

ST MALACHY'S COLLEGE

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Voluntary Grammar School

Boys' Grammar

Age Range: 11-18

Admission No: 170

Enrolment No: 1139

Celebrating over 180 years as a leading College

Principal: Mr P McBride MA, MEd, B.Mus, PGCE, PQH (NI)

Chair of Board of Governors: Sir G Loughran

OPEN EVENINGS

Tuesday 16th January 2024 – 7.00 pm to 9.30 pm and Wednesday 17th January 2024 – 7.00 pm to 9.30 pm
(address by Principal at 7.45 pm and 8.30 pm). By invitation through Primary Schools and local press.

To Parents/Guardians/Carers naming St Malachy's College as a preference on their child's Online Transfer Form/Application or its equivalent.

Entrance Assessment Results

St Malachy's College will give preference to, (apart from those who qualify for either the Special Circumstances or Special Provision procedures), those applicants awarded a **Band Grade** by GL in completing the Schools' Entrance Assessment Group ('SEAG') Entrance Assessment on **Saturday 11th November 2023** and **Saturday 25th November 2023**.

Parents/guardians/carers must state the SEAG Band Grade achieved and attach to the On-line Transfer Form/Application or its equivalent, a copy of the statement of results.

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/carer claiming Special Circumstances must submit Form SC together with verifiable documentary evidence which corroborates the Special Circumstances claim, and all documentation must be attached to the Online Transfer Form/Application or its equivalent.

Special Provision

Special Provision may be made by the Admissions Committee of the Board of Governors for applicants:

- a) who have received more than half of their primary education outside Northern Ireland.
- b) who are transferring from primary schools outside Northern Ireland.
- c) 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 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.

1 For those applicants currently in P7 in Primary Schools in Northern Ireland, claims for Special Provision should be made on Form SP and attached to the Online Transfer Form/Application or its equivalent. Form SP is available from the College or its website. Parents wishing to claim Special Provision should also forward a copy of Form SP directly to St Malachy's College by 12 noon on Thursday 22nd February 2024.

2 After this date, claims for Special Provision should be made directly to St Malachy's College by 4pm on 4th March 2024, **and the relevant Education Authority Transfer Section notified.**

Further details can be found in the sections 'Note on Special Circumstances' and 'Note on Special Provisions' below.

Information on grades and admissions in the last three years may be accessed in the College Prospectus. All pupils are asked to pay a Voluntary Contribution (currently £100 per annum).

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

The Board of Governors draws up the admissions criteria and delegates to an Admissions Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the 'Board of Governors' includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admissions criteria set out herein.

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO FORM 1 (YEAR 8) IN SEPTEMBER 2024

NOTE: IT IS THE SOLE RESPONSIBILITY OF THE PARENT/GUARDIAN/CARER OF A PROSPECTIVE PUPIL TO ENSURE THAT THERE IS SUBMITTED, EITHER ON THE ONLINE TRANSFER FORM/APPLICATION OR ITS EQUIVALENT OR TOGETHER WITH THE ONLINE TRANSFER FORM/APPLICATION OR ITS EQUIVALENT, ALL THE INFORMATION REQUIRED TO ENABLE THE BOARD OF GOVERNORS TO APPLY THE ADMISSIONS CRITERIA OF THE COLLEGE TO THE APPLICATION OF THE PROSPECTIVE PUPIL. ONLY EVIDENCE SUBMITTED EITHER ON THE ONLINE TRANSFER FORM/APPLICATION OR ITS EQUIVALENT OR ATTACHED TO THAT FORM AT THE TIME OF SUBMISSION TO THE COLLEGE FOR ADMISSION SHALL BE CONSIDERED BY THE BOARD OF GOVERNORS IN THE ALLOCATION OF A PLACE TO THE APPLICANT.

St Malachy's College will initially consider only those applicants who have taken the SEAG Entrance Assessment and who have been awarded a Band Grade or assigned a Band Grade pursuant to the application of the Special Circumstance or Special Provision procedures and will admit pupils based on the Band Grade achieved in the assessment or otherwise awarded.

The Board of Governors will not use as a criterion the position of preference given to the College on the Transfer Form i.e. an applicant who has chosen St Malachy's College in any position on the Online Transfer Form/Application or its equivalent will be considered equally with those who have put the College first.

