

ST LOUIS GRAMMAR SCHOOL

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Kilkeel
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Principal: Mr Kevin Martin BEd(Hons), MEd, PQH(NI)

Chairperson of Governors: Brendan Cunningham

Voluntary Grammar

Age Range: 11 – 18

Admissions Number: 130

Enrolment Number: 770

Open Night: 16 November 2023

To Parents/Guardians naming St Louis Grammar School Kilkeel as a Preference on your child’s Transfer Form for the Stage Two entry (40% of total year 8 intake)

ENTRANCE TEST RESULTS

In assessing academic ability for pupils St Louis Grammar School will use the grade awarded to pupils completing the SEAG Entrance Assessment on Saturday 11th November 2023 and Saturday 25th November 2023 as specified by St Louis Grammar School. In the appropriate Section of the Transfer Form, Parents/Guardians must upload a copy of the statement of results which they receive on Saturday 27th January 2024.

SPECIAL CIRCUMSTANCES

Special Circumstances usually refers to the claim that as a result of medical or other problems an applicant’s performance in the SEAG Entrance Assessment was affected.

Any Parent/Guardian claiming Special Circumstances must complete the documentation in the Claiming Special Circumstances Pack available from St Louis Grammar School or from its website. This documentation known as Form SC, together with the independent verifiable documentary evidence which corroborates the Special Circumstances claim, must be uploaded with the Transfer Form.

SPECIAL PROVISION

Special Provision applies to pupils who meet the criteria for Special Provision as outlined in the note on Special Provision below. For those pupils currently in P7 in Primary schools in Northern Ireland, claims for Special Provision should be made on the SP Form available from St. Louis Grammar School, or from its website and uploaded with the Transfer Application.

If you are applying for Special Circumstances or Special Provision, please refer to those sections within the Admissions policy provided below.

Voluntary Contribution £60.00 p.a. (Maximum £150 per family)

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

St Louis Grammar School, Kilkeel, is a co-educational Catholic Grammar School. The school normally accepts students who are suited for the type of education it offers and whose parents/guardians agree with the ethos and aims of the school.

When considering which children can be selected for admission, the Board of Governors will only consider information which parents/guardians’ detail on the Transfer Application. Parents/guardians must 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 uploaded attachment. An example of such information is whether the child has or had a sibling (list name of sibling) who was enrolled in the school or whether the child is registered with the Education Authority as being entitled to Free School Meals.

Special Circumstances*

Pupils will be admitted strictly as described below according to the band achieved in the SEAG 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 policy document Claiming Special Circumstances – A guide for Parents & Guardians available from the School or its website. Parents should read this policy document carefully.

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 claim for Special Circumstances supported by the required documentary evidence using Form SC must be uploaded along with appropriate independent documentation. 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. If the medical problem is other than of a short duration, a doctor must provide a letter on headed notepaper which explains the medical 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 submit with the Transfer Application 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 policy document Claiming Special Circumstances – A guide for Parents & Guardians available from the school or its website.

Educational Evidence

All claims for Special Circumstances must include objective and relevant educational evidence to show that the medical or other problem experienced by the child at or around the time of the Entrance Assessment caused the child 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 band 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 SC Form.

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 (2018). 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, however, it is not intended to be restrictive and the subcommittee will consider any and all material presented and uploaded with the Transfer Application. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

Special Provision*

Claims for Special Provision should be made on the SP Form and uploaded with the Transfer Application. The SP Form is available from the school or its website.

Special provision can be made by the Board of Governors for pupils who:

- i. have received more than half of their education outside Northern Ireland (based on the time from the start of Primary 1 (1st September 2017) to the 28th February 2024 i.e. more than 3 years and 3 months), or
- ii. wish to transfer to a post-primary school that uses the SEAG Entrance Assessment from a school outside Northern Ireland; or

- iii. due to a serious medical or other problem(s), which are supported by appropriate documentary evidence, was EITHER unable to sit the SEAG Entrance Assessment OR has an estimated outcome because they only sat one of the two Entrance Assessment papers.

