

## ST LOUIS GRAMMAR SCHOOL

151 Newry Road

Kilkeel

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**Principal:** Mr Kevin Martin BEd(Hons), MEd, PQH(NI)

**Chairperson of Governors:** Sr Mary O'Connor SSL

## Voluntary Grammar

**Age Range:** 11 – 18

**Admissions Number:** 130

**Enrolment Number:** 770

**Open Night: 21<sup>st</sup> November 2019**

**To Parents/Guardians naming St Louis Grammar School Kilkeel as a Preference on your child's Transfer Form for the Stage Two entry (40% of total year 8 intake)**

### ENTRANCE TEST RESULTS

In assessing academic ability for pupils St Louis Grammar School will use the grade awarded to pupils completing the GL Entrance Assessment on Saturday 16<sup>th</sup> November 2019 or the supplementary GL Entrance Assessment on Saturday 7<sup>th</sup> December 2019 as specified by St Louis Grammar School. In Section C of the Transfer Form, 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 25<sup>th</sup> January 2020.

### SPECIAL CIRCUMSTANCES

Any Parent/Guardian claiming Special Circumstances must complete the documentation in the Claiming Special Circumstances Pack available from St Louis Grammar School or from its website. This documentation known as Form SC1, together with the 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 St Louis Grammar School or its website. Parents wishing to claim Special Provision should also forward a copy of Form SP1 directly to the School by **6<sup>th</sup> March 2020**.
2. After this date claims for Special Provision should be made directly to **St Louis Grammar School** and to the Education Authority - Southern Region Transfer Department.

**If you are applying for Special Circumstances or Special Provision, please refer to those sections within the Admissions Policy provided.**

**Voluntary Contribution £60.00 p.a. (Maximum £150 per family)**

**Respective functions of the Board of Governors and Principal in Relation to Admissions to the school**

### ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8

For admission in 2020/21 St Louis Grammar School will operate a 3 stage application process. All applications will be considered for Stage One initially and applications which are not admitted at Stage One will automatically be considered at Stage Two. Applications will be considered at Stage Three in the event that residual places remain unfilled.

#### Stage One

Places will initially be allocated to those pupils applying for admission from the local area of Lower and Upper Mourne who have indicated St Louis Grammar School as their first preference. The local areas of Lower and Upper Mourne are geographically defined by the Diocese of Down and Connor parish boundaries. Pupils will be considered as being from the local area if they (i) live in the area, or (ii) attend a primary school in the local area. It will be the responsibility of parents to provide sufficient evidence that their child falls into this category.

If there are more eligible applications than there are places available, the following criteria will apply:

1. Applicants who have a sister or brother enrolled at the School at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
2. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the School.

3. Applicants whose brother or sister previously attended the School; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
4. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
5. Applicants who are the first child of the family to transfer to secondary education, i.e. the eldest child of the family.
6. Applicants who are the first child of the family to apply to a Grammar School.
7. Applicants who, at the date of their application, are entitled to Free School Meals Provision.
8. Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled. If two or more children have been born on the same date a random order selection will be used as a tie breaker.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2016/15 revised 20 September 2017)

### **Stage Two.**

For those pupils who have named St Louis Grammar School as their first preference on the application form, 40% of places (52 students) will be allocated based upon the results achieved by pupils in the Entrance Assessment provided by GL Assessment and administered by the Assessment Centres on the 16<sup>th</sup> November 2019 or 7<sup>th</sup> December 2019. This will form the primary evidence to be considered by the Subcommittee at Stage Two.

Places will be allocated to pupils who have obtained Grade A in the GL Entrance Assessments. If there are then more eligible applicants with Grade A than there are places available, the following Criteria will be applied in the order shown.

1. Applicants who have a sister or brother enrolled at the School at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
2. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the School.
3. Applicants whose brother or sister previously attended the School; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
4. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
5. Applicants who are the first child of the family to transfer to secondary education, i.e. the eldest child of the family.
6. Applicants who are the first child of the family to apply to a Grammar School.
7. Applicants who, at the date of their application, are entitled to Free School Meals Provision.

Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled. If two or more children have been born on the same date a random order selection will be used as a tie breaker.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2016/15 revised 20 September 2017)

Remaining places may be allocated to pupils who obtain lower grades in the GL Entrance Assessments. If, at this stage, there are more applicants with lower grades than places available, the Criteria 1 to 8 will be applied first to applicants who obtained Grade B1, in the GL Entrance Assessments, then to applicants who obtained Grade B2, then to applicants who obtained Grade C1, then to applicants who obtained Grade C2, then to applicants who obtained Grade D.

Applicants with Grade B1 will be admitted in priority to those with Grade B2. Applicants with Grade B2 will be admitted in priority to those with Grade C1, applicants with Grade C1 will be admitted in priority to those with Grade C2, and applicants with Grade C2 will be admitted in priority to those with Grade D. If after application of a

particular criterion there are still places to be filled then the next criterion will be applied to select applicants for places, in the order set out above through to criterion number 8.

If after the application of a particular criterion there are not enough places available for all those applicants who meet that criterion then the next criterion will be applied to select applicants for places, in the order set out above through to criterion number 8. In the event of two or more applicants having the same date of birth and thereby qualifying for the last place(s), the applicants will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.

