



ST PATRICK'S  
ACADEMY  
DUNGANNON

# Admissions Criteria

If you have any queries regarding the School or its Admissions Criteria contact the school Principal.

An Open Day will be held in the school on Friday 26th January 2024 and contributory primary schools will be informed.

- 1.0 Section 1** Criteria for admission into year 8
- 2.0 Section 2** Criteria for admission into year 8
- 3.0 Section 3** Special Circumstances
- 4.0 Section 4** Special provision
- 5.0 Section 5** Criteria for admission into year 8 after the beginning of the school year
- 6.0 Section 6** Criteria for admission into year groups 9-12
- 7.0 Section 7** Criteria for admission into year 13



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Principal: **Mr Colin Holmes**  
Chairperson of the Board of Governors: **Mrs Fiona O'Hagan**

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## **VOLUNTARY GRAMMAR SCHOOL**

Age range: **11-18+**

Approved Admissions Number for 2023: **189**

Approved Enrolment Number for 2023: **1320**

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## **TO PARENTS/GUARDIANS NAMING ST PATRICK'S ACADEMY AS A PREFERENCE ON YOUR CHILD'S TRANSFER APPLICATION**

### *Entrance Test Results*

In assessing academic ability St Patrick's Academy intends to rely upon the score awarded to pupils completing the SEAG Entrance Assessment on **Saturday 11 November 2023** and **Saturday 25 November 2023** as specified by the school. Parents/Guardians should record their child's candidate number and test result, which they receive on 27th January 2024, in section C of the Transfer Application.

### *Special Circumstances*

Any parent/guardian claiming Special Circumstances must complete the documentation in the Special Circumstances Pack available from St Patrick's Academy or from its website. If you are making a claim under the Special Circumstances Procedure you should consult the information given in section 3 of our Admissions Criteria below.

### *Special Provision*

Any parent/guardian claiming Special Provision must complete the documentation in the Special Provisions Pack available from St Patrick's Academy or from its website. If you are making a claim under the Special Provisions Procedure you should consult the information given in section 4 of our Admissions Criteria below.

## RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO THE SCHOOL

The Board of Governors has drawn up the admissions criteria and will delegate to an Admissions Sub-Committee, which includes the Principal and a Vice Principal, the responsibility for applying these criteria. Any reference herein to the term Board of Governors includes a Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admission Criteria set out herein.

### SECTION 1: CRITERIA FOR ADMISSION INTO YEAR 8

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

- 1.1. Priority will be given to pupils resident in Northern Ireland at the time of their proposed admission, over those who will not be so resident.
- 1.2. *Parents/Guardians should note that:*
  - a. They may be asked to produce documents verifying information pertinent to the school's admission criteria. Original documents are required; photocopies are not acceptable.
  - b. The provision of false or incorrect information or failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of the school to offer a place.
  - c. The Board of Governors reserves the right to require such supplementary evidence as it may determine necessary to support or verify information on any applicant's Transfer Application.

- d. Decisions will be taken on the basis of the information included on, or attached to, the Transfer Application. The school reserves the right to verify information provided.

### SECTION 2: CRITERIA FOR ADMISSION INTO YEAR 8

- 2.1. St Patrick's Academy will consider for admission only those pupils who have taken the required SEAG Entrance Assessment or who have been allocated a score as a result of an application for Special Provision. Information on the assessment process is available on the school website: [www.stpatricksacademy.org.uk](http://www.stpatricksacademy.org.uk)
- 2.2. St Patrick's Academy will allocate places based on the results obtained in the SEAG Entrance Assessment taken on Saturday 11 November 2023 and on Saturday 25 November 2023 or a score allocated via the Special Provision process. Available places will be allocated to pupils in the strict order of their SEAG Entrance Assessment standardised score, in rank order, highest score to lowest, until all places have been filled up to the school admission number of 189 places.
- 2.3. Applicants that were only able to sit one test should apply for Special Provision (See Section 4). Failure to do so will result in the applicant not being ranked.
- 2.4. *Parents / Guardians should note that:*
  - a. References to SEAG Entrance Assessment standardised scores include those standardised scores obtained in the SEAG Entrance Assessment taken on 11 November 2023 and 25 November 2023 or any score determined by the Admissions Sub-Committee following an application for Special Circumstances or Special Provision. (See Sections 3 & 4 below).
  - b. In the event of two or more applicants achieving the same standardised score in the SEAG Entrance Assessment, rank ordering will be carried out in accordance with the Criteria 2.5 a-b.
  - c. In the event that places remain after those who have taken the SEAG Entrance Assessment have been admitted, then remaining places will be allocated using the Admissions Criteria 2.5 a-b, in the order set down, until the final place has been allocated.
- 2.5.
  - a. A pupil who has a sibling (another child of the family; to include half brothers and sisters, adopted and fostered children and orphaned cousins being brought up by the family) enrolled in the school at the time of application or a pupil who is the only child or eldest child in the family\* eligible to transfer to a mainstream post primary school\*\*in Northern Ireland or a pupil who is the sibling of a pupil who previously attended St Patrick's Academy.