SPECIAL CIRCUMSTANCES AND SPECIAL PROVISION PROCEDURES

The Board of Governors will consider applicants claiming that Special Circumstances or Special Provision exist including applicants when the SEAG Entrance Assessment is not undertaken as outlined within this Admissions Criteria. These will be considered first. Where this is granted, the Board of Governors will determine, on the basis of the educational evidence available, an appropriate Band Grade equivalent for the applicant. Such applicants will then be considered with all other applicants who have been awarded a Band Grade or received a Band Grade equivalent and the admissions criteria applied.

NOTE ON SPECIAL CIRCUMSTANCES

Special Circumstances allow for a post examination adjustment of a Band Grade to an applicant who is eligible for consideration.

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 SEAG, the Admissions Committee may take into account the fact that the applicant was granted Access Arrangements or could have been granted Access Arrangements for those matters. Where a need or problem is identified in advance of the assessment taking place, an application for Access Arrangements should be made through SEAG. Special Circumstances should be sought only where events on the days of the SEAG Entrance Assessment or factors unknown at the time are considered to have directly influenced the outcome on the days of the SEAG Entrance Assessment.

NB: The existence of Special Circumstances **DOES NOT** in itself lead to automatic admission to the College. Each case is considered on its own merits by the Board of Governors.

Circumstances relating to application for Special Circumstances must apply at the time of the Entrance Assessment and be supported by appropriate written evidence. A Special Circumstances claim will not be considered without such evidence.

It is the responsibility of parents/guardians/carers to ensure that such claims and all verifying information are included on form SC, attached to the Online Transfer Form/Application or its equivalent and forwarded to the College via the Education Authority by 12 noon on Thursday 22nd February 2024.

DETAILS OF MEDICAL OR OTHER PROBLEMS:

Where it is claimed that an applicant's performance in the SEAG Entrance Assessment has been affected by a medical or other problem, which occur prior to or during the SEAG Entrance Assessment, independent evidence of its existence **must** be provided to the College by attaching it to the Online Transfer Form/Application or its equivalent. Where the problem is a medical one which affected the applicant at the time of the SEAG Entrance Assessment, the College will require the production of evidence that the applicant was examined by a medical practitioner in relation to the illness at the time of the SEAG Entrance Assessment. This evidence should be provided on headed notepaper of the medical practitioner and signed and dated by him/her.

Where the problem is of a non-medical nature the parents/guardians/carers **must** set out on the SC form and attach it to the Online Transfer Form/Application or its equivalent giving precise details of the problem and append any appropriate independent evidence verified by an appropriate professional to corroborate its existence. (Please refer to the following document: 'Claiming Special Circumstances – A Guide for Parents & Guardians, SEAG 2023 Entrance Assessment'). The guidance documentation is available from the College or to download from the College website: www.stmalachyscollege.com

EDUCATIONAL EVIDENCE:

Sufficient objective documentary evidence must be provided by the parents/guardians/carers applying for Special Circumstances and accompany the Online Transfer Form/Application or its equivalent, and verified by the primary school to enable the Board of Governors to reach a decision.

At the time of completing the Online Transfer Form/Application or its equivalent, details of the Special Circumstances and independent supporting evidence must be provided and attached to the Online Transfer Form/Application or its equivalent.

The following information **should** be provided on form SC:-

- Records of the results of all available KS2 CAT4 (verbal and quantitative) and/or PTE/PTM results. These must be verifiable and must be signed off by the Primary School Principal. The verified results must be recorded in Section B of Form SC and attached to the Online Transfer Form/Application or its equivalent;
- All test results should be recorded in Section B of Form SC, detailing the name of the standardised test supplier, the date of the test and be verified by the primary school (Signature of Principal, Date Signed, Name of Principal and Name of Primary School);
- Any other relevant educational material from the Primary School;

The Board of Governors will, when considering the weight to be given to submitted evidence, consider standardised test results as ranking in priority to other submitted evidence.

The Board of Governors may decide in relation to an applicant claiming Special Circumstances when the SEAG Assessment has taken place, that the Band Grade which the applicant in fact achieved in the SEAG Entrance Assessment is the Band Grade which the applicant would have achieved if he had sat the SEAG Entrance Assessment under normal circumstances. Once a decision has been made the applicant will be considered alongside all other applicants who have been awarded a Band Grade or received a Band Grade equivalent and the admissions criteria applied.

Applications received under Special Circumstances will be considered on the evidence made available to the College and awarded a Band Grade using the College's Protocol, which is available upon request.

