Sub-Committee of the Board of Governors but in such cases, parents should submit medical and/or other reports along with the academic progress reports, etc, in support of their application.

### **Acceptance of College Rules and Positive Behaviour Policy**

A student is expected to conform to College rules and to the Positive Behaviour Policy as formulated by the Board of Governors and interpreted by those in charge of discipline.

### **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, Life Issues classes, Tutorial 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).

### **Positive Attitude**

A student is expected to have a positive attitude towards discipline, study, religion and school attendance. This will involve the **signing of an agreement 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 agreement includes a commitment to be present in the College for the whole of the school year as a full-time student and to refrain from going on vacation during term time. The College will focus on **attendance, behaviour** and **commitment** in Year 12 before accepting a student into Year 13.

### **Attendance**

It should be 95%+ in Year 12

### **Behaviour**

Evidence of positive attitude will be a lack of detentions and/or suspensions for serious or recurring misdemeanours in Senior School.

### **Commitment**

Prospective Year 13 students must have demonstrated commitment to their studies in Year 12, e.g. completion of all coursework/controlled assessments on time.

## **CRITERIA FOR ENTRY INTO YEAR 14**

**All Year 13 students wishing to progress into Year 14 should be aware of the following important information:**

- If your attendance and performance in Year 13 falls below reasonable expectations, as determined by the College, you and your parents will be advised to reassess your academic and career options by consulting with the Vice Principal in charge of the curriculum, course teachers, pastoral and Careers staff in the summer term of Year 13 and/or after the publication of your AS-Level exam results in August.
- If your performance in one or more of your AS-Levels has been unsatisfactory, **you must consult with your course teachers** about the feasibility of studying the same course(s) at A2 level. In most cases, if you have achieved a Grade E in an AS-Level course you will not be allowed to continue with that course at A2.
- You must **pass a minimum of three AS-level courses** if you wish to return as a Year 14 student to take A2 courses.
- You should **pass an AS-Level course (grade A – D)** if you wish to take that course at A2 in Year 14.
- After the AS-Level exam results have been published, at the start of the new school year, all students must attend the **Year 14 Induction** to help them finalise their course choices.

\* Ensure that you are back in time from your holidays!



## **CRITERIA FOR ANY EXTRA PLACES MADE AVAILABLE BY THE DEPARTMENT OF EDUCATION FOR ADMISSION INTO YEAR 13**

The Department of Education may, on request, increase the number of pupils that the College can admit into 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 above) 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 Our Lady and St Patrick's College, Knock.
2. Pupils from other schools where admission to an extra place at Our Lady and St Patrick's College, Knock has been agreed by the Department of Education.

Parents should note that the Department of Education will, in response to a school's request, increase the school 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 then check whether this other school or schools with places available 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 an extra 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:

- (i) denominational, (ii) non-denominational (iii) Integrated and (iv) 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.

### **Admission Criteria for External Applicants**

Year 12 students who are currently attending the College will be considered for Sixth Form entry before transferees from other schools. The Board of Governors, having agreed to the criteria for admission, has delegated to the **Transfer Sub-Committee** 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 DE. Where the overall College enrolment number is likely to be exceeded, it is left to the Transfer Sub-Committee to decide which year groups shall have priority in the allocation of places.

The Transfer Sub-Committee will first consider applicants to whom **special circumstances** apply, and who, on the documentary evidence submitted, appear capable of undertaking A-Level study. Applicants will then be ranked and allocated places in Year 13 in order of their **academic ability** as determined by a point score for each GCSE grade obtained. Evidence of academic ability will also be based on Progress Reports and assessments submitted from previous schools. The advice and opinions of the Principal and teachers of the previous school(s) will also be taken into consideration. A **positive reference** from the student's previous school will be required along with verification of relevant results, prior to entry.

If there are more external applicants to be considered than there are places available in Year 13, applicants with **equal academic ability** will be separated and allocated places using the following **subsidiary criteria** in the order set down:

1. Students who have a brother or sister presently enrolled in the College.
2. Students who are the eldest or only child in the family.
3. In the event of a tie between two or more applicants for the last available place lots will be drawn. This process will be witnessed by two members of staff who had no dealings with, or family interest in, the admissions process.