

## ST JOSEPH'S GRAMMAR SCHOOL

58 Castlecaulfield Road

Donaghmore

Dungannon BT70 3HE

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**Email:** info@stjosephs.donaghmore.ni.sch.uk

**Website:** www.stjosephsdonaghmore.com

**Principal:** Mrs Geraldine Donnelly

**Chairperson of the Board of Governors:** Mr Ciaran McKenna (Acting)

## Voluntary Grammar School

**Age Range:** 11 – 18

**Admissions Number:** 95\*

**Enrolment Number:** 625\*

\*includes IMS

**Open Evening: Thursday 16<sup>th</sup> January 2020**  
**By invitation through Primary schools & local press**

### To Parents/Guardians naming St Joseph's Grammar School as a Preference on your child's Transfer Form

#### Entrance Test Results

St Joseph's Grammar School intends to use the grade awarded to pupils completing the GL Entrance Assessment on **Saturday 16 November 2019** or the supplementary GL Entrance Assessment on **Saturday 7 December 2019** as specified by the school. Parents should record their child's candidate number and test result in Section C of the Transfer Form.

#### Special Circumstances

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

#### 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 attached to the Transfer Form. 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 St Joseph's Grammar School, by **Wednesday 4<sup>th</sup> March 2020**. After this date claims for Special Provision should be made directly to St Joseph's Grammar School and the EA Transfer Department notified.

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

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 the 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.

### ADMISSION TO YEAR 8 - 2020-2021

The School accepts pupils considered capable by the Board of Governors (which term includes any Committee or Admissions Subcommittee appointed by the Board of Governors to apply the Admission criteria set out herein) of benefiting from a Grammar School education in accordance with the school ethos as indicated by performance in the Entrance Assessment and the information contained on the Transfer Form and attached to it **at the time of application**.

- The school will assign places to all applicants to Year 8 on a quota basis as follows:  

<b>Mother school</b>	<b>70 places</b>	<b>Irish Medium Stream</b>	<b>25 places</b>
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- Where the school has fewer applicants than places available in either sector it will admit up to the admissions number with applicants to the other sector.
- Where the school has a greater number of applicants than places available in either sector, it will apply its admissions criteria as set out below to decide which applicants to admit up to the quota stated.

### ADMISSION CRITERIA

Available places will be allocated to pupils who have obtained A, B1, B2, C1, C2, D in the GL Entrance Assessment, strictly **in that order** and those pupils regarding whom parental claims for consideration of special circumstances and/or special provision have been accepted and who, in the opinion of the Board of Governors, based on the documented evidence submitted as required, are of comparable ability to those pupils awarded A, B1, B2, C1, C2,

D in the GL Entrance Assessment. If in that order of allocation there are more applicants than places at the particular grade level under consideration in the order set down, the following criteria will apply.

1. Applicants who have a sibling/half sibling enrolled at the School **at the time of application**; full responsibility rests with Parent(s)/Guardian(s) to provide sufficient details **at the time of application** on the Transfer Form to allow such to be identified.  
Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form.
2. Applicants who are the eldest child of the family to be eligible to transfer to a mainstream school; full responsibility rests with Parent(s)/Guardian(s) to provide sufficient details **at the time of application** on the Transfer Form.  
Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form.
3. Applicants whose sibling/half sibling attended the school for at least two years; full responsibility rests with Parent(s)/Guardian(s) to provide sufficient written details on or with the Transfer Form at the time of application. The sibling should be named.  
Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form.
4. Applicants who are entitled to free school meals at the date of application – parents must ensure that this is indicated by ticking and signing the appropriate section on the Transfer Form.  
Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form. The Board of Governors will request EA to verify FSM entitlement claimed on the Transfer Form.
5. Applicants in descending age order, i.e. the eldest first.

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 down through to criterion number 6.

#### NOTES FOR INFORMATION

- a. Each year 70 pupils may be admitted to Year 8.
- b. Parent(s)/Guardian(s) 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 time of application**, and the Board of Governors shall not be obliged to consider any representations or information or documentary proofs not so furnished at the same time as the Transfer Form.
- c. It is required that Parent(s)/Guardian(s) and all pupils admitted to the School accept and agree to abide by and adhere to the rules and regulations of St Joseph's Grammar School. Failure to do so will be regarded by the school management as an intention to withdraw the pupil from the school forthwith.

#### APPENDIX 1

##### Special Circumstances

Applicants will be admitted strictly as described above according to the grade achieved in the Entrance Assessment, subject only to the consideration of **medical or other problems** which may have affected performance in the Entrance Assessment and which are supported by 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 **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 made known to the Assessment Centre by the parent, 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 granting of Access Arrangements does not preclude the Board of Governors from considering a claim for Special Circumstances.

The initial claim for the consideration of Special Circumstances should be registered using Form SCR at the Entrance Assessment Centre by **2.00 pm 13<sup>th</sup> December 2019** with the completed claim for Special Circumstances being sent to the EA along with the Transfer Form in February 2020. **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. The Board of Governors will **not** consider any evidence after the deadline above.