General Note on Special Circumstances

It is emphasised that **the onus is on the parents/guardians/carers** to ensure that the above information is provided by the primary school. Failure to provide such information may result in the College being unable to consider the application for Special Circumstances. **Parents/guardians/carers have a statutory right to request and obtain information on their child.** Further information on the rights to access pupil records is available from the Information Commissioner's Office or from the following website: <http://www.ico.org.uk>

For further information, please refer to the following policy documents: 'Claiming Special Circumstances – A Guide for Parents & Guardians, SEAG 2023 Entrance Assessment'. The guidance documentation is available from the College or to download from the College website www.stmalachyscollege.com

NOTE ON SPECIAL PROVISION

Applications which fall into this category shall be considered before the consideration of the applications of those who sat the SEAG Entrance Assessment under normal circumstances.

Special Provision may be made by the Board of Governors for applicants:

- a) who have received more than half of their primary education outside Northern Ireland.
- b) who are transferring from primary schools outside Northern Ireland.

- c) 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 was EITHER unable to sit the SEAG Entrance Assessment OR has an estimated outcome because they only sat one of the two SEAG Entrance Assessment papers.

It is the responsibility of parents/guardians/carers to provide precise reasons why the applicant did not take part in the SEAG Entrance Assessment and to ensure appropriate documentary evidence is attached to the Online Transfer Form/Application or its equivalent.

Applicants in categories (a) & (b) above who wish to apply under Special Provision do not need to take the SEAG Entrance Assessment unless their parents/guardians/carers so wish, in which case the SEAG Entrance Assessment Band Grade obtained would also be considered.

The Board of Governors will require a suitably qualified person or body approved by the College to make an assessment of the applicant's ability. This will be known as the Special Provision Assessment.

The Board of Governors, within the operation of its admissions criteria, will decide whether these children should be admitted on the basis that they fall within the ability range of other pupils being admitted in that year.

The Board of Governors will consider each application for Special Provision. Where this is granted and it is deemed necessary for the applicant to sit a Special Provision test, the Board of Governors will;

- Contact parent(s)/guardian(s)/carer(s) of the applicant;
- Arrange a date and time for the applicant to sit the above-mentioned test in the College. As with the SEAG Entrance Assessment the Special Provision test will also be marked by GL.
- The result of the test will be converted into a Band Grade.
- When the Band Grade has been assigned parents will be informed.

Where St Malachy's College is not your first preference school and you have sat the same/acceptable Special Provision test in another school, St Malachy's College will use the results of that Special Provision test in the Special Provision Assessment. Such applications will **then** be considered with all other applicants who have been awarded a Band Grade or received a Band Grade equivalent and the admissions criteria applied.

Parents of pupils presently enrolled in P7 wishing to claim Special Provision should complete Form SP available from the College or its website, stating the case for eligibility under this category, and attach to the pupil's Online Transfer Form/Application or its equivalent before it is submitted to the Education Authority (Transfer Department). **This should be completed by 12 noon on Thursday 22nd February 2024.** After this date, claims for Special Provision should be made directly to St Malachy's College by 4pm on 4th March 2024, **and the relevant Education Authority Transfer Section notified. (Please refer to the following document: 'Claiming Special Provision – A Guide for Parents & Guardians'). The guidance documentation is available from the College or to download from the College website: www.stmalachyscollege.com**

ALLOCATION OF PLACES

St Malachy's College will give preference to those pupils for whom a Band Grade relating to the SEAG Entrance Assessment method has been awarded by GL or assigned by the Board of Governors pursuant to the Special Circumstances/Special Provision procedures. Information on the SEAG Entrance Assessment is available from the College, or available to download from the College website at www.stmalachyscollege.com

All pupils resident in Northern Ireland at the time of their proposed admission to the College will be selected for admissions before any pupil not so resident.

In order to determine which pupils will be accepted into Year 8, the following criteria will be applied in the order set down:

- A Pupils who have been awarded a Band 1 Grade in the SEAG Entrance Assessment and also those pupils to whom Special Circumstances or Special Provision apply and who on the documented evidence submitted, are in the opinion of the Board of Governors to be of comparable ability to pupils awarded a Band 1 Grade.

