

DOMINICAN COLLEGE

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Principal: Ms R Ronan BSc, MSc

Chairperson of the Board of Governors: Mr Michael Fleming BA



**Voluntary Grammar School
(Denominational)**

Age Range of Pupils: 11-18

Admissions Number: 100

Enrolment Number: 607

OPEN NIGHT

The school will be open for visits by Year 7 pupils and parents on Wednesday 8th January 2020 from 6.30 pm - 9.00 pm and Thursday 9th January 2020 from 9.00 am – 11.00 am. Following an introductory talk by the Principal, everyone will have an opportunity to tour the school, meet with students and teachers and see something of pupils' work. A full school prospectus will be available at the open evening.

To parent(s)/guardian(s) naming Dominican College, Portstewart as a preference on your child's Transfer Form

ENTRANCE ASSESSMENT RESULTS

1. Please ensure that you provide the following information on **Section C of your child's Transfer Form**:
 - Your child's GRADE in the GL Assessment and his/her Candidate Number. Please write the words "GL Assessment Grade" followed by the Grade and then write the Candidate Number in brackets.
2. Please ensure that you attach a copy of the GL Assessment Results slip to the Transfer Form.

SPECIAL CIRCUMSTANCES and/or SPECIAL PROVISIONS

If you are making a claim for your child to be considered under Special Circumstances or Special Provisions, please note that you are required to:

- present all such material as you consider will assist the Board of Governors in its determinations
- attach all such material to the Transfer Form

Further details can be found in the 'Special Circumstances and/or Special Provision sections'.

Fees & Charges

The school has no Capital Fee. Parents are invited to make a Voluntary Contribution of £100 per pupil.

ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8

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

The Board of Governors is the relevant admissions authority for Dominican College, Portstewart ("the College"). The Board of Governors draws up and approves the Admissions Criteria and delegates to a Selection Sub-committee responsibility for considering all applications for admission to Year 8 including applications for Special Circumstances and/or Special Provision.

Any reference to the term 'the Board of Governors' within these Admissions Criteria includes the Selection Sub-committee nominated and approved by the Board of Governors, for the purposes of applying the Admissions Criteria set out in this document.

The Board of Governors has agreed that in the event that the number of applications for places at the College exceeds the College Admissions Number of 100, the criteria set out below will be used.

Pupils resident in N. Ireland at the time of their proposed admission will be considered before any pupil not so resident.

It is the responsibility of parent(s)/guardian(s) to ensure that all the information required by the College, accompanies the Transfer Form. Failure to provide the required information may result in the College being unable to consider the application.

Parent(s)/Guardian(s) should note that they may be required to produce documents verifying information pertinent to the College's Admission Criteria. Original documents are required; facsimiles or photocopies will not be accepted. Where the Board of Governors has a general knowledge or belief of a problem relating to false or incorrect information the College will take action to ensure that no pupil gains a place through use of such information.

For admission in 2020/21 Dominican College will operate a 2 stage application process. All applications will be considered for Stage One initially and in the event that applications considered at Stage One exceed the number of places available all applications which are not admitted at Stage One will automatically be considered at Stage Two.

Stage One Academic Entry

The College will consider only those pupils who have taken the GL Assessment provided by the Post Primary Transfer Consortium and those for whom Special Provision applies.

Subject thereto pupils shall be admitted in the following order up to a maximum of 50 places:-

- 1 Preference will be given in the strict order of the GL Assessment Grade (A, B1, B2, C1 and C2) i.e. pupils obtaining a Grade A will be admitted before those with Grade B1, who will in turn be admitted before those with Grade B2 and so on. Reference to Grades includes those deemed to be equivalent after consideration of "Special Circumstances" and "Special Provision".
- 2 Where selection has to be made between pupils who have the same Grade, as defined in criterion 1, the following sub-criteria will be applied in the order set down until all places are filled:-
 - (a) Pupils who have a child of the family* currently enrolled in the College
 - (b) Pupils who do not fulfil criterion (a) but had a child of the family* enrolled in the College for 2 or more years.
 - (c) Pupils who are the first or only child in a family.
 - (d) Pupils who have a parent who is currently a permanent member of staff at Dominican College Portstewart.
 - (e) Pupils who have a parent* who was enrolled at the College for 2 or more years.
 - (f) Pupils who are from a Traditional Feeder Primary School**.
 - (g) The age of the pupil as entered on the birth certificate - preference being given to the older pupil(s).

