

SACRED HEART GRAMMAR SCHOOL

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NEWRY

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Principal: Mr S Comer BEng, PGCE, MEd

Chairperson Board of Governors: Mrs Posey Gilsenan

Voluntary Grammar

Girls

Age Range: 11-18

Admission No: 120

Enrolment No: 875

To Parents/Guardians naming the Sacred Heart Grammar School as a Preference on your child's Transfer Form

Special Circumstances

Any parent/guardian claiming Special Circumstances must complete the documentation in the Claiming Special Circumstances Pack available from the Sacred Heart Grammar School or from its website. This documentation, **Form SC1**, together with the appropriate independent verifiable documentary evidence which corroborates the Special Circumstances claim, must be attached to the Transfer Form.

Entrance Test Results

In assessing academic ability, the Sacred Heart Grammar School will use the grade awarded to students completing the GL Entrance Assessment on Saturday 12th November 2022 or the supplementary GL Entrance Assessment on Saturday 10th December 2022 as specified by the 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 4th Feb 2023

A Capital Fee (currently £75) is reviewed annually.

A copy of the Prospectus is available from the School Office.

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

The Board of Governors has delegated the responsibilities for the task of applying the criteria as indicated below to a subcommittee. Where this policy refers to the decision taken by the Board of Governors, it is with reference to the work of the subcommittee set up by the Board, with its full approval and subject to its final ratification.

ADMISSIONS POLICY

Sacred Heart Grammar School, Newry is a Catholic grammar school for girls. This school normally accepts girls who are academically suited for the type of education it offers and whose parents/guardians are in agreement with the philosophy and aims of the school.

When considering which children can be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the Transfer Form. Parents should therefore ensure that **all information** pertaining to their child and relevant to the school's admission criteria is stated on the Transfer Form or attached to it. Examples of such information include whether the child has a sibling (list name of sibling) at the school.

(Please note: the Sacred Heart Grammar School has been directed by regulations to select for admission all children resident in Northern Ireland at the time of their proposed admission before any child not so resident may be selected for admission.)

Special Circumstances

Girls will be admitted strictly as described below according to the grade achieved in the GL Entrance Assessment subject only to the consideration of **medical or other problems** which may have affected their performance in the Entrance Assessment and which are supported by **verified documentary evidence** of a medical or other appropriate nature. These medical or other problems are commonly referred to as **Special Circumstances** and are described in the school's **Entrance Assessment: Access Arrangements & Special Circumstances Policy** available from our school or its website. Parents should carefully read this policy document along with the guidance provided in the **Claiming Special Circumstances Pack** available from our school. This pack contains a guide to claiming Special Circumstances, Form SCR and Form SC1.

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 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.

The initial claim for Special Circumstances should be registered using **Form SCR** at the Entrance Assessment Centre by 2.00 pm on **Friday 14th December 2022** with the completed claim for Special Circumstances being sent to the EA along with the Transfer Form on **Thursday 23rd February 2023**. At this time the claim for Special Circumstances, supported by the required documentary evidence, using **Form SC1**, must be appended along with the appropriate independent documentation to the Transfer Form before it is sent to the EA Transfer Department by the primary school Principal. Gathering and submitting the documentary evidence as described above is vital for the consideration of a claim for Special Circumstances.

Details of Medical or Other Problems

Where it is claimed that a child's performance in the Entrance Assessment has been affected by a medical or other problem, independent evidence of its existence must be provided to the school. Where the problem is a medical one of short-term duration which affected the child only at the time of the Entrance Assessment, the school will require the production of evidence that the child was examined by a medical practitioner in relation to the illness at the time of the Entrance Assessment and the result of that examination. Similarly, if the medical problem is other than of short-term duration, the school will require the production of evidence from a medical practitioner who treated the child and which explains the condition and how it could have affected the child in the Entrance Assessment.

Where the problem is of a non-medical nature, the parents must set out the precise details of the problem and append to the Transfer Form all appropriate independent documentary evidence which corroborates its existence. The name of the Assessment Centre at which the child sat the Entrance Assessment must also be included. Please refer to the **Entrance Assessment: Access Arrangements & Special Circumstances Policy** and other guidance information available from our school in the Claiming Special Circumstances Pack.

Educational Evidence

All claims for Special Circumstances must include objective and relevant educational evidence to show that the medical or other problem experienced by your child at or around the time of the Entrance Assessment caused her to underachieve. This educational evidence must be provided by the parent/guardian of the child and verified by the primary school Principal. The evidence should be sufficient to enable the Board of Governors to reach a decision on any adjustment to the grade/score achieved by the child in the Entrance Assessment. This evidence should include all of the results from the child's school administered standardised tests in English/Literacy and Mathematics/Numeracy taken from the beginning of the Key Stage 2 period and should be provided on the Form SC1.

