

DOMINICAN COLLEGE

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Principal: Mrs L Catney BSc PGCE PQH (NI)

Chair of Board of Governors: Mrs Sheila Crea

Voluntary Grammar School

Girls Grammar

Denominational

Age Range: 11-18

Admission No: 150

Enrolment No: 1050

OPEN DAY

Due to Covid-19, unfortunately, we are unable to host our usual Open Day this year. A prospectus, video and further information will be available on our website. www.dominicancollege.org.uk

To PARENTS/GUARDIANS naming Dominican College as a preference on your child's Transfer Application.

GL ENTRANCE ASSESSMENT RESULTS

In assessing academic ability, Dominican College will use the grade awarded to pupils completing the GL Entrance Assessment on **Saturday 13th November 2021** or the supplementary GL Entrance Assessment on **Saturday 11th December 2021**, as specified by the school. Parents/Guardians must state the grade achieved on the online Transfer Application, and must upload a copy of the statement of results which they will receive on **Saturday 5th February 2021**.

SPECIAL CIRCUMSTANCES

Any parent/guardian claiming Special Circumstances must submit an initial claim, by completing **Form SCR** in the Special Circumstances Pack, available from Dominican College or on our website. This **Form SCR** should be submitted to Dominican College by **2pm on Wednesday 15th December 2021**. **Form SC1**, together with the independent documentary evidence which corroborates the claim for Special Circumstances, must be uploaded with the Transfer Form. Please refer to the Access Arrangements and Special Circumstances Policy which is available on the school website.

SPECIAL PROVISION

For those currently in P7 in primary schools in Northern Ireland, claims for Special Provision should be made on **Form SP1** and uploaded with the Transfer Application, along with independent, verifiable documentary evidence, as appropriate. **Form SP1** is available from Dominican College or on our website. Parents wishing to claim Special Provision should also forward a copy of **Form SP1** directly to Dominican College by **Wednesday 23rd February 2021**. After this date, claims for Special Provision should be made directly to Dominican College and the Admissions Office of the Education Authority.

Further details on Special Circumstances and Special Provision are outlined in the Admissions Policy.

ADMISSIONS POLICY

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the Board of Governors includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admissions Criteria set out herein.

It is the responsibility of the parents/guardians to ensure that they supply, on/with the Transfer Application, all the information required to enable the Board of Governors to apply the admissions criteria.

NOTES ON SPECIAL CIRCUMSTANCES

Details of Medical or Other Problems

Where it is claimed that an applicant's performance in the GL Assessment has been affected by a medical or other problem, it is the responsibility of the parents/guardians to set out in the online Transfer Application, the precise details of the problem and append/upload independent evidence to corroborate its existence.

Where the problem is a medical one of short term duration which affected the applicant only at the time of the assessment, the school will require the production of evidence that the applicant was examined by a medical practitioner in relation to the illness, at the time of the assessment.

Where the problem is of a non-medical nature the Parents/Guardians should append/upload appropriate independent evidence.

If a claim for special circumstances is made in respect of matters for which access arrangements were granted, or could have been granted had they been made 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 for these matters.

Educational Evidence

Sufficient objective documentary evidence must be provided by the Parents/Guardians applying for Special Circumstances and be uploaded with the online transfer application, to enable the Board of Governors to reach a decision. The following must be provided:

- 1. Results of all standardised tests in English/Literacy and Mathematics/Numeracy taken by the applicant in Key Stage 2. These should be CAT4 (Verbal and Quantitative) and/or PTE and PTM Standardised Age Scores (SAS).**
- 2. All test results must be accompanied by the name of the standardised test supplier and verified by the Primary School Principal (ie signature, School stamp/school headed notepaper)**

Parents may provide any other relevant educational evidence from the Primary School.

Applicants considered under Special Circumstances will be judged on evidence made available to the school and awarded a grade accordingly. The Board of Governors will convert the standardised test results supplied by the applicant and provide a grade equivalent for the applicant. (Protocol available on request)

These grades will be considered with those of all other applicants who received a grade and the admissions criteria applied.

NB: The existence of special circumstances DOES NOT in itself lead to automatic admission to Dominican College, or an adjustment to the grade attained. Each case is considered on its own merit by the Board of Governors.

It is emphasised that the onus is on the Parents/Guardians to ensure that the above information is provided by the Primary School. Failure to provide such information may result in the school being unable to consider the application for Special Circumstances.

Parents should be aware that they have a statutory right to obtain information on their own child from their Primary School. Further information on parents' rights can be obtained from the Information Commissioners Office (www.ico.gov.uk).