The Board of Governors will decide whether these pupils should be admitted on the basis that they fall within the ability range of other pupils being admitted in that year and/or meet one or more of the Admission Criteria 1 to 8 for Stage 2 as listed below. The Board of Governors may require an assessment of the pupil'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 parents/guardians to provide this educational evidence and to have it appropriately verified.

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 included on or uploaded to the Transfer Application as described in the guidance documentation. It should be noted by parent(s)/guardian(s) that such considerations involve the exercise of judgement and not precise calculation.

* Applies to pupils who make an application at Stage 2 (see below)

ADMISSION CRITERIA

Application Deadline

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 30 January 2024 at 12 noon (GMT) and an application submitted by the closing date of 22 February 2024 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 22 February 2024 and up to 4pm on 4 March 2024 will be treated as a late application.

For admission in 2024/25 St Louis Grammar School will operate a 3-stage application process. All applications will be considered for Stage One initially and applications which are not admitted at Stage One will automatically be considered at Stage Two. Applications will be considered at Stage Three in the event that residual places remain unfilled.

Stage One

Places will initially be allocated to those pupils applying for admission from the local area of Lower and Upper Mourne who have indicated St Louis Grammar School as their first preference. The local areas of Lower and Upper Mourne are geographically defined by the Diocese of Down and Connor parish boundaries. Pupils will be considered as being from the local area if they (i) live in the area, or (ii) attend a primary school in the local area. It will be the responsibility of parents to provide sufficient evidence that their child falls into this category.

If there are more eligible applications than there are places available, the following criteria will apply:

1. Applicants who have a sister or brother enrolled at the school at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
2. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the school.
3. Applicants whose brother or sister previously attended the school; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
4. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
5. Applicants who are the first child of the family to transfer to secondary education, i.e., the eldest child of the family.
6. Applicants who are the first child of the family to apply to a Grammar School.
7. Applicants who, at the date of their application, are entitled to Free School Meals Provision.

- Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled. If two or more children have been born on the same date a random order selection will be used as a tie breaker.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2023/15 issued 23 October 2023.

Stage Two

For those pupils who have named St Louis Grammar School as their first preference on the application form, 40% of places (52 students) will be allocated based upon the results achieved by pupils in the Entrance Assessment provided by SEAG Entrance Assessment and administered by the Assessment Centres on Saturday 11th November 2023 and Saturday 25th November 2023. This will form the primary evidence to be considered by the subcommittee at Stage Two.

Places will be allocated to pupils placed in Band 1 of the SEAG Entrance Assessment. If there are then more eligible applicants within Band 1 than there are places available, the following Criteria will be applied in the order shown.

- Applicants who have a sister or brother enrolled at the school at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
- Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the school.
- Applicants whose brother or sister previously attended the school; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
- Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
- Applicants who are the first child of the family to transfer to secondary education, i.e., the eldest child of the family.
- Applicants who are the first child of the family to apply to a Grammar School.
- Applicants who, at the date of their application, are entitled to Free School Meals Provision.
- Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled. If two or more children have been born on the same date a random order selection will be used as a tie breaker.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2023/15 issued 23 October 2023.

Remaining places may be allocated to pupils who are placed in lower Bands in the SEAG Entrance Assessment. If, at this stage, there are more applicants placed in lower Bands than places available, the Criteria 1 to 8 will be applied first to applicants placed in Band 2, in the SEAG Entrance Assessment, then to applicants placed in Band 3, then to applicants placed in Band 4, then to applicants placed in Band 5, then to applicants placed in Band 6.

Applicants in Band 2, will be admitted in priority to those in Band 3, Applicants in Band 3, will be admitted in priority to those in Band 4, applicants in Band 4, will be admitted in priority to those in Band 5, and applicants within Band 5, will be admitted in priority to those in Band 6. If after application of a particular criterion there are still places to be filled then the next criterion will be applied to select applicants for places, in the order set out above through to criterion number 8.