It is emphasised that the onus is on the parent/guardian to ensure that all of the above information is verified and provided by the primary school to the parent/guardian under the Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009 and under the Data Protection Act (1998). Failure by the parent/guardian to provide such verified information will result in the Board of Governors being unable to consider the application for Special Circumstances. Material referred to above will assist the

subcommittee in making its judgement: it is however, not intended to be restrictive, and the subcommittee will consider any and all material presented and attached to the Transfer Form. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

Special Provision

For those pupils currently in P7 in Primary Schools in Northern Ireland, claims for Special Provision should be made on Form SP1 and uploaded with the online Transfer Application no later than **4.00 pm on Thursday 23 February 2023**. 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 Sacred Heart Grammar School, by no later than **4.00 pm on Thursday 23 February 2023**. After this date claims for Special Provision should be made directly to the Sacred Heart Grammar School and the EA Transfer Department.

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

1. Who are transferring from primary schools outside Northern Ireland and will become resident in Northern Ireland.
2. Who have received more than half of their primary education outside Northern Ireland.
3. Whose educational provision has been negatively affected by serious medical or other problems, which is supported by independent, verifiable documentary evidence and who have not taken either of the GL Entrance Assessments on Saturday 12th November 2022 or Saturday 10th December 2022.

The Board of Governors will decide whether these girls should be admitted on the basis that they fall within the ability range of other girls being admitted in that year and/or meet one or more of the Admissions Criteria 1 to 8 as listed below. The Board of Governors may require an assessment of the student's abilities to be carried out by a suitably qualified person or body approved by the school.

Parents/guardians may provide additional appropriate educational evidence which should include the results of standardised testing carried out during Key Stage 2 or its equivalent period in any primary school. This will be considered by the Board of Governors, along with the educational evidence described above in exercising their educational judgement in these matters. The onus lies with the parent(s)/guardian(s) to provide this educational evidence and to have it appropriately verified.

Those children to whom clause 1 and 2 (above) applies may, if their parents/guardians wish, sit the Entrance Assessment in which case the grade or score obtained would also be considered.

It is the responsibility of parents/guardians to ensure that information relating to Special Provision, or indeed information regarding the existence of any other relevant factor(s), is given on or appended to the child's Transfer Form as described in the guidance documentation. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

ADMISSION CRITERIA

The results achieved by girls in the Entrance Assessment provided by GL Assessment and administered by the Assessment Centres on Saturday 12th November 2022 or Saturday 10th December 2022 will form the primary evidence to be considered by the Board of Governors.

The Board of Governors will admit girls strictly on the following basis:

1. Girls who have applied to be admitted to Sacred Heart Grammar School.
2. Girls awarded Grade A in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade A.
3. Girls awarded Grade B1 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade B1.
4. Girls awarded Grade B2 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade B2.
5. Girls awarded Grade C1 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade C1.
6. Girls awarded Grade C2 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade C2.
7. Girls awarded Grade D in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade D.
8. All other girls who have applied to be admitted to Sacred Heart Grammar School.
9. If there are more girls who satisfy any one of the criteria 1 to 8 when they are applied in the order of priority set down above than places remaining, then girls will be selected according to the following sub-criteria applied in the order set down below: -
 - (i) Girls who, at the date of their application, have another girl of the family (as defined by DE in Transfer 2010 Guidance) attending the school or having been selected for admission to the school in the coming school year. The DE define sibling as follows:
“Children who, at the date of application, have a child of the family currently enrolled at the school”. Applicants must state the name, date of birth and registration group of the child attending the school on the online transfer form.
 - (ii) Girls who, at the date of their application, have a parent/guardian who is a member of the permanent teaching, administrative, or ancillary staff of the Sacred Heart Grammar School.
Applicants must state the names of the member of staff and the nature of the relationship (Mother, father, guardian etc.) on the online transfer application.
 - (iii) Girls who are the first girl of the family (as defined by DE in Transfer 2010 Guidance) to apply to a Grammar School. i.e. the eldest girl of the family. DE defines eldest as follows:

This criterion to be defined as “girls who, at the date of their application, are the eldest girl of the family to be eligible to apply for admission to the school.” This wording covers “only” girls and is also intended to treat twins (or other multiples) as joint eldest.

Proof of the eldest girl must be uploaded with the online transfer application: This proof should take the form of a letter stating that the girl is the eldest child eligible and that the family is known to the verifier. The letter should come from one of the following who is not a family member:

- A Primary School Principal
- A Member of the Clergy
- A Solicitor
- An Elected public representative
- A Police Officer

(iv) Tie Breaker Criteria outlined as follows:

If there are more applicants who satisfy any one of the Sub Criteria (i)-(iii) 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 ranked for acceptance on the basis of a computer-based process which will make use of the full names of applicants **as shown on their Transfer Forms**.

