

ST MALACHY'S COLLEGE
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Voluntary Grammar School
Boys' Grammar
Age Range: 11-18

Admission No: 150
Enrolment No: 1050
*Celebrating 180 years as a leading College
A Music Specialist College*

Principal: Mr P McBride MA, MEd, B.Mus, PGCE, PQH (NI)
Chair of Board of Governors: Sir G Loughran

Open Evenings – Wednesday 13th January 2016 – 7.00 pm to 9.30 pm (address by Principal at 7.00 pm)
Thursday 14th January 2016 – 7.00 pm to 9.30 pm (address by Principal at 7.00 pm)
By invitation through Primary Schools and local press

To Parents/Guardians naming St Malachy's College as a preference on their child's Transfer Form.

Entrance Assessment Results

St Malachy's College will give preference to, (apart from those who qualify either for Special Circumstances or Special Provision), those pupils awarded a **grade** by GL in completing the GL Entrance Assessment on **Saturday 14th November 2015** or the supplementary GL Entrance assessment on **Saturday 5th December 2015** as specified by the School. In Section C of the Transfer Form parents/guardians must state the GRADE achieved and attach to the Transfer Form a copy of the statement of results which they receive on **Saturday 30th January 2016**.

Special Circumstances

Special Circumstances refer to the claim that as a result of medical or other problem's a pupil's performance in the GL Entrance Assessment was affected. Any parent/guardian claiming Special Circumstances must submit an initial claim by completing the documentation in the Special Circumstances pack available from St Malachy's College or from its website and must submit the initial claim to St Malachy's College by **2pm on Friday, 11th December 2015**. Independent evidence in support of Special Circumstances is not required to be produced at this stage. This documentation, together with the independent, verifiable documentary evidence which corroborates the Special Circumstances claim, must be attached to the Transfer Form and include the SC1 form.

Special Provision

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

- a) who are transferring from primary schools outside Northern Ireland
 - b) who have received more than half of their primary education 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 have not taken the GL Assessment or its supplementary assessment.
- 1 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 College or its website. Parents wishing to claim Special Provision should also forward a copy of Form SP1 directly to St Malachy's College by 2 March 2016.
 - 2 After this date, claims for Special Provision should be made directly to St Malachy's College, **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 five 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 Sub-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 Admission criteria set out herein.

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO FORM 1 (YEAR 8) IN SEPTEMBER 2016

NOTE: IT IS THE SOLE RESPONSIBILITY OF THE PARENT/GUARDIAN OF A PROSPECTIVE PUPIL TO ENSURE THAT THERE IS SUBMITTED, EITHER ON THE TRANSFER FORM OR TOGETHER WITH THE TRANSFER FORM, 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 TRANSFER FORM 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 pupils who have taken the GL Entrance Assessment and who have been awarded a grade or assigned a grade pursuant to an application for "Special Circumstances" or "Special Provision" and will admit pupils based on grades in the assessment.

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

NOTE ON SPECIAL CIRCUMSTANCES AND SPECIAL PROVISION

The Board of Governors will consider applicants claiming that Special Circumstances or Special Provision exist. These will be considered first. Where this is granted, the Board of Governors will determine, on the basis of the information available, an appropriate grade equivalent for the applicant. Such applicants will then be considered with all other applicants who have received a GL Entrance Assessment grade and the admissions criteria applied.

NOTE ON SPECIAL CIRCUMSTANCES

Special Circumstances allow for a post examination adjustment to the grade of a child who is eligible for consideration. Special Circumstances can only seek to go some way to assist the child affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in the assessment.

An application for both Access Arrangements and Special Circumstances cannot be made for the same reason. Where a need or problem is identified in advance of the assessment taking place, an application for Access Arrangements should be made. Special Circumstances should be sought only where events on the day of the assessment or factors unknown at the time are considered to have directly influenced the outcome on the day of the GL 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.

Requests for Special Circumstances must be made **by 2pm on Friday 11 December 2015**. The decision as to whether to take such circumstances into consideration will not be taken at this time by St Malachy's College but the College will confirm receipt of the initial claim to the parent/guardian. This confirmation must be attached by the parent/guardian to the Transfer Form along with full, supporting documentary evidence when an application is made for post-primary transfer for the child.

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 to ensure that such claims and all verifying information are included on form SC1, attached to the Transfer Form and forwarded to the College via the relevant Education Authority in February 2016.