NOTES ON SPECIAL PROVISION

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

1. moving or recently moved to Northern Ireland:
 - a) whose parents/guardians wish them to transfer to post-primary schools from primary schools outside Northern Ireland;
 - b) who have received more than half of their primary education outside Northern Ireland.
2. whose educational provision has been negatively affected by serious medical or other problems which are supported by independent verifiable documentary evidence and who may have been unable to take either of the GL Assessments; or,
3. who were entered for GL Assessment (2021) but were unable to sit either the GL Entrance Assessment on **Saturday 13th November 2021** or the supplementary GL Entrance Assessment on **Saturday 11th December 2021**

Applicants in categories 1. (a) & (b) who wish to apply under Special Provision do not need to take the GL Entrance Assessment or the supplementary assessment unless their parents/guardians so wish, in which case the GL Entrance Assessment grade obtained would also be considered.

The Board of Governors will require an assessment of an applicant's abilities to be carried out by a suitably qualified person or body approved by the school.

It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in the GL Entrance Assessment and to submit appropriate documentary evidence which must be uploaded with the online Transfer Application.

The Board of Governors will consider each application for Special Provision. Where this is granted, the Board of Governors will determine, on the basis of the information available, an appropriate grade equivalent for the applicant. Such applicants will then be considered with all other applicants who have received a GL Assessment grade and the admissions criteria applied.

ADMISSIONS CRITERIA FOR ENTRY TO YEAR 8 IN SEPTEMBER 2022

Applicants resident in Northern Ireland at the time of their proposed admission will be selected for admission before any child not so resident can be selected.

The Board of Governors of Dominican College will consider all claims for Special Provision and Special Circumstances. Where a claim is accepted, the Board of Governors will assign a grade to the applicant. Those applicants will then be considered along with all other applicants who have received a grade through GL Assessment, and the admissions criteria applied.

The Board of Governors will apply the following criteria for admissions in September 2022, in order of priority as set down below. If after the application of a criterion, there remain more applicants than places available, the next criterion is applied.

ADMISSIONS

Applicants will be ranked in order of the Grade attained in the GL Assessment, the Grade awarded under Special Provisions, or the Grade awarded under Special Circumstances, namely A, B1, B2, C1, C2 and D.

- A. First preference will be given to those applicants who have attained Grade A in the GL Assessment or have been awarded Grade A under Special Provision or have been awarded Grade A under Special Circumstances.

- B. If places remain after all Grade A applicants have been admitted, priority will be given to those applicants who have attained Grade B1 in the GL Assessment or have been awarded Grade B1 under Special Provision or have been awarded Grade B1 under Special Circumstances.
- C. If places remain after all Grade B1 applicants have been admitted, priority will be given to those applicants who have attained Grade B2 in the GL Assessment or have been awarded Grade B2 under Special Provision or have been awarded Grade B2 under Special Circumstances.
- D. If places remain after all Grade B2 applicants have been admitted, priority will be given to those applicants who have attained Grade C1 in the GL Assessment or have been awarded Grade C1 under Special Provision or have been awarded Grade C1 under Special Circumstances.
- E. If places remain after all Grade C1 applicants have been admitted, priority will be given to those applicants who have attained Grade C2 in the GL Assessment or have been awarded Grade C2 under Special Provision or have been awarded Grade C2 under Special Circumstances.
- F. If places remain after all Grade C2 applicants have been admitted, applicants who have attained Grade D in the GL Assessment or have been awarded Grade D under Special Provision or have been awarded Grade D under Special Circumstances will be admitted.

In the event of the number of applicants in a category under consideration (i.e. Grades A, B1, B2, C1, C2, D) exceeding the number of places available, priority will be given to pupils using the Sub Criteria below in the order set down below.

SUB CRITERIA

1. Applicants who have a sibling* (see note below) currently enrolled at Dominican College, or a sibling who has already been selected under the current transfer procedure. (Please state the name, year group and years attended of the sibling(s)).
If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 2.
2. Applicants who had a sibling* (see note below) previously enrolled at Dominican College. (Please state the name, year group and years attended of the sibling(s)).
If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 3.
3. Applicants who are the eldest girl of the family to be eligible to apply for admission to Dominican College. This criterion covers only children, and the Board of Governors will treat twins or other multiples as joint eldest.
Applicants who consider that this criteria applies to them (as the 'eldest' girl of the family), must provide a verifying letter written on headed notepaper, and signed by one of the following, who is not a member of the child's family:
 - Primary school principal
 - Family doctor
 - Parish priest/member of clergy known to the familyIf an applicant has an elder sibling who did not gain entry to Dominican College in previous years due to applying to Dominican College and not gaining entry, she shall be considered with all eldest girls (evidence must be provided).
If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 4.
4. Applicants who are entitled to Free School Meals**
If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 5..