The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the Transfer Form as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as written on the Transfer Form) and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the program, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available. This will be witnessed by the Principal and one other member of the school's admission subcommittee.

Twins and children of other multiple births

Where twins and other children of multiple births are participants in the computer based process of determining rank order as described above, the procedure will be conducted as set out but, on completion of the computer process, the ranking number of the second and any subsequent girl of the multiple birth will be changed to that number immediately after the ranking number of the first girl and the ranking number of all other applicants whose ranking was higher than that of the first girl will be changed accordingly as a result.

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 parents/guardians. 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 Sacred Heart Grammar 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 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/Special Provision 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.

YEAR 8 ADMISSIONS AFTER THE BEGINNING OF THE SCHOOL YEAR

Applications for admission to Year 8 after the beginning of the school year will be examined by the Governors or their Subcommittee. If there are vacancies within the admissions number for that year the admissions criteria which apply to the normal Year 8 intake will be applied to late applications. In examining all such applications the Governors will consider carefully if the applicant is of a standard equivalent to that of other students with whom she will be taught at the school, or if her admission to Sacred Heart Grammar School would be detrimental to her educational interests or would be prejudicial to the efficient use of resources.

APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Admissions No	Total Applications All Preferences	Total Admissions
2020/21	120	124	120*
2021/22	120	192	121*
2022/23	120	222	161*

*Includes appeals, SEN Provision and temporary variation as directed by DE.

ADMISSIONS TO YEARS 9, 10, 11 AND 12

**The Board of Governors delegates the admission of students
other than Year 8 to the school Principal.**

Admission to Years 9-12

The following criteria will be applied to applicants for admission to Years 9-12 in the following order

1. There must be an available place in the required year within the school's approved enrolment number.
2. They must produce academic evidence which confirms their suitability for grammar school, for example but not limited to, the grade achieved in the transfer tests, marks from school tests in their current school, evidence of their ranking within their present class, evidence of their grades in any public examination taken in the previous two years.
3. If a student has not taken the transfer test they must produce detailed academic evidence which will enable the subcommittee to allocate a grade.
4. Satisfactory references from their school Principal confirming the student's willingness to co-operate with school procedures and discipline.
5. Two recent, satisfactory school reports.
6. Those students who satisfy the above requirements will then be ranked according to the criteria used for the admission of students to Year 8.

In dealing with all such applications the Governors will consider carefully if the admission of the student would prejudice the efficient use of resources, or if the student is not of a standard equivalent to that of the students with whom she would be taught.

APPLICATION TO YEAR 13

The Board of Governors delegates the admission of Students
to post-16 to the school Principal.

Applications & Admissions Criteria (Sacred Heart Grammar School Students/Internal Applicants)

Parents/guardians and students should note that all Sacred Heart Grammar School students who meet all of the following criteria will **automatically have the right to a place in the Year 13**, regardless of the grades of outside applicants to the school.

Consideration will be given to applicants who meet the following requirements:

- (i) Have achieved a minimum of four B and four C grades in GCSE subjects (full course).
- (ii) It is expected that students will take at least 3 subjects to A level.
- (iii) It is recommended that students will need to have achieved at least a Grade B in those subjects they wish to study at advanced level; with the exception of some subjects for which GCSE in the subject is not a prerequisite
- (iv) Availability of places in particular subjects.
- (v) Agreement from the Principal confirming the applicant's suitability regarding attitude to study, willingness to co-operate with school procedures, behaviour and attendance record.

In the case of Sacred Heart Grammar School students whose performance in GCSE examinations may have been detrimentally affected by medical or other problems, the Principal is empowered, in exceptional cases, to waive the requirements of the criteria above. Each case will be carefully assessed by the Principal, considering the appropriate supporting documentary evidence.

Applications & Admissions Criteria (External Applicants)

If suitable places are available in Year 13, and subject to enrolment numbers, consideration will be given to applicants from other schools who meet the following requirements:

- (i) Have achieved a minimum of four B and four C grades in GCSE subjects (full course).
- (ii) They produce academic evidence which confirms their suitability for grammar school. This should include most recent school reports; marks/scores from school assessments taken in their current school; evidence of their ranking within their present class; the grade achieved in the Entrance Assessment (if taken) and evidence of their grades in any public examination taken in the previous two years.
- (iii) It is expected that students will take at least 3 subjects to A level.
- (iv) It is recommended that students will need to have achieved at least a Grade B in those subjects they wish to study at advanced level; with the exception of some subjects for which GCSE in the subject is not a prerequisite
- (v) Availability of places in particular subjects.
- (vi) They produce detailed references from the Principal of their previous school(s) confirming their suitability regarding attitude to study, willingness to co-operate with school procedures, behaviour and attendance record.

In the case of a number of applicants meeting the above criteria the normal entry criteria for admission into Year 8 will be applied to determine who will be offered places.