### **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. 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.

### **Educational Evidence**

All claims for Special Circumstances **must** include objective and relevant educational evidence. 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 must include all of the results from the child's school administered standardised tests in English and Mathematics taken from the beginning of the Key Stage 2 period and should be provided on 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 (Pupils Records and Reporting) Regulations (Northern Ireland) 2009. Failure by the parent/guardian to provide such verified information by the published deadline 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 by the published deadline. 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 attached to the Transfer Form. 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 St Joseph's Grammar School, by **Wednesday 4<sup>th</sup> March 2020**. After this date claims for Special Provision should be made directly to St Joseph's Grammar School and the EA Transfer Department notified.

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

- Who are transferring from primary schools outside Northern Ireland and will become resident in Northern Ireland.
- Who have received more than half of their primary education outside Northern Ireland.
- Whose educational provision to date has been negatively affected by serious medical or other problems, which is supported by independent verifiable documentary evidence and who may as a consequence, have been unable to sit the GL Entrance Assessment or the supplementary GL Entrance Assessment.

The Board of Governors will decide whether these Applicants should be admitted on the basis that they fall within the ability range of other Applicants being admitted in that year. 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.

- Those children to whom this provision 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.

#### **Duty to Verify**

The Board of Governors reserves the right to require such supplementary evidence as it may determine so as to support or verify information on any applicant's Transfer Form.

The provision of false or incorrect information or the failure to provide information within the deadlines set by post-primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

#### **APPLICATIONS AND ADMISSIONS TO YEAR 8**

Year	Admissions No	Total Applications All Preferences	Total Admissions
<b>2017/18</b>	95*	103	75
<b>2018/19</b>	95*	108	73**
<b>2019/20</b>	95*	125	73**

\*includes IMS

\*\*includes Appeals and Temporary Variations

#### **ADMISSION TO YEARS 9, 10 AND 11**

A small number of places may be available in some years on a competitive basis to pupils who would benefit from a Grammar School education and who can provide satisfactory, full and detailed written reports from their previous school. Admission will be subject to fully satisfactory written reports and at the discretion of the Authority of Governors. Interviews will be held as part of the admission procedure. Any admission depends on (1) academic ability and performance, (2) availability of place in that year group. The school operates a waiting list for children who wish to transfer from other schools into the above year groups. Places will be offered strictly on a chronological basis with the earliest request for a place being considered first.

#### **Additional criteria in the event of oversubscription**

- Applicants who have a sibling enrolled at the **School at the time of application**: full responsibility rests with the Parents/Guardians to provide sufficient details **at the time of application** to allow such to be identified.
- Applicants whose sibling/half sibling attended the school for at least two years: full responsibility rests with Parents/Guardian to provide sufficient written details. The sister/brother should be named.

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, seriation through to criterion four.

#### **NB**

- 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 the 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.
- Parents/Guardians are asked to note that **it is their full responsibility to provide all relevant information to the Board of Governors at the time of their application**, and the Board of Governors shall not be obliged to consider any representations or information or documentary proofs not so furnished.
- It is interpreted and required that Parents/Guardians and all pupils admitted to the School accept and agree to abide by and adhere to the rules and regulations of St Joseph's Grammar School, as published in the School Prospectus and Student Guidelines.

#### **THERE ARE NO ADMISSIONS TO YEAR 12**

### ADMISSION TO YEAR 13

The student must have obtained five subject passes in GCSE of Grades A\*, A, B or in special circumstances as deemed by the school, Grade C or fewer than five passes as described. Such cases will be considered on their own merits. In addition the student must have a record which indicates that high standards have been consistently met in the following areas:

- Conduct
- Application to study
- Attendance and Punctuality

Where oversubscribed, the school will decide the grade cut-off point and interview to select borderline students and apply the criteria above where relevant.

### CRITERIA FOR ANY EXTRA PLACES MADE AVAILABLE BY THE DEPARTMENT OF EDUCATION FOR ADMISSION INTO YEAR 13

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

1. Students who have most recently completed Year 12 in St Joseph's Grammar School.
2. Students from other schools where admission to an extra place at St Joseph's Grammar School has been agreed by the Department of Education\*

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

**What is a school of a type that is suitable for a student?** To determine this, DE first considers all schools to be one of 4 types:

- (i.) Denominational
- (ii.) Non-denominational
- (iii.) Integrated and
- (iv.) Irish-Medium

A school requesting an extra place for a post 16 student 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 student. DE will also consider as suitable for the student any school from the same type as the type of school that the child attended in Year 12.

### ADMISSION TO YEAR 14

The student must usually have obtained three subject passes in GCE AS level or equivalent of Grade C or above.

In addition, the student must have a record which indicates that high standards have been consistently met in the following areas:

- Conduct
- Application to study
- Attendance and Punctuality

Where oversubscribed, the school will decide the grade cut-off point and interview to select borderline students and apply the criteria above where relevant.