* Full name(s) and dates must be given.
** Traditional Feeder Primary School is defined as one from which one or more pupils have transferred to Dominican College within the last 7 school years (i.e. after 30th June 2013); a list of these schools is available, on request from the school office.

Stage Two All Ability Entry

All applications which remain unplaced after Stage One has been completed will be considered at Stage Two. Pupils will be admitted in the following order until 100 places have been filled in total between Stage One and Two:-

- 1 Preference will be given to all children who give Dominican College as their 1st preference school on the application form.
- 2 Where selection has to be made between pupils after application of criterion 1, the following sub-criteria will be applied in the order set down until all places are filled:-
 - (a) Pupils who have a child of the family* currently enrolled in the College
 - (b) Pupils who do not fulfil criterion (a) but had a child of the family* enrolled in the College for 2 or more years.
 - (c) Pupils who are the first or only child in a family.
 - (d) Pupils who have a parent who is currently a permanent member of staff at Dominican College Portstewart.
 - (e) Pupils who have a parent* who was enrolled at the College for 2 or more years.
 - (f) Pupils who are from a Traditional Feeder Primary School**.
 - (g) The age of the pupil as entered on the birth certificate - preference being given to the older pupil(s).

* Full name(s) and dates must be given.
** Traditional Feeder Primary School is defined as one from which one or more pupils have transferred to Dominican College within the last 7 school years (i.e. after 30th June 2013).

SPECIAL CIRCUMSTANCES AND/OR SPECIAL PROVISION

Consideration of a claim for Special Circumstances and/or Special Provision consists of two parts. The first requires the consideration of whether there is sufficient evidence to permit a child to be considered as having Special Circumstances or attracting Special Provision, or both; if a child is permitted to be considered as having Special Circumstances or as attracting Special Provision, or both, the second part of the consideration requires an educational judgement to be made on the totality of the material presented to the College so that a Grade equivalent to that which the child would have obtained in the GL Assessment under normal conditions can be awarded.

It is for **parent(s)/guardian(s)** to present all such material as they consider will assist the College in performing both parts of the consideration described above. It should be noted by parents/guardians that both parts of the consideration referred to involve an exercise in judgement.

Special Circumstances

Claims for Special Circumstances should be attached to the Transfer Form.

The Selection Sub-committee of the Board of Governors will consider applications on behalf of pupils for whom it is claimed that their performance in the GL Assessment was affected by medical or other problems, in accordance with the "Special Circumstances" Section set out in the "Access Arrangements and Special Circumstances Policy" and with the "Guide to Claiming Special Circumstances for children taking the GLA Entrance Assessment" available either from the College or from the College website (www.dcpni.net) and using the procedures set out in the "Post Primary

Transfer Consortium Guidance Notes" contained in the "Registration Pack" available from the College or from the College website.

Full details of the Special Circumstance and independent supporting evidence must be provided. Where the problem was a medical one which affected the child at the time of the assessment, the College will require evidence that the child was examined by a medical practitioner in relation to the medical problem, around the time of the assessments.

There are two important forms to be submitted by parent(s)/guardian(s) in order to make a Special Circumstances claim:

1. Notification of a claim for Special Circumstances must be registered at the Assessment Centre by **2.00 p.m. on Friday 13th December 2019** using "**Form SCR**". The SCR Form is in the "Claiming Special Circumstances Pack" which is available from the College or from the College website. Claims not registered by the 13th December 2019 may not be considered by the Selection Sub-Committee.
2. Full details about the Special Circumstances claim must be provided at the time that the Transfer Form is completed in February 2020 using "**Form SC1**". The SC1 Form is also available from the College or from the College website. It must be attached to the Transfer Form, together with supporting independent, verifiable documentary evidence before the Form is sent to the EA Post Primary Admissions. Please note that it is the responsibility of parent(s)/guardian(s) to obtain supporting documentation and to ensure that the Form SC1 is completed properly and that all information and forms are submitted to the EA Post Primary Admissions at the correct time.

The Claiming Special Circumstances Pack includes a "Claiming Special Circumstances" Guide for Parents and Guardians in addition to the SCR Form and the SC1 Form.

Please note that if a claim for Special Circumstances is made in respect of matters for which Special Access arrangements were granted for a child, the Selection Sub-committee will take into account the fact that the child was granted Special Access arrangements for those matters.