DETAILS OF MEDICAL OR OTHER PROBLEMS:

Where it is claimed that a pupil's performance in the GL Entrance Assessment has been affected by a medical or other problem, independent evidence of its existence **must** be provided to the College. Where the problem is a medical one of short term duration which affected the pupil only at the time of the GL Entrance Assessment the College will require the production of evidence that the pupil was examined by a medical practitioner in relation to the illness at the time of the GL 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 **must** set out in the Transfer Form precise details of the problem and append any appropriate independent evidence to corroborate its existence. **(Please refer to the following documents: 'Post Primary Transfer Consortium ENTRANCE ASSESSMENT ACCESS**

ARRANGEMENTS' (Section 12) and 'Claiming Special Circumstances: A guide for parents & guardians of children who have taken the GLA Entrance Assessment').

EDUCATIONAL EVIDENCE:

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

The following information **should** be provided on form SC1:-

- At the time of completing the Transfer Form, details of the Special Circumstances and independent supporting evidence should be provided and attached to the Transfer Form.
- Records of the results achieved by the child at primary school in **standardised tests in English/Literacy and Mathematics/Numeracy from the beginning of the key stage 2 period.**
 - All test results must be dated and verified by the primary school (eg. Signature of Principal, School stamp/headed notepaper);
 - Results from all tests should be accompanied by the name of the standardised test and the supplier of the test;
 - Results should include scores for English/Literacy and Mathematics/Numeracy;
 - Any other relevant educational material from the Primary School.
- The Primary School's comments on the pupil's academic achievements in relation to the standardised tests taken during key stage 2.
- The Board of Governors may also require Parents/Guardians to provide additional comparative information in respect of standardised test scores in relation to the other pupils (without names) in the applicant's class at key stage 2.

It is emphasised that **the onus is on the parents** 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 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.gov.uk>

The Board of Governors may decide in relation to an applicant in this category of special circumstances, that the grade which the applicant in fact achieved in the GL Assessment is the grade which the applicant would have achieved if he had sat the GL Assessment under normal circumstances. Once a decision has been made the applicant will be considered alongside applicants within that category.

For further information please refer to the following documents: 'Post Primary Transfer Consortium ENTRANCE ASSESSMENT ACCESS ARRANGEMENTS' (Section 12) and 'Claiming Special Circumstances: A guide for parents & guardians of children who have taken the GLA 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 GL Entrance Assessment under normal circumstances.

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

1. moving or recently moved to Northern Ireland:
 - a. whose parents/guardians wish them to transfer to post-primary schools from schools outside Northern Ireland;
 - b. who have received more than half of their primary education outside Northern Ireland;
2. 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 **have not taken** either the GL Entrance Assessment or its Supplementary Assessment.

It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in the GLA Entrance Assessment and to submit appropriate documentary evidence attached to the Transfer Form.

The Board of Governors may require a suitably qualified person or body approved by the College to make an assessment of the applicant's ability.

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.

Parents of pupils presently enrolled in P7 wishing to claim Special Provision should complete the appropriate documentation, stating the case for eligibility under this category, and attach to the boy's Transfer Form before it is sent to the Education Authority (Transfer Department). **This should be completed by 4.00 pm on Wednesday 2 March 2016.** After this date, claims for Special Provision should be made directly to St Malachy's College.

The Board of Governors will consider each application for Special Provision. Where this is granted, the Board of Governors will determine, on the basis of the information available, an appropriate grade equivalent for the applicant. Such applications will **then** be considered with all other applicants who have received a GL Entrance Assessment grade and the admissions criteria applied.

ALLOCATION OF PLACES

St Malachy's College will give preference to those pupils for whom a grade relating to the GL Entrance Assessment method has been awarded or assigned by the Board of Governors pursuant to the special circumstances/special provisions procedure. Information on the GL Entrance Assessment is available from the College, or available to download from the College website at www.stmalachyscollege.com

All boys resident in Northern Ireland at the time of their proposed admission to the College will be selected for admissions before any boy 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 Grade A in the GL 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 Grade A.
- B Pupils who have been awarded Grade B1 in the GL 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 Grade B1.
- C Pupils who have been awarded Grade B2 in the GL 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 Grade B2.
- D Pupils who have been awarded Grade C1 in the GL 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 Grade C1.
- E Pupils who have been awarded Grade C2 in the GL 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 Grade C2.
- F Pupils who have been awarded Grade D in the GL 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 Grade D.
- G Other pupils.

