

ST MARY'S CHRISTIAN BROTHERS' GRAMMAR SCHOOL

147A Glen Road
Belfast BT11 8NR

Telephone No: 028 9029 4000

Fax No: 028 9029 4009

E-mail: achivers083@c2kni.net

Web-site: www.stmaryscbgs.com

Principal: Mrs Siobhan Kelly BA, M.ED, PQH (NI)

Chairperson of the Board of Governors: Mr Sean Mahon

Voluntary Grammar
School

Boys'

Grammar Age

Range: 11-18

Admissions No: 175

Enrolment No: 1180

OPEN EVENING INFORMATION

Thursday 15th September 2022 – 7.00 pm and Thursday 12th January 2023 – 7.00 pm

Parents and pupils will be invited via primary schools, parishes and the local press.

To Parents/Guardians/Carers naming St Mary's Christian Brothers' Grammar School as a preference on their child's Online Transfer Form/Application or its equivalent.

Entrance Assessment Results

St Mary's will give preference to (apart from those who qualify for either the Special Circumstances or Special Provision procedures) those applicants awarded a grade by GL following completion of the GL Entrance Assessment on Saturday 12th November 2022 or the Supplementary GL Entrance Assessment on Saturday 10th December 2022, or any other rearranged date.

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

Special Circumstances

Special Circumstances usually refers to the claim that, as a result of medical or other problems an applicant's performance in the GL Assessment was affected. Any parent/guardian/carer claiming Special Circumstances must submit an initial claim by completing form SCR in the Special Circumstances pack available from St. Mary's Christian Brothers' Grammar School or from its website and must submit the initial claim to St. Mary's Christian Brothers' Grammar School by 2pm on Wednesday 14th December 2022. 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 Online Transfer Form/Application or its equivalent and include the SC1 form.

Special Provision

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

- 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.
 - d) who were entered for the GL Assessment and it took place, but the applicant was unable to sit either the GL Entrance Assessment or Supplementary GL Entrance Assessment due to COVID-19 reasons.
1. For those pupils currently in P7 in primary schools in Northern Ireland, claims for Special Provision should be made on **Form SP1** and uploaded with the Transfer Application. **Form SP1** is available from the school or its website: <https://stmaryscbgs.com>. Parents/Guardians wishing to claim Special Provision should also forward a completed copy of **Form SP1** directly to St. Mary's Christian Brothers' Grammar School by **Thursday, 23 February 2023**. After this date, claims for Special Provision should be made directly to St. Mary's Christian Brothers' Grammar School and parents should notify the Education Authority's School Admissions Team. The final date for receipt of new applications with additional information is Thursday, 9 March 2023, no later than 4pm.

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 insert section of the School Prospectus. All pupils are asked to pay a Voluntary Contribution (currently £60 per annum).

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

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 Admission criteria set out herein.

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO FORM 1 (YEAR 8) IN SEPTEMBER 2023

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 SCHOOL 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 SCHOOL FOR ADMISSION SHALL BE CONSIDERED BY THE BOARD OF GOVERNORS IN THE ALLOCATION OF A PLACE TO THE APPLICANT.

St Mary's Christian Brothers' Grammar School will initially consider only those applicants who have taken the GL Entrance Assessment or if relevant the Supplementary GL Entrance Assessment and who have been awarded a grade or assigned a grade pursuant to the application of the Special Circumstance or Special Provision procedures and will admit pupils based on 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 school on the Transfer Form i.e., an applicant who has chosen St Mary's Christian Brothers' Grammar School in any position on the Online Transfer Form/Application or its equivalent will be considered equally with those who have put the School first.

SPECIAL CIRCUMSTANCES AND SPECIAL PROVISION PROCEDURES

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 educational evidence available, an appropriate grade equivalent for the applicant. Such applicants will then be considered with all other applicants who have been awarded a grade or received a grade equivalent and the admissions criteria applied.

NOTE ON SPECIAL CIRCUMSTANCES

Special Circumstances allow for a post examination adjustment or provision of a 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 the assessment centre, 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. 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 Entrance Assessment or if relevant the Supplementary GL Entrance Assessment.

NB: The existence of special circumstances **DOES NOT** in itself lead to automatic admission to St. Mary's. Each case is considered on its own merits by the Board of Governors.