In the event of two or more applicants having the same date of birth and thereby qualifying for the last place(s), the applicants will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.

Stage 3

If, after Stage One and Stage Two have been completed there remain unfilled places, all applications which remain unplaced after Stage One and Stage Two will automatically be considered at Stage Three. Pupils will be admitted in the following order until 130 places have been filled in total between Stage One, Stage Two and Stage Three:-

- Preference will be given to all pupils who name St Louis Grammar School as their 1st preference school on the application form.

- 2 Where selection has to be made between pupils after application of criterion 1 of Stage Three, the following sub-criteria will be applied in the order set down until all places are filled:-
- I. Applicants who have a sister or brother enrolled at the school at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
 - II. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the school.
 - III. Applicants whose brother or sister previously attended the school; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
 - IV. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
 - V. Applicants who are the first child of the family to transfer to secondary education, i.e., the eldest child of the family.
 - VI. Applicants, who at the date of their application, are entitled to Free School Meals Provision.
 - VII. Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled.
 - VIII. Remaining places will be allocated to pupils who have not indicated St Louis Grammar School as their first preference, these children will be rank ordered for admission by application of I – VII above.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2023/15 issued 23 October 2023.

NOTES FOR INFORMATION:

- a. Each year 130 pupils may be admitted to Year 8.
- b. The criteria are drawn up by the Board of Governors which may delegate the application of them to an Admissions Subcommittee. Any reference herein to the term Board of Governors includes any Committee or Subcommittee appointed by the Board of Governors for the purposes of applying the admission criteria set out herein.
- c. Parents/Guardians are asked to note that it is their full responsibility to provide all relevant information to the Board of Governors on or attached to the Transfer Form at the application stage, and the Board of Governors shall not be obliged to consider or seek any representations or additional information, or documentary proofs not so furnished at the required time.

Duty To Verify

The Board of Governors reserves the right to require supplementary evidence as it may determine to support or verify information on the Transfer Form or uploaded to the Transfer Application as described in the guidance documentation.

Unless such verification is given in the required format and by the required deadline it will not be considered. Inaccurate or misleading information pertaining to an applicant's status may prejudice the award of a place and may lead to the withdrawal of any place awarded to an applicant who has thereby gained improper advantage.

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 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.

APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Admissions No	Total Applications i.e. All Preferences	Total Admissions
2021/22	130	124	124
2022/23	130	130	122
2023/24	130	110	100

ADMISSION TO YEARS OTHER THAN YEAR 8

The school accepts girls and boys considered capable by the Board of Governors (which term includes any Committee or Admissions Subcommittee or persons appointed by the Board of Governors to apply the Admission criteria set out herein) of benefiting from a Grammar School education and also contributing to the School ethos.

It is expected that an application to attend St Louis Grammar School indicates an acceptance of all school regulations by both parents and pupils.

Applications for admission to Years 9 to 13 should be submitted to the Principal. Application Form AP1 for Year 9 onwards is available from the school office or the Education Authority Website www.eani.org.uk/admissions.

ADMISSIONS POLICY TO YEARS 9 to 14

The Board of Governors delegates the admission of pupils other than to Year 8 to the School Principal.

Admissions to Years 9 -12

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

1. There must be a place available in the required year, within the school's approved enrolment number.
2. In every case, suitability for St Louis Grammar School's provision will be an over-riding consideration. Convincing evidence of this suitability must be provided from his/her former school including reports, examples of classwork and homework and copies of completed examination papers. The school may also require applicants to complete assessments in Literacy and Numeracy.
3. A pupil must come with the recommendation of the Head of his/ her previous school.

Conditions

Application for entry will include an interview with the Principal and/or the Vice-Principal;

- The applicant must show an acceptance of the required academic standard and a willingness to achieve and maintain this standard.
- The applicant and his/ her parent(s)/guardian(s) must accept the rules and regulations of the School.

