

ST DOMINIC'S HIGH SCHOOL

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Principal: Mrs Orla O'Neill BSc. 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

Unfortunately, due to Covid 19, we are unable to showcase the school through our Annual Open Morning
Please see the School Website for our Virtual Open Day

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

Entrance Assessment Results

St Dominic's Grammar School will give preference to, (apart from those who qualify for either the Special Circumstances or Special Provision procedures), those applicants awarded a **grade** by GL in completing the GL Entrance Assessment on **Saturday 13th November 2021** or the Supplementary GL Entrance Assessment on **Saturday 11th December 2021**.

Parents/guardians/carers must state the GL GRADE achieved and attach to the online Transfer Application a copy of the statement of results.

Special Circumstances

Special Circumstances usually refers to the claim that as a result of medical or other problems an applicant's performance in the GL Assessment was affected. Any parent/guardian claiming Special Circumstances must submit an initial claim by completing form SCR in the Special Circumstances pack available from St Dominic's Grammar School or from its website and must submit the initial claim to St Dominic's Grammar School by **2pm on December 15th 2021**. Independent evidence in support of Special Circumstances is not required to be produced at this stage. This documentation, together with the independent, verifiable documentary evidence which corroborates the Special Circumstances claim, must be attached to the Transfer Application and include the SC1 form.

Special Provision

Special Provision may be made by the Admissions Committee of the Board of Governors for applicants:

- a) who are transferring from primary schools outside Northern Ireland
- b) who have received more than half of their primary education outside Northern Ireland
- c) whose educational provision to date has been negatively affected by serious medical or other problems which is supported by independent verifiable documentary evidence and who have not taken the GL Assessment or its Supplementary Assessment.
- d) who were entered for the GL Assessment and it took place, but the applicant was unable to sit either the GL Assessment or Supplementary Assessment as a result of COVID-19.

1 For those applicants currently in P7 in Primary Schools in Northern Ireland, claims for Special Provision should be made on Form SP1 and attached to the online Transfer Application. Form SP1 is available from the school or its website. Parents wishing to claim Special Provision should also forward a copy of Form SP1 directly to St Dominic's Grammar School by **4 pm on Wednesday 23rd February 2022**.

2 After this date, claims for Special Provision should be made directly to St Dominic's Grammar School by **2pm on Monday 4th April 2022 and the relevant Education Authority Transfer Section notified**.

Further details can be found in the sections 'Note on Special Circumstances' and 'Note on Special Provisions' below.

Information on grades and admissions in the last three years are set out below. Further details will be provided in the information pack on the school website. Parents are asked to pay a Voluntary Contribution (currently £100 per annum for the first child in the family, £50 per subsequent child)

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 2022

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.

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.

SPECIAL CIRCUMSTANCES AND SPECIAL PROVISION PROCEDURES

The Board of Governors will consider applicants claiming that Special Circumstances or Special Provision exist including applicants when the GL Assessment is not undertaken or grades are not available for Covid 19 reasons as outlined within this Admissions Criteria. These will be considered first. 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 Entrance Assessment grade and the admissions criteria applied.

NOTE ON SPECIAL CIRCUMSTANCES

Special Circumstances allow for a post examination adjustment or provision of a grade to an applicant who is eligible for consideration.

If a claim for the consideration of 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 Admissions Committee may take into account the fact that the applicant was granted access arrangements or could have been granted access arrangements for those matters. Where a need or problem is identified in advance of the assessment taking place, an application for Access Arrangements should be made. Special Circumstances should be sought only where events on the day of the assessment or factors unknown at the time are considered to have directly influenced the outcome on the day of the GL Assessment or if relevant the Supplementary GL Assessment.

NB: The existence of special circumstances **DOES NOT** in itself lead to automatic admission to the school. Each case is considered on its own merits by the Board of Governors.

Requests for Special Circumstances must be made **by 2pm on December 15th**. The decision as to whether to take such circumstances into consideration will not be taken at this time by St Dominic's Grammar School but the school will confirm receipt of the initial claim to the parent/guardian/carer. This confirmation must be attached by the parent/guardian/carer to the Transfer Application along with full, supporting documentary evidence when an application is made for post-primary transfer for the child.

Circumstances relating to application for Special Circumstances must apply at the time of the Entrance Assessment and be supported by appropriate written evidence. A Special Circumstances claim will not be considered without such evidence.

It is the responsibility of parents /guardians/carers to ensure that such claims and all verifying information are included on form SC1, attached to the Transfer Application and forwarded to the school via the Education Authority

DETAILS OF MEDICAL OR OTHER PROBLEMS:

Where it is claimed that an applicant's performance in the GL Entrance Assessment or if relevant the Supplementary GL Assessment has been affected by a medical or other problem, independent evidence of its existence **must** be provided to the school by attaching it to the online transfer application. Where the problem is a medical one of short term duration which affected the applicant only at the time of the GL Entrance 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 GL Entrance Assessment. This evidence should be provided on headed notepaper of the medical practitioner and signed and dated by him/her.