\* Twins or other multiples will be

treated as eldest

- \*\* If you indicate in your application that your child is the eldest in the family eligible to transfer to a mainstream post primary school in Northern Ireland or an only child, you must be able to provide verification of this.

An older sibling who transferred to a Learning Support unit in a mainstream post primary school will not be considered to have transferred to a mainstream post primary school

- b. If necessary, where over-subscription still exists, final selection will be on the basis of random selection, using the methods listed below, in the order in which they are given:
- (i) Alphabetical: For admission to the school in September 2024, pupils will be selected for admission on the basis of initial letter of surname (as entered on the original Birth Certificate) in the order set out below:

**GOITWFERBHLMVYS  
ZAKPXJNUDCQ**

This order was determined by a randomised selection of the letters of the alphabet by ballot, as approved the Board of Governors at its meeting on 16 October 2023.

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used. In the event of forenames beginning with the same initial letter, the subsequent letters of the forename will be used in alphabetical order.

- (ii) Random selection: In the event that the school cannot distinguish between pupils with exactly the same surname and forenames, computerised random selection will be used to determine rank order

**SECTION 3: SPECIAL CIRCUMSTANCES**

- 3.1. The Admissions Sub-Committee will consider applications on behalf of pupils whose performance in the assessment was affected by medical or other problems in accordance with the 'Special Circumstances' information that is set out in the 'Claiming Special Circumstances – A Guide for Parents' document which is available from the school or can be found in the Admissions Section of the school website: [www.stpatricksacademy.org.uk](http://www.stpatricksacademy.org.uk)
- 3.2. If a claim for Special Circumstances is made in respect of matters for which Access Arrangements were provided to a pupil sitting the SEAG Entrance Assessment on the 11 November 2023 or 25 November 2023, the Admissions Sub-Committee may take into account the fact that the pupil was provided with such Access Arrangements.
- 3.3. Parents who have any concerns that medical or other problems affected their child just before or during the SEAG Entrance Assessment must complete a claim for Special Circumstances (SC Form) and upload it with the verified evidence to the Post Primary Application.
- 3.4.
  - a. All claims for Special Circumstances must include objective and relevant educational evidence of a pupil's academic ability. This evidence must be sufficient to enable the Admissions Sub-Committee to reach a decision as to whether any adjustment should be made to the score achieved by the child in the SEAG Entrance Assessment. All information provided must be verifiable.
  - b. Educational evidence provided to the Admissions Sub-Committee

must include all of the results from the primary school administered standardised tests in English/ Literacy and Mathematics/ Numeracy taken since the beginning of the Key Stage 2 period as per the SC Form.

- c. 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 Regulation 11 of the Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009. The Admissions Sub-Committee is not responsible for and cannot take into account educational evidence that cannot be verified or has not been presented in time, or at all.
  - d. Full details of the Special Circumstances together with independent supporting evidence must be provided and attached to the Transfer Application. Where the problem is a medical one which, it is claimed, affected the pupil at the time of the assessment, the school will require medical evidence showing that the pupil was examined by a medical practitioner in relation to the specific medical problem that affected the pupil's performance in the assessment. Where the problem is of a non-medical nature, parents must set out the precise details of the problem and append to 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. Parents should refer to the Claiming Special Circumstances guidance available from our school.
- 3.5. Having examined the documentary evidence that is submitted, the

Admissions Sub-Committee of the Board of Governors will decide whether the applicant should be considered for admission under the score actually achieved in the SEAG Entrance Assessment or should be allocated a higher score. Once a determination of the appropriate score has been made, that score will be used to place the child in a rank order with all other applicants in order to allocate places.

- 3.6. The judgement of the weight to be attached to the supporting documentation asserting Special Circumstances will be at the absolute discretion of the Admissions Sub-Committee of the Board of Governors.
- 3.7. Where Special Circumstances are requested by a parent/guardian, it is the responsibility of the parent/guardian to produce sufficient, objective, probative documentary evidence for the Admissions Sub-committee to establish that a pupil should have achieved a higher score in SEAG Entrance Assessment than that actually achieved.