If the number of applicants who fulfil the criteria above for Admission to Years 9 -12 exceeds the number of places available, the Principal will, on the basis of the information presented to him, apply the following sub-criteria, in the order set down, in the selection of applicants:

- (i) pupils with the highest academic achievement and commitment to their studies as indicated by their school reports and their results in any public examinations or education assessments;
- (ii) brothers or sisters of present or past pupils of the school or of pupils who have already been selected for admission to the school;
- (iii) children of members of the permanent teaching, administrative, technical or support staff of the school or of staff who are due to take up such an appointment;

If, on applying sub-criteria (i) to (iii) above, it becomes necessary to differentiate between applicants in a particular group, then the final available place(s) will be allocated on the basis of age ranked by date of birth with the youngest child admitted first. If two or more children have been born on the same date a random order selection will be used as a tie breaker.

ADMISSIONS POLICY FOR SIXTH FORM

The following criteria will be applied to applicants who wish to study AS/A2/BTec in St Louis Grammar School.

As a Catholic Grammar School, St Louis aims to ensure that every individual pupil will realise his/her full potential in spiritual, moral, social and academic terms. While it is assumed that students who enrol in St Louis in Y8 – Y12 will remain to study A Levels, entry into Sixth Form for existing St Louis students is conditional on:

Admissions criteria for entry September 2024

- A minimum of 3Bs and 4Cs at GCSE or equivalent including English and Mathematics for AS/A2 levels
- A minimum of 5 GCSEs A*-C or equivalent including English and Mathematics for BTec/Vocational studies
- A satisfactory report from School Principal
- The applicant and his/ her parent(s)/guardian(s) accepting the rules and regulations of the School.
- A very good level of performance in the subjects or curriculum areas that he /she wishes to study in Sixth Form, normally a B grade or better.
- Availability of places in particular subjects.
- Attending a meeting on results day with a member of the SLT to confirm subject choices.

These conditions reflect that which would have been expected from a St Louis student throughout his/her education at the School. If a student's achievements do not meet the conditions listed above but s/he wishes to apply to return to the School to study A Levels/BTec, s/he will have to attend an interview with the Principal and/or Vice-Principal for his/her individual case to be considered.

Progression from Year 13 to Year 14 studies is also conditional on a satisfactory level of achievement, normally 3+ C grades or equivalent, application, behaviour and attendance at AS Level.

Students applying to join Sixth Form from other schools

The Department of Education may, on request, increase the number of pupils that the school can admit to its Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for Sixth Form study (as below) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Pupils who have most recently completed Year 12 in St Louis Grammar School Kilkeel.
2. Pupils from other schools where admission to an extra place at St Louis, Newry has been agreed by the Department of Education*.

* Parents should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number in order to allow an extra post-16 pupil to enrol. DE will first check whether there is another school or schools of a type suitable for that pupil within an hour's journey of where the pupil lives. If there is, DE will check whether this other school or schools may provide all of the post-16 courses that the pupil wishes to pursue. If these checks find that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue – then DE will agree a school's request for a place.

What is a school of a type that is suitable for a pupil? To determine this, DE first considers all schools to be one of 4 types: (1) denominational (2) non-denominational (3) integrated and (4) Irish-medium. A School requesting an extra place for a post-16 pupil will belong to one of these 4 types and DE will consider any other school or schools from this same type as suitable for the pupil. DE will also consider as suitable for the pupil any school from the same type as the type of school that the child attended in Year 12.

Students applying to join Sixth form from other Schools will be required to meet the conditions set out above in the Admissions Criteria for Sixth Form. They must attend an interview with a member of the SLT. The interview process will establish if St Louis Grammar School Kilkeel is the most appropriate option for the individual candidate.

Applicants must bring a copy of their results slip and their two most recent school reports and a birth certificate with them to their interview.

In the event of there being more applicants than places available either in the year group or in an individual subject then the applicants shall be ranked according to a points score for GCSE subject(s) or equivalent according to the following scale, with the higher ranking student(s) being offered a place.

A* = 5 points A = 4 points B = 3 points C*=2 points C = 1 point