### **Notes for Applicants to Years 9 – 13**

Applications for admission to Years 9 – 13 should be submitted to the Education Authority - Southern Region or the Principal. All applications will be considered by the Principal who is delegated by the Board of Governors to apply the criteria outlined.

### **Further Information**

Parents and prospective pupils may visit on Open Evening or at any other time by appointment.

**SCOIL ÍÓSAEF  
ST JOSEPH'S GRAMMAR SCHOOL**

58 Castlecaulfield Road  
Donaghmore  
Dungannon BT70 3HE

**Telephone:** 028 8776 1227

**Email:** info@stjosephs.donaghmore.ni.sch.uk

**Website:** www.stjosephsdonaghmore.com

**Principal:** Mrs Geraldine Donnelly

**Head of IMS:** Mr Dessie Tennyson

**Chairperson of the Board of Governors:** Mr Ciaran McKenna (Acting)

**Voluntary Grammar School**

**Age Range**

11 – 18

**Open Evening: Thursday 16<sup>th</sup> January 2020**  
By invitation through Primary schools & local press

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

The criteria are drawn up by the Board of Governors which may delegate the application of them to an Admissions Subcommittee. Children resident in Northern Ireland at the time of their proposed admission to the school will be selected before any child not resident in Northern Ireland.

1. The school will assign places to all applicants to Year 8 on a quota basis as follows:  

<b>Mother school</b>	70 places	<b>Irish Medium Stream</b>	25 places
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2. Where the school has fewer applicants than places available in either sector it will admit up to the admissions number with applicants to the other sector.
3. Where the school has a greater number of applicants than places available in either sector, it will apply its admissions criteria as set out below to decide which applicants to admit up to the quota stated.

**ADMISSION CRITERIA FOR STUDENTS TRANSFERRING TO THE IMS AT SCOIL ÍÓSAEF,  
ST JOSEPH'S GRAMMAR SCHOOL, DONAGHMORE**

**All applicants to Scoil Íósaef must have had at least 5 out of the last 7 years of their primary education through the medium of Irish. Applicants who have not had at least 5 out of the last 7 years of their education through the medium of Irish will not be considered for a place in Scoil Íósaef.**

If Scoil Íósaef is oversubscribed the following criteria will be applied in the order indicated to select children for admissions to Scoil Íósaef :

1. Applicants who have had at least 5 out of the last 7 years of their primary education through the medium of Irish. Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form.
2. Applicants who have had at least 5 out of the last 7 years of their primary education through the medium of Irish and who currently have a sibling/half sibling in either Scoil Íósaef or St Joseph's Grammar School at the time of application. Full responsibility rests with the Parents/legal Guardians to provide such details on the Transfer Form. Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form.
3. Applicants who have had at least 5 out of the last 7 years of their primary education through the medium of Irish and who have, in the past, had a sibling/half sibling in either Scoil Íósaef or St Joseph's Grammar School. Full responsibility rests with the Parents/legal Guardians to provide such details on the Transfer Form. Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form.
4. Applicants who are entitled to free school meals at the date of application – Parents/legal Guardians must ensure that this is indicated by ticking and signing the appropriate section on the Transfer Form.



Parents/legal Guardians should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors. The Board of Governors will request EA to verify FSM entitlement claimed on the Transfer Form.

- Applicants who have had at least 5 out of the last 7 years of their primary education through the medium of Irish in age descending order as noted on the applicant's Birth Certificate.

If after application of a particular criterion above, there are places still to be filled, then the next criterion will be applied to select applicants for places, in the order set down through to criterion number 6.

### Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Transfer Form.

The provision of false or incorrect information or the failure to provide information within the deadlines set by post-primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

### APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Total Applications All Preferences	Total Admissions
2017/18	24	24
2018/19	26	25
2019/20	42	40

### Admission to years 9 to Year 12

A small number of places may be available in some years on a competitive basis to pupils who would benefit from an Irish Medium education and who can provide satisfactory, full and detailed written reports from their previous Irish Medium Post Primary school/stream. Admission will be subject to fully satisfactory written reports and at the discretion of the Authority of Governors. Interviews will be held as part of the admission procedure. Any admission depends on (1) academic ability and performance, (2) availability of place in that year group. The school operates a waiting list for children who wish to transfer from other Irish Medium schools/streams into the above year groups. Places will be offered strictly on a chronological basis with the earliest request for a place being considered first.

### Additional criteria in the event of oversubscription

- Applicants who have had at least 5 out of the last 7 years of their primary education through the medium of Irish and currently registered in an Irish Medium Post Primary School/stream.  
Parent(s)/Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and attach it to the Transfer Form.
- Applicants who have a sibling enrolled at the School at the time of application: full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application to allow such to be identified.
- Applicants whose sibling/half sibling attended the school for at least two years: full responsibility rests with Parents/Guardian to provide sufficient written details. The sister/brother should be named.