This is an exercise in educational judgement, not precise calculation and the determination of the Admissions Sub-Committee will be based only on consideration of the documentation attached to the Transfer Application. It is strongly emphasised that a claim of Special Circumstances does not, of itself, lead to automatic upgrading or admission to the school nor does the allocation of a higher score necessarily result in the offer of a place in the school.

- 3.8. Details of Medical or Other Problems

Where it is claimed that a child's performance in the SEAG Entrance Assessment has been affected by a medical or other problem, independent evidence of it must be provided and attached to the

Transfer Application. 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 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 Application all appropriate, independent documentary evidence which corroborates its existence. The name of the assessment centre at which the child sat the assessment must also be included. Please refer to the Claiming Special Circumstances – A Guide for Parents, available from the school and also on the Admissions section of the school website: [www.stpatrickssacademy.org.uk](http://www.stpatrickssacademy.org.uk)

#### SECTION 4: SPECIAL PROVISION

- 4.1. Special Provision may be made by the Board of Governors for pupils:
- Who are transferring from primary schools outside Northern Ireland;
  - Who have received more than half of their education outside Northern Ireland;
  - Whose educational provision to date has been negatively affected by serious medical or other problems, supported by independent probative documentary evidence and as a consequence were either unable to sit the SEAG Entrance Assessment OR have

estimated outcomes because they only sat one of the two Entrance Assessment papers.

- 4.2. In the case of a pupil who could not participate in the SEAG Entrance Assessment, it is the responsibility of parents to provide (a) precise reasons why the pupil did not take part in the assessment,
- (b) appropriate corroborative documentary evidence of this, in keeping with the Claiming Special Provisions – A guide for parents and
- (c) objective and relevant educational evidence of their child's academic ability, in line with the procedures indicated in Section 3, Paragraphs 3.4(b) & 3.4(c) in relation to Special Circumstances.
- 4.3. Claims for Special Provision should be made on Form SP and attached to the Transfer Application. The SP Form is available from the school or its website: [www.stpatrickssacademy.org.uk](http://www.stpatrickssacademy.org.uk).
- 4.4. On receipt of an application for Special Provision for a child, The Admissions Sub-Committee of the Board of Governors may require an assessment of the child's ability to be carried out by a suitably qualified person or body approved by the school. The Admissions Sub-committee will form an educational judgement based on the available evidence of the child's ability, including the result of this assessment. The Admissions Sub-Committee will decide whether this child should be considered for admission on the basis that he or she falls within the ability range of other pupils being admitted in that year.
- 4.5. Parents/guardians may be required to provide additional appropriate documentary educational evidence which should include the results of standardised testing carried out during Key Stage 2, or its

equivalent period, in primary school. In exercising their judgement, the Admissions Sub-Committee will consider this along with the educational evidence referred to in the previous paragraph.

- 4.6. It is strongly emphasised that the claim of Special Provision does not, of itself, lead to automatic admission to the school. Further guidance on applying for Special Provision is provided with the SP form available from the school or its website: [www.stpatricksacademy.org.uk](http://www.stpatricksacademy.org.uk)

### SECTION 5: CRITERIA FOR ADMISSION INTO YEAR 8 AFTER THE BEGINNING OF THE SCHOOL YEAR

- 5.1 If any places are available, the same criteria as for admission at the beginning of the school year will apply. The school will retain the list of applicants in ranked order according to the published criteria and this list will be used as a waiting list by the school to determine which child or children can be admitted after 18 May 2024 and up to the school's Admissions Assessment Day in June 2025. (Please refer to the school's waiting list policy).

### SECTION 6: CRITERIA FOR ADMISSION INTO YEAR GROUPS 9-12

- 6.1. The Board of Governors delegates to an Admissions Panel, comprising of the Principal and 2 VPs, the application of the admissions criteria to Years 9 to 12.
- 6.2. The school will only consider applications for a place

commencing at the beginning of the academic year.

- 6.3. Admissions to Years 9,10,11 and 12 will be within the limit set by the school. This cannot exceed the overall enrolment number agreed with the Department of Education or the limit on numbers in science classes in years 9,10,11 and 12.
- 6.4. Candidates who wish to transfer into Years 9,10,11 and 12 should complete an online application form which can be found in the admissions pages on the school website: [www.stpatricksacademy.org](http://www.stpatricksacademy.org) Applications received after the closing date, 17th May 2024, will not be considered.
- 6.5. Candidates are required to provide a copy of their most recent school report by 17th May 2024.
- 6.6. The first criterion for entry to St Patrick's Academy is academic ability. Those seeking admission will be asked to show that they have the capacity to cope with the academic demands of a grammar school. Candidates will come into school for an Assessment Day in June 2024.
- (i) All candidates will be given a Mathematics test;
  - (ii) All candidates will be given an English test;
  - (iii) All candidates who wish to enter Years 10 and 11 may be given a science test;
  - (iv) All candidates who wish to enter Years 10 and 11 may be given a Modern Language Speaking, Listening and Written test;
  - (v) All candidates may be interviewed

by members of the Admissions Panel;