### **Stage 3**

If, after Stage One and Stage Two have been completed there remain unfilled places, all applications which remain unplaced after Stage One and Stage Two will automatically be considered at Stage Three. Pupils will be admitted in the following order until 130 places have been filled in total between Stage One, Stage Two and Stage Three:-

- 1 Preference will be given to all pupils who name St Louis Grammar School as their 1st preference school on the application form.
- 2 Where selection has to be made between pupils after application of criterion 1 of Stage Three, the following sub-criteria will be applied in the order set down until all places are filled:-
  - I. Applicants who have a sister or brother enrolled at the School at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
  - II. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the School.
  - III. Applicants whose brother or sister previously attended the School; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
  - IV. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
  - V. Applicants who are the first child of the family to transfer to secondary education, i.e. the eldest child of the family.
  - VI. Applicants, who at the date of their application, are entitled to Free School Meals Provision.
  - VII. Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled.
  - VIII. Remaining places will be allocated to pupils who have not indicated St Louis Grammar School as their first preference, these children will be rank ordered for admission by application of I – VII above.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2016/15 (revised 20 September 2017)

### **NOTES FOR INFORMATION:**

- a. Each year 130 pupils may be admitted to Year 8.
- b. The criteria are drawn up by the Board of Governors which may delegate the application of them to an Admissions Subcommittee. Any reference herein to the term Board of Governors includes any Committee or Subcommittee appointed by the Board of Governors for the purposes of applying the Admission criteria set out herein.
- c. Parents/Guardians are asked to note that it is their full responsibility to provide all relevant information to the Board of Governors on or attached to the Transfer Form at the application stage, and the Board of Governors shall not be obliged to consider or seek any representations or additional information or documentary proofs not so furnished at the required time.

### **DUTY TO VERIFY**

The Board of Governors reserves the right to require 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.

Unless such verification is given in the required format and by the required deadline it will not be considered. Inaccurate or misleading information pertaining to an applicant's status may prejudice the award of a place and may lead to the withdrawal of any place awarded to an applicant who has thereby gained improper advantage.

**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 not being considered and/or the application not being considered by the Board of Governors and/or the withdrawal of a place in the School.

**APPLICATIONS AND ADMISSIONS TO YEAR 8**

| Year           | Admissions No | Total Applications All Preferences | Total Admissions |
|----------------|---------------|------------------------------------|------------------|
| <b>2017/18</b> | 80            | 99                                 | 82               |
| <b>2018/19</b> | 130           | 106                                | 106              |
| <b>2019/20</b> | 130           | 111                                | 111              |

**ADMISSION TO YEARS OTHER THAN YEAR 8**

The School accepts girls and boys considered capable by the Board of Governors (which term includes any Committee or Admissions Subcommittee or persons appointed by the Board of Governors to apply the Admission criteria set out herein) of benefiting from a Grammar School education and also contributing to the School ethos.

It is expected that an application to attend St Louis Grammar School indicates an acceptance of all school regulations by both parents and pupils.

Applications for admission to Years 9 to 13 should be submitted to the Principal. Application Form AP1 for Year 9 onwards is available from the school office or the Education Authority Website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions).

**ADMISSIONS POLICY TO YEARS 9 to 14**

The Board of Governors delegates the admission of pupils other than to Year 8 to the School 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 School's approved enrolment number.
2. In every case, suitability for St Louis Grammar School's provision will be an over-riding consideration. Convincing evidence of this suitability must be provided from his/her former school including reports, examples of classwork and homework and copies of completed examination papers. The School may also require applicants to complete assessments in Literacy and Numeracy.
3. A pupil must come with the recommendation of the Head of his/ her previous school.

**Conditions**

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

- The applicant must show an acceptance of the required academic standard and a willingness to achieve and maintain this standard.
- The applicant and his/ her parent(s)/guardian(s) must accept the rules and regulations of the School.

If the number of applicants who fulfil the criteria above for Admission to Years 9 -12 exceeds the number of places available, the Principal will, on the basis of the information presented to him, apply the following sub-criteria, in the order set down, in the selection of applicants:

- (i) pupils with the highest academic achievement and commitment to their studies as indicated by their school reports and their results in any public examinations or education and library board assessments;
- (ii) brothers or sisters of present or past pupils of the school or of pupils who have already been selected for admission to the school;
- (iii) children of members of the permanent teaching, administrative, technical or support staff of the school or of staff who are due to take up such an appointment;

If, on applying sub-criteria (i) to (iii) above, it becomes necessary to differentiate between applicants in a particular group, then the final available place(s) will be allocated on the basis of age ranked by date of birth with the youngest child admitted first. If two or more children have been born on the same date a random order selection will be used as a tie breaker.

### **ADMISSIONS POLICY FOR SIXTH FORM**

The following criteria will be applied to applicants who wish to study AS/A2/BTec in St Louis Grammar School.

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

- A minimum of 3Bs and 4Cs at GCSE or equivalent including English and Mathematics for AS/A2 levels
- A minimum of 5 GCSEs A\*-C or equivalent including English and Mathematics for BTec/Vocational studies
- A satisfactory report from School Principal
- The applicant and his/ her parent(s)/guardian(s) accepting the rules and regulations of the School.
- A very good level of performance in the subjects or curriculum areas that he /she wishes to study in Sixth Form, normally a B grade or better.
- Availability of places in particular subjects.
- Attending a meeting on results day with a member of the SLMT to confirm subject choices.

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

Progression from Year 13 to Year 14 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 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 Louis Grammar School Kilkeel.
2. Pupils from other schools where admission to an extra place at St Louis, 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 Schools will be required to meet the conditions set out above in the Admissions Criteria for Sixth Form. They must attend an interview with a member of the SLMT. The interview process will establish if St Louis Grammar School Kilkeel is the most appropriate option for the individual candidate.

Applicants must bring a copy of their results slip and their two most recent school reports and a birth certificate 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\*=1.5 points    C = 1 point