In the event of there being more candidates in any grade than places available within such grade, priority will be given in descending order to those who indicate on the Transfer Form that they are:

- a) applicants who are siblings of present or past pupils of St. Malachy's College (**names and dates of attendance**);
- b) applicants who are the eldest boy in the family eligible to transfer to mainstream post primary education. This criterion covers 'only' children and will treat twins or other multiples as joint eldest;
- c) applicants who are sons of current members of the teaching, administrative, technical or ancillary staff of St. Malachy's College employed for a continuous minimum period of one year at the date of transfer;
- d) applicants who are sons or grandsons of former pupils of St. Malachy's College;
- e) 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 Transfer Form, or at any date up to and including 11th May 2016, have communicated within their application that they are listed on the Education Authority register as entitled to Free School Meals);
- f) pupils from the following contributory Primary Schools (not listed in order of preference)
 - Ballymacrick Primary School, Glenavy BT29 4NE
 - Ballymacward Primary School, Lisburn BT28 3SU

Bunscoil Bheann Mhadagain, Belfast	BT14 6HQ
Bunscoil Phobal Feirste, Belfast	BT11 9QS
Bunscoil an tSleibhe Dhuibh, Belfast	BT12 7JL
Cavehill Primary School, Belfast	BT15 5FG
Christ the Redeemer Primary School, Belfast	BT17 0TG
Cliftonville Integrated Primary School, Belfast	BT14 6JQ
Dundonald Primary School	BT16 2LP
Fairview Primary School, Ballyclare	BT36 9HS
Finaghy Primary School	BT10 0DR
Gaelscoil an Lonnain, Belfast	BT12 4PD
Gaelscoil na Mona, Belfast	BT11 8QB
Gaelscoil Eanna, Newtownabbey	BT36 7AU
Gaelscoil Ghleann Darach, Crumlin	BT29 4LD
Gaelscoil na bhFal, Belfast	BT12 6AW
Hazelwood 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 0DB
Holy Family Primary School, Belfast	BT15 2HP
Holy Rosary Primary School, Belfast	BT7 3DB
Holy Trinity Primary School, Belfast	BT11 8EG
Lourdes Primary School, Carrickfergus	BT38 9QU
Our Lady of Lourdes Park Lodge Primary School, Belfast	BT15 5GQ
Our Lady Queen of Peace, Dunmurry	BT17 0RW
Sacred Heart Boys Primary School, Belfast	BT14 6HH
Scoil an Droichid, Belfast	BT7 2EP
Scoil na Fuiseoige, Dunmurry	BT17 0RL
St Anne's Primary School, Belfast	BT10 0NE
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 Colman's Primary School, Lisburn	BT27 4QS
St Comgall's Primary School, Antrim	BT41 4JG
St Ita's Primary School, Belfast	BT8 6YY
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, Slate Street, Belfast	BT12 4LD
St Joseph's Primary School, Holland Drive, Belfast	BT5 6EH
St Kevin's Primary School, Belfast	BT12 6EN
St Kieran's Primary School, Belfast	BT17 0PB
St MacNissi's Primary School, Newtownabbey	BT36 6UE
St Malachy's Primary School, Belfast	BT7 2BJ
St Mary's Primary School, Belfast	BT12 4AL
St Mary's Star of the Sea Primary School, Belfast	BT15 4HL
St Mary's on the Hill Primary School, Newtownabbey	BT36 6JU
St Matthew's Primary School, Belfast	BT5 4EN
St Michael's Primary School, Belfast	BT6 0BW
St Nicholas' Primary School, Carrickfergus	BT38 8AU
St Oliver Plunkett Primary School, Belfast	BT11 9AY
St Paul's Primary School, Belfast	BT12 7NN
St Patrick's Primary School, Belfast	BT15 2BN
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
Templepatrick Primary School, Ballyclare	BT39 0AQ
The Good Shepherd Primary School, Dunmurry	BT17 0PJ

- 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 GL Assessment by 25th September 2015;

- h) In the event of oversubscription at the last criterion, where two or more applicants have the same date of birth, selection for all places remaining in this category will be on the basis of the initial letter of the surname as identified on the birth certificate presented at registration for the GL Assessment by 25th September 2015. The order is set out below:

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

The order was predetermined by random computerised selection.

In the event of surnames beginning with the same letter, the subsequent letters of the surname will be used in alphabetical order using the above randomised selection. In the event of two or more identical surnames the alphabetical (randomised) order of the initial of the forenames will be used.

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 Transfer Form. Parents should ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Form 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 Transfer Form.

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 27 May 2016 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 30 June 2017. The school will contact you in writing if your child gains a place in the school by this method.

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

Applications and Admissions

Year	Admissions No	Total Applications All Preferences	Total Admission
2013/14	150	210	150
2014/15	150	227	150
2015/16	150	228	150