5. Applicants who are enrolled at the following feeder primary schools (no priority will be given to any particular school);

Abbots Cross PS	Antrim PS	Ashgrove PS	Ballyhenry PS
Ballymacrickett PS	Ballymacward PS	Ballysillan PS	Ben Madigan Prep
Bunscoil Bheann Mhadagain	Bunscoil Phobal Feirste	Carr's Glen PS	Cavehill PS
Christ the Redeemer PS	Cliftonville Integrated PS	Crumlin PS	Fairview PS
Gaelscoil Eanna	Gaelscoil Ghleann Darach	Gaelscoil Na Bhfal	Glengormley IntegratedPS
Greenisland PS	Hazelwood IntegratedPS	Holy Child PS	Holy Cross Girls' PS
Holy Family PS	Holy Rosary PS	Holy Trinity PS	Ligoniel PS
Lowwood PS	Mercy PS	Mossgrove PS	Mount St Michael PS
Oakwood PS	Our Lady of Lourdes PS	Our Lady's PS	Our Lady Queen of Peace PS
Scoil An Droichid	Scoil Na Fuisseoige	Seaview PS	St Anne's PS
St Bernard's PS (Glengormley)	St Bernard's PS (Belfast)	St Bride's PS	St Clare's PS
St Colman's PS	St Comgall's PS	St James' PS	St John the Baptist PS
St Joseph's PS (Antrim)	St Joseph's PS (Crumlin)	St Joseph's PS(Lisburn)	St Joseph's PS (Slate St)
St Kevin's PS	St MacNissi's PS	St Malachy's PS	St Mary's, Divis Street
St Mary's, Kircubbin	St Mary's on the Hill PS	St Mary's Star of the Sea	St Matthew's PS
St Michael's PS	St Nicholas' PS	St Oliver Plunkett PS	St Patrick's PS
St Paul's PS	St Peter's PS	St Teresa's, Glen Road	St Therese of Lisieux PS
St Vincent de Paul PS	Templepatrick PS	Whiteabbey PS	Whitehead PS

If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 6.

6. If after consideration of the above criteria there remain more applicants than places available, places will be allocated by date of birth as identified on the birth certificate presented at registration for the entrance assessment. Priority will be given to the oldest applicant.

If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 7.

7. If after consideration of the above criteria, there remain more applicants than places available, places will be allocated on the basis of the initial and subsequent letters of the applicant's surname followed by the applicant's forename(s) (as entered on the birth certificate). This letter order was determined by random computerised selection and verified by the Board of Governors.

T V X I G J D M Q U E W B S H Y A Z C O R L K F N P

*A "sibling" is regarded as a "child of the family", as defined by DE in circular 2016/15.

** "entitled to Free School Meals" will mean applicants who are listed on the Education Authority register as entitled to Free School Meals at the date on which their Parent or Guardian has submitted their post-primary Transfer Application, or any date up to and including 9th March 2022..

Please Note:

When considering which applicants should be selected for admission, the Board of Governors will only take into account information which is detailed on or uploaded with the Transfer Application. Parents should therefore ensure that **all** information pertaining to their child and relevant to the school's admission criteria is stated on the Transfer Application or uploaded with it. An example of such information includes: whether the child has a sibling currently enrolled at Dominican College or is the eldest girl of the family eligible to transfer to mainstream post-primary education.

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 Application. If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

WAITING LIST POLICY

The names of all unsuccessful applicants will be automatically placed on the waiting list. Parents/Guardians should contact the school in writing if they wish their daughter’s name to be removed from the waiting list.

Should a vacancy arise after 21st May 2022, all applications, on the waiting list, for admission to Year 8 including: applications that were initially refused; new applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30th June 2023.

The school will contact parents in writing if their child gains a place in the school by this method.

Applications and Admissions

Year	Admissions No	Total Applications <i>All preferences</i>	Total Admissions
2019/20	160**	222	163*
2020/21	160**	200	160*
2021/22	160**	253	164*

*includes children who were admitted to the School with a statement of special educational needs and children admitted on appeal.

** temporary variation granted for admission of an additional 10 places.

VOLUNTARY CONTRIBUTION

There is no Capital Fee payable, but we ask parents/guardians for a voluntary contribution of £120 per annum (payable at £10 per month if desired) to assist with the provision of additional facilities and equipment.

Admission criteria for Years 9 to 13 is available on the school website, or by contacting the school directly.