Requests for Special Circumstances must be made **by 2pm on Wednesday 14th December 2022**. The decision as to whether to take such circumstances into consideration will not be taken at this time by St Mary's

Christian Brothers' Grammar School but the school will confirm receipt of the initial claim in writing with the parent/guardian/carer. This confirmation must be, attached by the parent/guardian/carer to the Online Transfer Form/Application or its equivalent along with full, supporting documentary evidence when an application is made for post-primary transfer for the child.

Circumstances relating to an 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 SC1**, attached to the Online Transfer Form/ Application or its equivalent and forwarded to St. Mary's Christian Brothers' Grammar School via the Education Authority **by 4pm on Thursday 23rd February 2023**.

DETAILS OF MEDICAL OR OTHER PROBLEMS:

Where it is claimed that an applicant's performance in the GL Entrance Assessment or, if relevant, the Supplementary GL Entrance Assessment has been affected by a medical or other problem, independent evidence of its existence must be provided to the school by attaching it to the Online Transfer Form/Application or its equivalent. Where the problem is a medical one of short-term duration which affected the applicant only at the time of the GL Entrance Assessment, the school 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 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 Online Transfer Form/Application, or its equivalent, 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 POLICY' (Section 10) and 'Claiming Special Circumstances – A Guide for Parents & Guardians')**.

Note on COVID-19

Special Circumstances will not be applied solely due to lost teaching and learning time due to the COVID-19 pandemic. Lost teaching and learning are being addressed in the GL Entrance Assessment 2022 via the assessment methods and the reduction in the content that will be assessed.

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 must be 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 SC1: -

- 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 attached to the Online Transfer Form/Application or its equivalent.
- All test results should be accompanied by the name of the standardised test supplier, and be dated and verified by the primary school (e.g., signature of Principal, School stamp/headed notepaper).
- 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 GL Assessment has taken place, 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 all other applicants who have been awarded a grade or received a grade equivalent and the admissions criteria applied.

Applications received under Special Circumstances will be considered on the evidence made available to the school and awarded a grade using the School'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 school 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: 'Post Primary Transfer Consortium ENTRANCE ASSESSMENT ACCESS ARRANGEMENTS' (Section 10) and 'Claiming Special Circumstances – A Guide for Parents & Guardians'. The guidance documentation is available from the school or to download from the school website www.stmaryscbqs.com.

Applicants considered under Special Circumstances will be judged on the evidence made available to the school and awarded a grade.

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 or if relevant the Supplementary GL Entrance Assessment under normal circumstances.

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

Applicants in categories (a) and (b) above who wish to apply under Special Provision do not need to take the GL Entrance Assessment or the Supplementary GL Entrance Assessment unless their parents/guardians so wish, in which case the GL Entrance Assessment or if relevant the Supplementary GL Entrance Assessment grade obtained would also be considered.

The Board of Governors will require a suitably qualified person or body approved by the school 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.

Parents of pupils presently enrolled in P7 wishing to claim Special Provision should complete **Form SP1** available from the school 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 4.00 pm on Thursday 23rd February 2023.** After this date, claims for Special Provision should be made directly to St Mary's Christian Brothers' Grammar School by **Thursday 9th March 2023** (not later than 4pm).

The Board of Governors will consider each application for Special Provision. Where this is granted, 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 assessment in the school. as with the GL Assessment the Special Provision Assessment will also be marked by GL.
- the result of the test will be converted into a grade.
- when the grade has been assigned parents will be informed.

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

FREE SCHOOL MEALS ENTITLEMENT (FSME)

The Board of Governors reflected carefully on the Department's guidance on admissions criteria and particularly on the criterion of Free School Meals (FSME). The Board believe that this will be fulfilled as a natural outcome of our intake. In the last school year of 2022-23, St. Mary's had an average of 34% of our students entitled to FSM while, in the same period, the overall grammar school average was 13.7%

ALLOCATION OF PLACES

St Mary's Christian Brothers' Grammar School will give preference to those pupils for whom a grade relating to the GL Entrance Assessment method has been awarded by GL or assigned by the Board of Governors pursuant to the special circumstances/special provisions procedures. Information on the GL Entrance Assessment is available from the school, or available to download from the school website at www.stmaryscbqs.com

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

Preference shall be given to applicants with Grade A over applicants with Grade B1, those with Grade B1 over applicants with Grade B2, those with Grade B2 over applicants with Grade C1, those with Grade C1 over applicants with Grade C2, and those with Grade C2 over applicants with Grade D until all the places have been filled.