- B Pupils who have been awarded a Band 2 Grade in the SEAG Entrance Assessment and also those pupils to whom Special Circumstances or Special Provision apply and who on the documented evidence submitted, are in the opinion of the Board of Governors to be of comparable ability to pupils awarded a Band 2 Grade.
- C Pupils who have been awarded a Band 3 Grade in the SEAG Entrance Assessment and also those pupils to whom Special Circumstances or Special Provision apply and who on the documented evidence submitted, are in the opinion of the Board of Governors to be of comparable ability to pupils awarded a Band 3 Grade.
- D Pupils who have been awarded a Band 4 Grade in the SEAG Entrance Assessment and also those pupils to whom Special Circumstances or Special Provision apply and who on the documented evidence submitted, are in the opinion of the Board of Governors to be of comparable ability to pupils awarded a Band 4 Grade.
- E Pupils who have been awarded a Band 5 Grade in the SEAG Entrance Assessment and also those pupils to whom Special Circumstances or Special Provision apply and who on the documented evidence submitted, are in the opinion of the Board of Governors to be of comparable ability to pupils awarded a Band 5 Grade.
- F Pupils who have been awarded a Band 6 Grade in the SEAG Entrance Assessment and also those pupils to whom Special Circumstances or Special Provision apply and who on the documented evidence submitted, are in the opinion of the Board of Governors to be of comparable ability to pupils awarded a Band 6 Grade.
- G Other pupils.

In the event of there being more candidates in any Band Grade than places available within such Band Grade, priority will be given in descending order to those who indicate on the Online Transfer Form/Application or its equivalent that they are:

- a) applicants who are siblings of present or past pupils enrolled in St. Malachy’s College (**names and dates of attendance required**);
- b) applicants who, at the date of their application, are the eldest boy of the family eligible to transfer to St Malachy’s College, or are the only child of the family (“of the family” will be defined in accordance with Department of Education guidance). Twins or other multiples will be treated as joint eldest. Older brothers, who at the date of the transfer application, have left mainstream post primary education or where an older brother did not have the opportunity to attend St Malachy’s College because their family has moved residence or attends a special school, will not be treated for the purposes of this criterion as the eldest boy in the family. A Certificate of verification must be completed and submitted with the Online Transfer Form/Application or its equivalent;
- c) applicants who are a Child Looked After. A Child Looked After is defined by the Children (NI) Order 1995 as children ‘who are in the care of a Trust or who are provided with accommodation by a Trust.’ (Accommodation may be in a residential home, residential school, foster placement or in a family placement with a relative or occasionally at home);
- d) a pupil who is entitled to Free School Meals at the date of application (“entitled to Free School meals” will mean applicants, who at the date on which they have signed their post-primary Online Transfer Form/Application or its equivalent, or at any date up to and including 4pm on 4th March 2024, have communicated within their application that they are listed on the Education Authority register as entitled to Free School Meals);
- e) pupils from the following contributory Primary Schools (not listed in order of preference);

Antrim Primary School, Antrim BT41 4AB	Ashgrove Primary School, Newtownabbey, BT36 6LJ
Ballymacrocket Primary School, Glenavy, BT29 4NE	Ballymacward Primary School, Lisburn, BT28 3SU
Botanic Primary School, Belfast, BT7 1QY	Bunscoil Bheann Mhadagain, Belfast, BT14 6HQ
Bunscoil Phobal Feirste, Belfast, BT11 9QS	Cavehill Primary School, Belfast, BT15 5FG
Christ the Redeemer Primary School, Belfast, BT17 OTG	Cliftonville Integrated Primary School, Belfast , BT14 6JQ

