

**St Louis Grammar School**  
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Chairperson of Governors: Sr Mary O'Connor SSL



**Voluntary Grammar**  
**Age Range 11 - 18**  
**Approved Admissions Number for 2018: 130**  
**Approved Enrolment Number for 2018: 720**

### **ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8**

For admission in 2018/19 St Louis Grammar School will operate a 3 stage application process. All applications will be considered for Stage One initially and applications which are not admitted at Stage One will automatically be considered at Stage Two. Applications will be considered at Stage Three in the event that residual places remain unfilled.

#### **Stage One**

Places will initially be allocated to those pupils applying for admission from the local area of Lower and Upper Mourne who have indicated St Louis Grammar School as their first preference. The local areas of Lower and Upper Mourne are geographically defined by the Diocese of Down and Connor parish boundaries. Pupils will be considered as being from the local area if they (i) live in the area, or (ii) attend a primary school in the local area. It will be the responsibility of parents to provide sufficient evidence that their child falls into this category.

If there are more eligible applications than there are places available, the following criteria will apply:

1. Applicants who have a sister or brother enrolled at the School at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
2. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the School.
3. Applicants whose brother or sister previously attended the School; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
4. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
5. Applicants who are the first child of the family to transfer to secondary education, i.e. the eldest child of the family.
6. Applicants who are the first child of the family to apply to a Grammar School.
7. Applicants who, at the date of their application, are entitled to Free School Meals Provision.
8. Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2016/15 revised 20 September 2017)

#### **Stage Two.**

For those pupils who have named St Louis Grammar School as their first preference on the application form, up to 40% of places (52 students) will be allocated based upon the results achieved by pupils in the Entrance Assessment provided by GL Assessment and administered by the Assessment Centres on the 18<sup>th</sup> November 2017 or 9<sup>th</sup> December 2017. This will form the primary evidence to be considered by the Subcommittee at Stage Two.

Places will be allocated to pupils who have obtained Grade A in the GL Entrance Assessments. If there are then more eligible applicants with Grade A than there are places available the following Criteria will be applied in the order shown.

1. Applicants who have a sister or brother enrolled at the School at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
2. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the School.
3. Applicants whose brother or sister previously attended the School; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
4. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
5. Applicants who are the first child of the family to transfer to secondary education, i.e. the eldest child of the family.

6. Applicants who are the first child of the family to apply to a Grammar School.
7. Applicants who, at the date of their application, are entitled to Free School Meals Provision.
8. Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2016/15 revised 20 September 2017)

Remaining places may be allocated to pupils who obtain lower grades in the GL Entrance Assessments. If, at this stage, there are more applicants with lower grades than places available, the Criteria 1 to 8 will be applied first to applicants who obtained Grade B1, in the GL Entrance Assessments, then to applicants who obtained Grade B2, then to applicants who obtained Grade C1, then to applicants who obtained Grade C2, then to applicants who obtained Grade D.

Applicants with Grade B1 will be admitted in priority to those with Grade B2. Applicants with Grade B2 will be admitted in priority to those with Grade C1, applicants with Grade C1 will be admitted in priority to those with Grade C2, and applicants with Grade C2 will be admitted in priority to those with Grade D. 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 out above through to criterion number 8.

If after the application of a particular criterion there are not enough places available for all those applicants who meet that criterion then the next criterion will be applied to select applicants for places, in the order set out above through to criterion number 8. In the event of two or more applicants having the same date of birth and thereby qualifying for the last place(s), the applicants will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.

### **Stage 3**

If, after Stage One and Stage Two have been completed there remain unfilled places, all applications which remain unplaced after Stage One and Stage Two will automatically be considered at Stage Three. Pupils will be admitted in the following order until 130 places have been filled in total between Stage One, Stage Two and Stage Three:-

1 Preference will be given to all pupils who name St Louis Grammar School as their 1st preference school on the application form.

2 Where selection has to be made between pupils after application of criterion 1 of Stage Three, the following sub-criteria will be applied in the order set down until all places are filled:-

- I. Applicants who have a sister or brother enrolled at the School at the time of application; full responsibility rests with Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
- II. Applicants who, at the date of their application, have a Parent/Guardian who is a member of the permanent teaching, administrative or support staff of the School.
- III. Applicants whose brother or sister previously attended the School; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the sibling relation to be identified.
- IV. Applicants whose mother/father attended St Louis Grammar School as a pupil; full responsibility rests with the Parents/Guardians to provide sufficient details at the time of application on the Transfer Form to allow the parent/guardian to be identified.
- V. Applicants who are the first child of the family to transfer to secondary education, i.e. the eldest child of the family.
- VI. Applicants, who at the date of their application, are entitled to Free School Meals Provision.
- VII. Other applicants ranked by date of birth with the youngest child admitted first and all other children admitted by age (youngest first) until all places have been filled.
- VIII. Remaining places will be allocated to pupils who have not indicated St Louis Grammar School as their first preference, these children will be rank ordered for admission by application of I – VII above.

With reference to the above criteria, 'the family' is defined by the Department of Education in "The Procedure for Transfer from Primary to Post-Primary Education", DE Circular 2016/15 (revised 20 September 2017)

### **NOTES FOR INFORMATION:**

- a. 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 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.
- b. Parents/Guardians 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 application stage, and the Board of Governors shall not be obliged to consider or seek any representations or additional information or documentary proofs not so furnished at the required time.