Where the problem is of a non-medical nature the parents/guardians/carers **must** set out in the Transfer Application precise details of the problem and append any appropriate independent evidence to corroborate its existence. **(Please refer to the following documents: 'Post Primary Transfer Consortium ENTRANCE ASSESSMENT ACCESS ARRANGEMENTS POLICY' (Section 11) and 'Claiming Special Circumstances: A guide for parents & guardians of children who have taken the GL Entrance Assessment').**

Note on COVID-19: Special Circumstances will not be applied solely due to lost teaching and learning time due to the COVID-19 pandemic. Lost teaching and learning is being addressed in the GL Entrance Assessment 2021 via the assessment methods and the reduction in the content that will be assessed. Specific COVID-19 impacts which are unique to the applicant may still be applicable to Special Circumstances.

EDUCATIONAL EVIDENCE:

Sufficient objective documentary evidence must be provided by the parents/guardians/carers applying for Special Circumstances and accompany the Transfer Application, and verified by the primary school to enable the Board of Governors to reach a decision.

It is the responsibility of parents/guardians/carers to ensure that such claims and all verifying information are included on form SC1 and attached to the Online Transfer Form/Application

At the time of completing the Online Transfer Application/Form, details of the Special Circumstances and independent supporting evidence should be provided and attached to the Transfer Application.

The following information **should** be provided on form SC1:-

- Records of the results of all available KS2 CAT4 (verbal and quantitative) and/or PTE/PTM results. These must be verifiable and should be signed off by the Primary School Principal. The verified results should be attached to the Transfer Application/ Form or its equivalent;
- All test results should be accompanied by the name of the standardised test and the supplier of the test, and be dated and verified by the primary school(eg. Signature of Principal, School stamp/headed notepaper);
- Any other relevant educational material from the Primary School.

The Board of Governors will, when considering the weight to be given to submitted evidence, consider standardised test results as ranking in priority to other submitted evidence.

The Board of Governors may decide in relation to an applicant in this category of special circumstances, that the grade which the applicant in fact achieved in the GL Assessment is the grade which the applicant would have achieved if they had sat the GL Assessment under the normal circumstances. Once a decision has been made the applicant will be considered alongside all other applicants who have been awarded a grade.

Applications received under Special Circumstances will be considered on the evidence made available to the school and awarded a grade using the school's protocol, which is available upon request.

General Note on Special Circumstances Applications:

It is emphasised that **the onus is on the parents/guardians/carers** 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/guardians/carers have a statutory right to request and obtain information on their child.** Further information on the rights to access pupil records is available from the Information Commissioner's Office or from the following website: <http://www.ico.org.uk>

For further information, please refer to the following policy documents: 'Post Primary Transfer Consortium ENTRANCE ASSESSMENT ACCESS ARRANGEMENTS' (Section 11) and 'Claiming Special Circumstances: A guide for parents & guardians of children who have taken the GL Entrance Assessment'. The guidance documentation is available from the school or to download from the school website www.stdominics.org.uk

Applicants considered under Special Circumstances will be judged on the evidence made available to the school and awarded a score and grade.

NOTE ON SPECIAL PROVISION

Applications which fall into this category shall be considered before the consideration of the applications of those who sat the GL Entrance Assessment under normal circumstances.

Special provision may be made by the Board of Governors for applicants:

- a) who are transferring from primary schools outside Northern Ireland
- b) who have received more than half of their primary education outside Northern Ireland
- c) whose educational provision to date has been negatively affected by serious medical or other problems which is supported by independent verifiable documentary evidence and who have not taken the GL Assessment or its Supplementary Assessment.
- d) who were entered for the GL Assessment and it took place, but the applicant was unable to sit either the GL Assessment or Supplementary Assessment as a result of COVID-19.

It is the responsibility of parents/guardians/carers to provide on the SPI form the precise reasons why the applicant did not take part in the GL Entrance Assessment and to submit appropriate documentary evidence attached to the Transfer Application.

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

The Board of Governors will require a suitably qualified person or body approved by the school to make an assessment of the applicant's ability. This will be known as the Special Provision Assessment. The SP protocol is available from the school on request.

The Board of Governors, within the operation of its admissions criteria, will decide whether these children should be admitted on the basis that they fall within the ability range of other pupils being admitted in that year.

Parents of pupils presently enrolled in P7 wishing to claim Special Provision should complete the appropriate documentation, stating the case for eligibility under this category, and attach to the pupil's Online Transfer Application before it is sent to the Education Authority (Transfer Department). **This should be completed by 4 pm on Wednesday 23rd February 2022.** After this date, claims for Special Provision should be made directly to St Dominic's.

The Board of Governors will consider each application for Special Provision. Where this is granted, the Board of Governors will;

- contact parent(s)/guardian(s)/carer(s) of the applicant;
- arrange a date and time for the applicant to sit the above assessment in the school. As with the GL Assessment the Special Provision Assessment will also be marked by GL.

- The result of the test will be converted into a grade.
- When the grade has been assigned parents will be informed.

Where St Dominic's Grammar School is not your first preference school and you have sat a Special Provision Assessment in another school, St Dominic's will use the results of that Special Provision Assessment in the Special Provision Procedure.