A further sub-criteria published below from (a) – (d) will be applied in sequence:

- to decide between applicants who have the same grade.
 - in the event that places remain after the GL Entrance Assessment process.
- (a) Applicants who have a brother currently enrolled in St Mary's **(The name of the child of the family and his year group are required on the Transfer Application).**
- (b) Applicants who, at the date of their application, are the eldest son of the family (*"of the family" will be defined in accordance with Department of Education guidance*), or the eldest child or the only child at the date of application, eligible to transfer to St Mary's. This criterion will treat twins or other multiples as joint eldest.
If a boy has an older brother who did not gain entry to St. Mary's in previous years due to not sitting transfer or who applied to St. Mary's but did not achieve a grade which enabled him to gain entry, he should be considered with all first/oldest boys (evidence must be provided).
The parents/guardians must provide evidence stating that the son is the eldest and that the son and family are known for at least two years to the verifier of such evidence. It must be written on headed notepaper and signed by a verifier who is not a member of the applicant's family. Examples of this might include a medical practitioner, a solicitor, a Priest/Minister of Religion, or a Primary School Principal.
- (c) **Boys transferring from Primary Schools under the ERST trusteeship of the Christian Brothers: John Paul II Primary School and St Patrick's Primary School.**
- (d) Boys transferring from our listed feeder schools (not listed in order of preference):
Ballymacrickett, Ballymacward, Bunscoil Bheann Mhadagain, Bunscoil Phobal Feirste, Bunscoil an tSleibhe Dhuibh, Christ the Redeemer, Cranmore Integrated, Good Shepherd, Gaelscoil na bhFal, Gaelscoil Ghleann Darach, Gaelscoil na Móna, Good Shepherd, Hazelwood, Holy Child, Holy Cross, Holy Evangelists, Holy Family, Holy Rosary, Holy Trinity, Oakwood, Our Lady Queen of Peace, Our Lady of Lourdes, Scoil na Fuiseoige, Sacred Heart Primary School, St. Aloysius, St. Anne's, St. Bernard's, St. Bride's, St. Clare's, St. Colman's (Lambeg), St. John the Baptist, St. Joseph's (Slate Street), St. Joseph's (Carryduff), St. Joseph's (Lisburn), St. Joseph's (Crumlin), St. Ita's, St. Kevin's, St. Kieran's, St MacNissi's, St. Malachy's, St. Mary's (Divis Street), St Mary's- on-the-Hill, St. Matthew's,

St. Michael's, St. Oliver Plunkett, St. Paul's, St. Peter's, St. Teresa's, St. Therese of Lisieux, St Vincent de Paul, Scoil an Droichid, Scoil NBa fuiseoige, Tonagh (Lisburn).

- (e) In the event of oversubscription at the last criterion, 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** (if the surname has subsequently been legally changed ((evidence to be provided)) this new surname will be used) presented at registration for the GL Assessment by Friday 23rd September 2022. In the event of surnames beginning with the same letter, the subsequent letters of the surname will be used in alphabetical order using the randomised selection below. In the event of two or more identical surnames the alphabetical (randomised) order of the initial of the forenames will be used. Where names cannot be separated by this process, children will be accepted by date of birth with preference given to the oldest.

The order is set out below:

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

The order was predetermined by random computerised selection, witnessed by a representative from the Board of Governors.

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 Transfer Application.

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

All applications that are refused will be placed on a waiting list. Should a vacancy arise after the transfer results are published, we will accept additional information not received at the time of the transfer process. We will also accept new applications from pupils who did not initially apply through the Transfer process. The published criteria above will be applied. This waiting list will be in place until 30th June 2024.

APPLICATIONS AND ADMISSIONS

Year	Admissions No	Total Applications <i>i.e., All preferences</i>	Total Admissions
2020/21	175	241	176*
2021/22	175	244	175
2022/23	175	243	177

*includes pupils who won their Appeal Tribunal

Criteria for Years 9 and onwards: Available on request from the school or can be viewed on the school website.