

ST DOMINIC'S HIGH SCHOOL

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Principal: Mrs Carol McCann BA PGCE PQH (NI)
Chair of Board of Governors: Mr Rory Galway

**Voluntary Grammar School
Girls' Grammar**

Age Range: 11-18

Admission No: 141

Enrolment No: 966

OPEN DAY
Virtual Open Day
Please see the School Website

To Parents/Guardians who wish to choose St. Dominic's as a preference on your child's Transfer Application

The Board of Governors of St Dominic's remain firmly committed to academic selection as a method of entry to the School. In this unprecedented year, due to the COVID-19 pandemic and the cancellation of the GL Entrance Assessment, alternative criteria have been adopted for this year only

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 Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the 'Board of Governors' includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admission criteria set out herein.

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO FORM 1 (YEAR 8) IN SEPTEMBER 2021

NOTE: IT IS THE SOLE RESPONSIBILITY OF THE PARENT/GUARDIAN/CARER OF A PROSPECTIVE PUPIL TO ENSURE THAT THERE IS SUBMITTED, EITHER ON THE TRANSFER APPLICATION OR TOGETHER WITH THE TRANSFER APPLICATION, ALL THE INFORMATION REQUIRED TO ENABLE THE BOARD OF GOVERNORS TO APPLY THE ADMISSIONS CRITERIA OF THE SCHOOL TO THE APPLICATION OF THE PROSPECTIVE PUPIL. ONLY EVIDENCE SUBMITTED EITHER ON THE TRANSFER APPLICATION OR ATTACHED TO THAT APPLICATION AT THE TIME OF SUBMISSION TO THE SCHOOL FOR ADMISSION SHALL BE CONSIDERED BY THE BOARD OF GOVERNORS IN THE ALLOCATION OF A PLACE TO THE APPLICANT.

St Dominic's Grammar School will initially consider only those applicants who had registered to sit the GL Entrance Assessment at any PPTC Assessment Centre.

The Board of Governors will not use as a criterion the position of preference given to the school on the Transfer Application i.e. an applicant who has chosen St Dominic's Grammar School in any position on the Transfer Application will be considered equally with those who have put the school first.

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

ADMISSIONS CRITERIA

Priority will be given to those applicants who registered to take the GL Entrance Assessment at any PPTC Assessment Centre. A copy of the GL registration Card must be uploaded to the On-line Transfer Application

In the event that there are more applications from pupils who had registered to sit the GL Entrance Assessment than places available, applicants shall be selected in the order of priority set down below:

- (a) Applicants who at the date of application, have a child of the family currently enrolled at the school. **(The name of the child of the family and her year group are required on the Transfer Application).**
- (b) Applicants who are the eldest girl in the family eligible to transfer to mainstream secondary school. This criterion covers 'only' children.
(Please provide verifying letter written on headed notepaper signed by one of the following: (i) School principal (ii) Family Doctor (iii) Parish Priest.
The following applicants will also be considered as eldest child :
- *If a girl has an older sister who formerly was a pupil in the school. State the name of the pupil and the years attended. Provide maiden name if appropriate.*
 - *If a girl has an older sister who did not gain entry to St. Dominic's in previous years due to not sitting transfer or applying and not achieving a grade which enabled her to gain entry (evidence must be provided).*
 - **If a family has moved to the school's catchment area and her elder siblings did not have the opportunity to apply or attend St Dominic's , she should be considered with first/eldest girls (evidence must be provided that the pupil lived at least thirty miles from the school and hence it would not have been possible to attend St. Dominic's).*
- (c) Applicants who are not allocated to any of the groups above.

***Catchment** - *The majority of pupils who currently attend St. Dominic's live in the Greater Belfast, Crumlin and Glenavy areas with a number who travel from the North Down and Lurgan/Craigavon areas as the school is accessible by public transport from these areas.*

If there are more applicants who satisfy any one of the criteria when they are all applied in the order of priority as set down above than there are places available, applicants within that criterion will be selected using the tie breaker method detailed below:

Applicants will be selected for admission on the basis of initial letter(s) of surname (as shown on their transfer application) in an **order determined by random selection. In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetic order. In the event of two identical surnames the alphabetical (randomised) order of the initials of the forenames will be used. In the event of forenames having the same initial then the children will be accepted by date of birth with preference given to the oldest.

****The order will be determined by random selection, witnessed by at least three members of the Admissions Committee on a date prior to receipt of transfer applications.**

SPECIAL PROVISION - Special Provision will only apply to children not registered for GL assessment by **October 16 2020** because they took up residence in Northern Ireland after the registration date **(evidence must be supplied and submitted with the transfer application).**

Parents/guardians who wish to apply to the school under special provision should complete Form SP1(available on request from the school) stating precisely why they believe that the child is eligible for consideration under special provisions and upload it with the appropriate evidence with the Transfer Application.

Parents/Guardians who are applying for Special Provisions must do so by **16 March 2021**. Using the information provided the Board of Governors will determine whether Special Provisions applies. If it does, **those children who the Board of Governors considers to be eligible will be included under Criterion (b) of the Admissions Criteria .**

DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support/verify information on the Transfer Application or appended to the Transfer Application by parents/guardians. For verification purposes original documents are normally required and not facsimiles or photocopies.

The provision of false or incorrect information or the failure to provide any requested verifying documents within the deadline set by St Dominic’s High School will result in either the withdrawal of a place or the inability of the school to offer a place.

The responsibility to ensure that:

- the Transfer Application and other necessary documentation is correctly completed; and
- any required verification documents are provided within specified deadlines, lies with the parents/guardians of the child.

WAITING LIST POLICY

Should a vacancy arise after June 18 2021 all applications for admission to Year 8 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 30 June 2022. The school will contact you in writing if your child gains a place in the school by this method.

Your child’s name will be automatically added to the list. Please contact the school if you wish for your child’s name to be removed from the list.

If the application is made by a child who arrived in Northern Ireland after the transfer procedure has been concluded and the Admissions Sub Committee deems the child is suitable to be admitted, the school will then seek an additional place from the Department of Education. Admission is dependent upon the Department of Education making an additional place available for said pupil and the school being able to accommodate an additional pupil.

Information on admissions in the last three years is set out below. Parent are asked to pay a Voluntary Contribution (currently £100 per annum for the first child in the family, £50 per subsequent child)

Applications and Admissions

Year	Admissions No	Total Applications <i>ie. All preferences</i>	Total Admissions
2018/19	141	203	141
2019/20	141	242	**171
2020/21	141	221	168

** DE granted St. Dominic’s a temporary variation to the school’s admission numbers in 2019 and 2020.

Criteria for admission to years 9 onwards.

Parents should apply in writing to the principal. In the event of a place becoming available, parents are advised to submit school reports including the most recent for consideration and decision. All things being equal, preference will be given to sisters of current pupils.

At post-16, admission will be dependent on GCSE results.