- (vi) The admissions panel will decide whether the candidate should be considered for admission on the basis that he or she falls within the ability range of other pupils in that year;
  - (vii) A rank order of candidates will be drawn up and places offered, where vacancies are identified. For candidates with a Special Educational Need, parents should make the school aware by completing the relevant section of the online form referred to in point 6.4. This should be verified by supporting documents and provided by the 17th May 2024 deadline. Extra time may be allowed for the Mathematics and English tests.
- 6.7. Transfer to Year 12, the year of the principal public examinations, is unlikely to be considered.
- 6.8. St Patrick's Academy reserves the right to contact the candidate's present school for a reference before a place is offered. Should a place become available after 1st September 2024, the school will retain the list of applicants in ranked order and this list will be used as a waiting list by the school to determine which child or children can be admitted up to the school's Admissions Assessment Day in June 2025. (Please refer to the school's waiting list policy).

### SECTION 7: CRITERIA FOR ADMISSION INTO YEAR 13

- 7.1. Those pupils currently on the school roll who wish to continue into Year 13 should satisfy the following:
- a. A minimum of 7 GCSE passes, with a minimum combined GCSE points score of 13. Combined points scores

### APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Admission Number	Total Applications All Preferences	Total Admissions
2021/22	193	288	225*
2022/23	193	254	206*
2023/24	189	261	217*

\*Includes Appeals and pupils with Statement of Special Needs and Temporary Variation



will be worked out on the following basis.

**Grade A\*** = 4 points,

**Grade A** = 3 points,

**Grade B** = 2 points,

**Grade C\*** = 1.5 points,

**Grade C** = 1 point

Where an applicant has received GCSEs from Examination Boards other than CCEA, the scores will be converted to grade equivalents and points assigned accordingly.

Where an applicant has received alternative qualifications such as BTEC Level 2, this will be converted to a GCSE grade equivalent and points assigned accordingly.

- b. The ability to satisfy the entry requirements for each of their AS/A level subjects;
- c. The availability of a place in the preferred A Level subjects;
- d. A previous record, which clearly indicates that high standards have been consistently met in the following areas:
- (i) Commitment to the aims and ethos of the school
  - (ii) Conduct
  - (iii) Application to study
  - (iv) Attendance
  - (v) Punctuality
- e. If deemed necessary, pupils will have to satisfactorily complete an interview with the Principal and/or another member of the school's management team. Applicants will, on the basis of their combined GCSE points score, be guided towards courses that maximise their chances of success, consistent with their career aspirations. Designation of pupils to courses and classes will be at the discretion of the school.
- 7.2. To accommodate those from

outside the school who wish to join the Sixth Form, if any places remain, the above criteria for admission to Year 13 will apply. In addition:

- a. All such applicants should provide satisfactory reports from their previous schools in relation to attendance, punctuality and conduct;
- b. All external applicants will be obliged to complete satisfactorily an interview with the Principal and/or another member of the school's management team;
- c. In the event of there being more applicants than places available, those to be admitted will be identified by the application, in the indicated order (1-2) of the criteria set out below:
  - (i) Applicants who have previously attended a 'non-grammar' school whose AS/A2 provision does not meet their needs;
  - (ii) Pupils with the highest combined GCSE score. Total points score at GCSE will be worked out on the basis of:

**Grade A\*** = 4 points,

**Grade A** = 3 points,

**Grade B** = 2 points,

**Grade C\*** = 1.5 points,

**Grade C** = 1 point

Where an applicant has received GCSEs from Examination Boards other than CCEA, the scores will be converted to grade equivalents and points assigned accordingly.

Where an applicant has received alternative qualifications such as BTEC Level 2, these will be converted to GCSE grade equivalents and points assigned accordingly.

- 7.3. Criteria for any extra places made available by the Department of Education for admission into Year 13. The Department of Education

(DE) 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 above) and shall be allocated in the order determined by the criteria to be applied in the order set down below.

- (i) Pupils who have most recently completed Year 12 in St Patrick's Academy
- (ii) Pupils from other schools where admission to an extra place at St Patrick's Academy 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 then 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 an extra place. If you have any queries regarding the School or its Admissions Criteria, contact the school Principal.

