

Sacred Heart Grammar School

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Principal: Mr Paul Kane

Chairperson of the Board of Governors: Mrs Posey Gilsean

**Voluntary Grammar
Girls**

Age Range: 11 – 18

Admissions Number: 120

Enrolment Number: 875

OPEN EVENING INFORMATION

Due to ongoing Covid-19 restrictions, Sacred Heart Grammar School is unable to host its annual Open Evening.

A Virtual Open Evening will be hosted via the school website in January 2021.

Further information about the School, including a virtual tour, will be available at www.shsnewry.com

**To Parents/Guardians naming Sacred Heart Grammar School
as a Preference on their child's Transfer Form/Application**

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

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.

Sacred Heart Grammar School previously used the outcomes of the GL Entrance Assessment as the basis of selection of P7 pupils for admission.

The Board of Governors considered the impact of school closures on our local community as a result of the ongoing Covid-19 pandemic and recognised there has been disruption to the education of pupils since March 2020.

The Board of Governors agreed, in light of the current Covid-19 circumstances and for one year only, that academic admissions criteria will not be used for the academic year 2021-22. As a result, Sacred Heart Grammar School will not use outcomes from the GL Entrance Assessment as part of its Admissions Criteria for the academic year 2021-22. Pupils applying will not be required to provide a GL Entrance Assessment result.

The School's Admissions Criteria for the 2021-22 academic year have been amended accordingly and are now based on the School's sub-criteria from previous years.

Careful consideration was given to the decision to temporarily remove the academically selective element for the academic year 2021-22. Sacred Heart Grammar School remains committed to its own ethos and academic focus on high quality teaching and learning. Those who would normally apply to be admitted are encouraged to continue to do so.

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 Application. Parents/Guardians 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 included as an attachment. Examples of such information include whether the child has or had a sibling (state name of sibling) at the school or whether the mother was a past pupil of the school (state maiden name, if applicable, and dates when mother attended).

(Please note: In accordance with the 1997 Education Northern Ireland Order (Section 16 (4)), 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.)

ADMISSION CRITERIA

1. All girls who have applied to be admitted to Sacred Heart Grammar School.
2. If there are more girls who have applied than places available, 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 a parent/guardian who is a member of the permanent teaching, administrative, or non-teaching staff of Sacred Heart Grammar School.
 - (ii) 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.
 - (iii) Girls who have had another girl of the family (as defined by DE in Transfer 2010 Guidance) previously attend the School.
 - (iv) Girls whose mother/guardian attended the School.
 - (v) Girls who are the first girl of the family (as defined by DE in Transfer 2010 Guidance) to transfer to secondary education, i.e. the eldest girl of the family as defined above.
 - (vi) Girls who are the first girl of the family (as defined by DE in Transfer 2010 Guidance) to apply to a Grammar School.
 - (vii) Girls, who at the date of their application, are entitled to Free School Meals Provision (as defined by DE in Transfer 2010 Guidance).

If there are more applicants who meet one of the above sub-criteria (i) to (vii) when they are applied in the order of priority set down than there are places available, then the remaining sub-criteria (ii) to (vii) will become sub sub-criteria and applied successively in the order set out until the final selection is completed.

Tie Breaker Criteria: Should there be over-subscription at the last criterion that can be applied, selection for all places remaining in this category will be on the basis of the initial letter of the surname (as identified on the birth certificate or court order presented at registration for the Entrance Assessment) in the alphabetical {randomised} order set out below:

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

This alphabetical {randomised} order was determined by a random computerised selection and witnessed by a Governor and the Principal.

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical {randomised} order. In the event of two identical surnames, the alphabetical {randomised} order of the initial and subsequent letters of the forename(s) (as identified on the birth certificate or court order presented at registration for the Entrance Assessment) will be used.

Where, after this process has been applied, two or more applicants have the same surname and forename and thereby qualify for the last available place(s), places will be allocated by randomised computer selection.

Tie Breaker Criteria for twins and children of other multiple births

Where, in the event of having to use the tie breaker in the process of determining rank order for twins and other children of multiple births, the procedure will be conducted as set out above but, on completion, 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 lower than that of the first girl will be changed accordingly as a result.

Verification of All Information

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the Transfer Form/Application. Parents should ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Form/Application or attached to it. A copy of the child's birth certificate or court order presented at registration for the Entrance Assessment should be attached to the Transfer Form/Application.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Application or appended/uploaded to the Transfer Application by parents/guardians.

The provision of false or incorrect information or the failure to provide any requested verifying documents within the deadline set by the Board of Governors 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;**
- **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 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
2018/19	120	140	121*
2019/20	120	175	124*
2020/21	120	124	120*

*includes Appeals and Statemented Pupils

ADMISSIONS TO YEARS 9, 10, 11 AND 12

1. Applications for admission to Years 9, 10, 11 and 12 will be examined by the Governors or their Subcommittee. If there are vacancies within the admissions number for that year the following criteria will be applied.
2. Preference will be given to students who meet all the following requirements:
 - Their academic ability is of a standard equivalent to that of students with whom they will be taught at school.
 - they produce academic evidence which confirms their suitability for grammar school, the grade achieved in the transfer tests, marks from school tests in their present school, evidence of their ranking within their present class, evidence of their grades in any public examination taken in the previous two years.
 - They produce detailed references from the principal of their previous school(s) confirming the students' willingness to co-operate with school procedures and discipline.
3. Those students who satisfy the above requirements will then be ranked according to the criteria used for the admission of students to Year 8.
4. If a student has not taken the transfer test they must produce detailed academic evidence which will enable the subcommittee to allocate a grade. Their application will then be considered under numbers 2 and 3 above.

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

All applicants for admission will be examined with reference to all of the following criteria:

1. A minimum of four B and four C grades in GCSE subjects appropriate to the A level course which is to be followed.
2. Satisfactory reports from their school principal - including 2 recent school reports.
3. Availability of places in Year 13.
4. Availability of places in particular subjects.
5. The Board of Governors will make the final decision in cases where the number of suitable applicants exceeds the number of places available.