Crumlin Integrated Primary School, BT29 4XL	Drumlins Integrated Primary School, Ballynahinch, BT24 8EU
Gaelscoil Eanna, Newtownabbey, BT36 7AU	Gaelscoil Ghleann Darach, Crumlin, BT29 4LD
Gaelscoil na bhFal, Belfast, BT12 6AW	Glengormley Integrated, Newtownabbey, BT36 6HJ
Greenisland Primary School, BT38 8RA	Harding Memorial, Belfast, BT6 8PZ
Hazelwood Integrated Primary School, Belfast, BT36 7EN	Holy Child Primary School, Belfast, BT11 8JG
Holy Cross Boys Primary School, Belfast, BT14 7EX	Holy Evangelists' Primary School, Belfast, BT17 ODB
Holy Family Primary School, Belfast, BT15 2HP	Holy Rosary Primary School, Belfast, BT7 3DB
Holy Trinity Primary School, Belfast, BT11 8EG	John Paul II Primary School, Belfast, BT12 7FW
Ligoniel Primary School, Belfast, BT14 8BW	Mallusk Primary School, Newtownabbey, BT36 4QE
Mossgrove Primary School, Newtownabbey, BT36 5DN	Our Lady of Lourdes Park Lodge, Belfast, BT15 5GQ
Our Lady Queen of Peace, Dunmurry, BT17 ORW	Sacred Heart Boys Primary School, Belfast, BT14 6HH
Seaview Primary School, Belfast BT15 3NB	St Aloysius Primary School, Lisburn BT28 2QT
St Anne's Primary School, Belfast, BT10 ONE	St Bernard's Primary School, Newtownabbey, BT36 6DW
St Bride's Primary School, Belfast, BT9 6FP	St Clare's Primary School, Belfast, BT13 2SE
St Comgall's Primary School, Antrim, BT41 4JG	St Colman's Primary School, Lisburn, BT27 4QS
St James' Primary School, Newtownabbey, BT37 0AS	St John the Baptist Primary School, Belfast, BT11 9EH
St Joseph's Primary School, Antrim, BT41 1JZ	St Joseph's Primary School, Carryduff, BT8 8EX
St Joseph's Primary School, Crumlin, BT29 4LA	St Joseph's Primary School, Holland Drive, Belfast, BT5 6EH
St Joseph's Primary School, Slate Street, Belfast, BT12 4LD	St Kevin's Primary School, Belfast, BT12 6EN
St Kieran's Primary School, Dunmurry, BT17 OPB	St MacNissi's Primary School, Newtownabbey, BT36 6UE
St Malachy's Primary School, Belfast, BT7 2BJ	St Mary's on the Hill Primary School, N'abbey, BT36 6JU
St Mary's Star of the Sea Primary School, Belfast, BT15 4HL	St Matthew's Primary School, Belfast, BT5 4EN
St Michael's Primary School, Belfast, BT6 OBW	St Nicholas' Primary School, Carrickfergus, BT38 8AU
St Oliver Plunkett Primary School, Belfast, BT11 9AY	St Patrick's Primary School, Belfast, BT15 2BN
St Paul's Primary School, Belfast, BT12 7NN	St Peter's Primary School, Belfast, BT12 4JF
St Teresa's Primary School, Belfast, BT11 8BL	St Therese of Lisieux Primary School, Belfast, BT15 5GF
St Vincent De Paul's Primary School, Belfast, BT14 8DP	Stranmillis Primary School, Belfast, BT9 5EH
The Good Shepherd Primary School, Dunmurry, BT17 OPJ	Whiteabbey Primary School. Newtownabbey, BT37 ORU
Whitehead Primary School, BT38 9NE	

- f) In the event of oversubscription at the last criterion, selection for all places remaining in this category will be on basis of an alphabetical order which has been determined randomly and is set out below. Selection will be on the basis of the initial letter of the surname as identified on the birth certificate using the order below. If the surname has subsequently been legally changed (evidence to be provided) by the date the applicant sat the SEAG Entrance Assessment, this new surname will be used. Please note that if an applicant's name is legally changed after the applicant sat the SEAG Entrance Assessment, the legal name at the time the applicant sat the SEAG Entrance Assessment will be used. In the event of surnames beginning with the same initial letter, the subsequent letters of the surname

as set out in the randomised selection below, will be used to determine selection. In the event of there being two or more identical surnames the alphabetical order, using the randomised selection below, of the initial letters of the forenames, and if necessary subsequent letters of forenames, will be used to determine selection.

The order is set out below:

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

The order was predetermined by random computerised selection, witnessed by at least three members of the Admissions Committee.

- g) Should there be over-subscription at the last criterion then other applicants will be selected on the basis of age with the oldest being selected first, established by date of birth as entered on a birth certificate presented at registration for the SEAG Entrance Assessment.

Please Note:

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 Online Transfer Form/Application or its equivalent. Parents/Guardians/Carers should ensure that all information pertaining to their child and relevant to the school’s admissions criteria is stated on the Online Transfer Form/Application or its equivalent or attached to it.

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 Online Transfer Form/Application or its equivalent.

The Certificate of Verification for Criterion (b) is available from the College or may be downloaded from the College website.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

WAITING LIST POLICY

Should a vacancy arise after 18th May 2024 all applications for admission to Year 8 that were initially refused, new applications and applications where new information has been provided will be treated equally and the published criteria above will be applied. This waiting list will be in place until 30th June 2025. The College will contact you in writing if your child gains a place in the College by this method.

Your child’s name will be automatically added to the list. Please contact the College if you wish for your child’s name to be removed from the list.

Applications and Admissions

Year	Admissions No	Total Applications <i>ie. All preferences</i>	Total Admissions
2021/22	198	295	215*
2022/23	170	216	178*
2023/24	170	227	180*

* includes pupils placed in the College through Education Authority Special Needs or Appeal or Exceptional Circumstances Body.

Criteria for Years 9 and onwards

Available on request from the school.