Such applications will **then** be considered with all other applicants who have received a GL Entrance Assessment grade and the admissions criteria applied.

ALLOCATION OF PLACES

St Dominic's Grammar School will give preference to those pupils for whom a grade relating to the GL Entrance Assessment method has been awarded by GL or assigned by the Board of Governors pursuant to the special circumstances/special provisions procedures. Information on the GL Entrance Assessment is available from the school, or available to download from the school website at www.stdominics.org.uk

All girls resident in Northern Ireland at the time of their proposed admission to the school will be selected for admissions before any girl not so resident.

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

Applicants shall be selected in the order of priority set down below:

1. Applicants awarded a Grade A in the GL Entrance Assessment and those applicants regarding whom parental claims for consideration of *special circumstances* and/or *special provisions* have been accepted and who, in the opinion of the Admissions Sub-Committee, based on the documented evidence submitted, are of comparable ability to those pupils awarded Grade A.
2. Applicants awarded a Grade B1 in the GL Entrance assessment and those applicants regarding whom parental claims for consideration of *special circumstances* and/or *special provisions* have been accepted and who, in the opinion of the Admissions Sub-Committee, based on the documented evidence submitted, are of comparable ability to those pupils awarded Grade B1.
3. Applicants awarded a Grade B2 in the GL Entrance Assessment and those applicants regarding whom parental claims for consideration of *special circumstances* and/or *special provisions* have been accepted and who, in the opinion of the Admissions Sub-Committee, based on the documented evidence submitted, are of comparable ability to those pupils awarded Grade B2.
4. Applicants awarded a Grade C1 in the GL Entrance Assessment and those applicants regarding whom parental claims for consideration of *special circumstances* and/or *special provisions* have been accepted and who, in the opinion of the Admissions Sub-Committee, based on the documented evidence submitted, are of comparable ability to those pupils awarded Grade C1.
5. Applicants awarded a Grade C2 in the GL Entrance Assessment and those applicants regarding whom parental claims for consideration of *special circumstances* and/or *special provisions* have been accepted and who, in the opinion of the Admissions Sub-Committee, based on the documented evidence submitted, are of comparable ability to those pupils awarded Grade C2.
6. Applicants awarded a Grade D in the GL Entrance Assessment and those applicants regarding whom parental claims for consideration of *special circumstances* and/or *special provisions* have been accepted and who, in the opinion of the Admissions Sub-Committee, based on the documented evidence submitted, are of comparable ability to those pupils awarded Grade D.

If there are more applicants who satisfy any one of the criteria 1-6 when they are being applied in the order of priority set down above than there are places available, then applicants within that criterion shall be selected to fill the remaining places by applying the following Sub Criteria in the order of priority set down below:-

- (a) Applicants of whom a sibling (sister or half-sister or step sister or legally adopted/foster sister or half sister) is currently or formerly was a pupil enrolled in the school. State the name of the pupil, year group and years attended (in the case of a former pupil). Provide maiden name if appropriate.

- (b) Applicants of whom a sibling as defined in (a) above qualified for admission under Criteria 1-6 for entry into St Dominic's (e.g. a twin) in the current admissions year (2022-23).
- (c) Applicants who are the eldest child of the family (*"of the family" will be defined in accordance with Department of Education guidance*). eligible to transfer to mainstream secondary school. This criterion covers 'only' children. Twins or other multiples will be treated as joint eldest.
(Please provide verifying letter in relation to (a), (b) and (c) written on headed notepaper signed by one of the following: (i) School principal (ii) Family Doctor (iii) Parish Priest.
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 who applied to St Dominic's but did not achieve a grade which enabled her to gain entry, she should be considered with all first/oldest girls(evidence must be provided).
- (d) Applicants who are entitled to Free Schools Meals*

If there are more applicants who satisfy any one of the Sub Criteria (a)-(d) when they are being applied in the order of priority as set down above than there are places available, applicants within that sub-criterion will be selected by rank order of the combined standardised age score attained in the GL Assessment tests, the highest scoring applicant being ranked first, the next highest candidate being ranked second etc. In the event of two or more candidates having the same combined standardised mark score and qualifying for the last place(s) the award of place(s) shall be granted to the applicants who ordinarily reside within the shortest radial distance as the crow flies from the school as measured from the school entrance gate on the Falls Road, Belfast to the applicant's home.

* "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 signed their post-primary Transfer Application, or at any date up to and including 9 March 2022 at 4 pm.

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 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.

WAITING LIST POLICY

Should a vacancy arise after 21 May 2022 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.

* The child will be required to sit an appropriate assessment which enables the school to ascertain if the child would have gained entry through the transfer procedure.

Applications and Admissions

Year	Admissions No	Total Applications <i>ie. All preferences</i>	Total Admissions
2019/20	141	242	**171
2020/21	141	221	**168
2021/22	141	308	**166

** DE granted St. Dominic's a temporary variation to the school's admission number in 2019, 2020 and 2021

Criteria for admission to years 9 onwards.

Parents should apply in writing to the principal. In the event of a place becoming available, parents will be 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.