▪ Evidence required with a claim for Special Circumstances

Every claim for Special Circumstances must have supporting evidence which includes **both**:

- a. details of the medical or other problems which occurred just before or during the GL Assessment with verification by an appropriate professional; Please note that where the problem was a medical one which affected the pupil at the time of the Entrance Assessment the College will require the production of evidence that the pupil was examined by a medical practitioner in relation to the medical problem around the time of the Entrance Assessment.
- b. educational evidence to show that the Grade achieved in the GL Assessment does not correspond to the academic ability of the child because he/she experienced medical or other problems just before or around the time of the GL Assessment.

The SC1 Form provides spaces for the pupil's standardised scores in English/Literacy and Mathematics /Numeracy throughout Key Stage 2 to be included. It is for parent(s)/guardian(s) to present all such material as they consider will assist the Selection Sub-committee in its considerations. The Selection Sub-Committee will consider all evidence provided in exercising its judgement in order to award a Grade to an applicant. In all cases independent evidence will carry greater weight. It should be noted by parent(s)/guardian(s) that considerations of a claim for Special Circumstances involve an exercise in judgement and not precise calculation. Applications considered under Claims for Special Circumstances will be judged on the evidence made available to the College.

Where a Claim is accepted and the educational and other evidence justifies an upgrade the higher Grade will be used. Where a Claim is accepted and the educational and other evidence does not justify an upgrade OR when the Claim is not accepted, the original Grade will stand.

Special Provision

The Selection Sub-committee of the Board of Governors will consider applications on behalf of pupils for whom a Claim for Special Provision is made in the following cases:

- (i) Pupils whose parent(s)/guardian(s) wish them to transfer to the College from schools outside Northern Ireland;
- (ii) Pupils who have received more than half of their primary education outside Northern Ireland;
- (iii) Pupils whose educational provision to date has been negatively affected by serious medical or other problems which are supported by independent verifiable documentary evidence and who have not taken the GL Entrance Assessment.

To apply for Special Provision, parent(s)/guardian(s) must state on the **Transfer Form**, and attach any supporting

documentary evidence before it is sent to the EA Post Primary Admissions by the Primary School Principal in February 2020. Please note that it is the responsibility of parent(s)/guardian(s) to obtain supporting documentation, to ensure that all information and forms are submitted to the EA Post Primary Admissions at the correct time.

It is for parent(s)/guardian(s) to present all such material as they consider will assist the Selection Sub-committee in its considerations. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

Where the grounds for a Claim for Special Provision are met, the Selection Sub-committee of the Board of Governors will determine an appropriate GL Assessment equivalent Grade for the pupil. The Selection Sub-committee may require an assessment of a pupil's abilities to be carried out by a suitably qualified person or body, appointed by the College. Other useful evidence would include:

1. the report(s) of any assessments carried out by EA educational psychologist(s) or suitable expert
2. standardised assessment scores obtained by the pupil in Key Stage 2 or
3. other appropriate educational information if (1) or (2) is not available.

Parent(s)/guardian(s) are free to provide any other educational evidence for consideration by the Selection Sub-committee by attaching it to the Transfer Form. The Selection Sub-Committee will consider all evidence provided in exercising its judgement in order to award a score to the applicant. However, the onus lies with the parent(s)/guardian(s) to provide such evidence and have it when necessary appropriately verified. It should be noted that in all cases independent evidence will carry greater weight.

Following determination of a GL Assessment equivalent Grade such pupils will then be considered, with all other pupils, by application of the Admissions Criteria.

Those pupils to whom this Special Provision applies may have sat the GL Entrance Assessment, in which case the Grade obtained will also be considered.

Verification of all Information

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Form or appended to the Transfer Form by parent(s)/guardian(s). For verification purposes original documents are 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 the College 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 Form and other necessary documentation is correctly completed;
- any Special Circumstances and/or Special Provision being claimed are properly documented as described in detail above and in the guidance documentation available from the College; and
- any required verification documents are provided within specified deadlines,

lies with the parent(s)/guardian(s) 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 College.

ADMISSIONS TO YEAR 8 AFTER 1 SEPTEMBER 2020

Parents who wish to have their child considered for admission in the event of a place arising after 1 September 2020 should write to the Principal clearly stating this. In the event of a vacancy arising, the above criteria will be applied to these applications.

Number of Applications and Admissions

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2017/18	100	115	100
2018/19	100	131	101
2019/20	100	129	101

This table does not include children who were admitted to the school with a statement of special educational needs.

ADMISSION CRITERIA FOR ENTRY TO YEARS 9 - 12

Admissions criteria for year 9-12 will be available from the school office.