

St. Louis Grammar School
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**Voluntary Grammar
 Denominational
 Boys and Girls
 Age Range 11 - 18**
Enrolment Sept 2009: 586
Expected Enrolment Sept 2010: 599
Approved Admissions Number for 2010: 80
Approved Enrolment Number for 2010: 570

Principal: Mr Kevin Martin BEd(Hons), PGCE, MEd, PQH(NI)
Chairman of the Board of Governors: Mr F McManus

APPLICATIONS AND ADMISSIONS TO YEAR 8						
	School Year 2007/2008		School Year 2008/2009		School Year 2009/2010	
	App	Adm	App	Adm	App	Adm
Grade A	53	53	45	45	42	42
Grade B1	9	9	14	14	14	14
Grade B2	14	13	18	16	12	12
Grade C1	10	2*	12	3*	10	5*
Grade C2	8	2*	12	4*	10	4*
Grade D	15	0	2	1*	11	3*
Opted Out	0	0	1	0	1	0
Other	3	1	2	2		0
TOTAL	112	80	106	85	100	80

*admitted as a result of an appeal to an independent appeal tribunal or under the special circumstances/provisions regulations

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

Entrance Test Results

St Louis Grammar School Kilkeel intends to use the grade awarded to pupils completing the GL Entrance Assessment on Saturday 21st November 2009 or the supplementary GL Entrance Assessment on Saturday 12th December 2009 as specified by the school. Parents must attach a copy of the result slip which they received on Saturday 6th February 2010 with the Transfer Form and the grade should also be recorded 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 St Louise Grammar School Kilkeel 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 attached to the Transfer Form. In addition, parents wishing to claim Special Provision should complete and return appropriate documentation, stating the case for eligibility under this category, directly to St Louis Grammar School Kilkeel, by Wednesday 10th March 2010 if possible. An appropriate form for completion (Form SP1) is available from the school. After this date, claims for Special Provision should be made directly to St Louis Grammar School Kilkeel and the Transfer Office of the SELB notified.

St Louis Grammar School Kilkeel was founded in 1921 and became co-educational in 1969. Its philosophy is based on the view that education must endeavour to develop the whole person so that pupils become mature Christian adults. St Louis recognises that it is not enough to inspire pupils to high ideals unless they are given the opportunity to acquire the knowledge and skills to bring these to fulfilment in the real world. We therefore aim to equip pupils with a broad balance of knowledge and skills which will help them cope, as mature and responsible citizens, with the demands of a complex and rapidly changing society.

As the only Specialist School in Northern Ireland for Technology and Computing, St Louis provides an innovative curriculum that builds on our current good practice and expertise. We have created a dynamic and engaging learning environment that uses a range of blended learning strategies through the use of our highly developed Virtual Learning Environment. We have extended and expanded our curriculum through our involvement with the Southern Regional College and now provide a range of learning paths for our own pupils and those of neighbouring post-primary schools in the area.

New School Project

The Department of Education has allocated £12.3 million to build a new school. In consultation with the trustees, the school architect and design team are currently finalising stage D of the process and it is hoped that building work will start next year.

Pastoral Care

Pastoral care, which deals with the overall development of the pupil and as such requires a caring commitment from all staff to guide and advise pupils, permeates all aspects of school life and contributes to the creation of a supportive atmosphere for all members of the school community.

Pupils are normally divided into groups of 20 under the care of a Tutor who meets them daily. The Tutor plays a key role in the delivery of the Pastoral Care Programme and the individual development of each pupil in their group. A Year Head exercises overall responsibility for the progress, welfare and discipline of the pupils in a year group.

Curriculum

The curriculum is designed to ensure breadth and balance at each educational stage, and with continuity and progression to enable the pupil to acquire the life skills and competencies necessary for the world of work.

In St Louis, we believe the Curriculum to be everything we offer our pupils by way of learning experience and opportunity. Great emphasis is placed upon enabling each pupil to achieve his/her academic potential with the aim of meeting the educational needs of all pupils. The school offers a curriculum that is broad and balanced and is currently adapting the taught curriculum to meet the requirements of the Revised Curriculum and Entitlement Framework.

Key Stage 3: At this stage all pupils follow a broad foundation course including Religious Education, English, Irish, French, Mathematics, History, Geography, Technology, ICT, Science, Home Economics, Art, Music, Physical Education, Drama and Learning for Life and Work (Citizenship, Employability, Careers, Personal Development). In Year 10 pupils are given the opportunity to study Spanish.

Key Stage 4: The Curriculum at this stage is designed to ensure that pupils, through a careful choice of subjects keep their career choices open. A minimum of ten GCSE subjects is taken by all pupils, although some will take eleven. In addition to the subjects available at KS3, pupils may also study Additional Mathematics, Business Studies, Construction, Child Development, English Literature, Information Systems, Media Studies, Road Traffic Studies and PE Studies. At K.S.4 Science is studied as the separate disciplines of Biology, Chemistry and Physics.

Post-16: Each pupil is expected to study four subjects to AS level and to continue with at least three subjects to A2 standard. Subjects on offer at AS/A2 level include: Accounts, Applied Business, Applied ICT, English, Irish, French, Spanish, ICT, P.E. Studies, Biology, Technology, Chemistry, Physics, Music, Religious Studies, Mathematics, History, Government and Politics, Sociology, Geography, Business Studies, Home Economics, Art, Construction and Health and Social Care

Pupils undertake a number of enrichment modules including Games, First Aid, IT and Complementary Therapies.

From Year 10 onwards information and advice on Careers is provided with emphasis on identifying the interests and aptitudes of the pupils and where possible arranging visits to possible future work situations and Institutes of Higher Education.

Extra-curricular

There are opportunities for pupils who wish to participate in extra-curricular activities such as football outings, Irish dancing, choir, orchestra, charity work, camogie, netball, basketball, gaelic football for boys and girls), athletics, soccer, tennis, volleyball, cross country, badminton and golf. The school has an annual Drama Festival in which all key stage 3 pupils participate. There is also an annual concert or musical and the school has had many

successes in local and national Irish Drama Competitions. Educational and exchange visits are arranged to places in Ireland, England and throughout Europe.

Parental Involvement

The school encourages the development of an actively supportive partnership between home and school. Parents receive progress reports twice yearly and Parent/Teacher meetings are arranged for each year group.

The school has undertaken major development work in teaching and learning and aims to continually improve the stimulating learning environment that already exists.

School Uniform is compulsory.

Open Day: Saturday 23rd January 2010, 10.30am to 1.30pm.

CRITERIA FOR ADMISSION TO YEAR 8 2010/11

The School accepts girls and boys considered capable by the Board of Governors (which term includes any Committee or Admissions Sub-Committee appointed by the Board of Governors to apply the Admission criteria set out herein) of benefiting from a Grammar School education and also contributing to the School ethos as indicated by performance in the GL Entrance Assessments and the information contained on the Transfer Form or attached to it at the time of application.

It is expected that an application to attend St Louis Grammar School indicates an acceptance of all school regulations by both parents and pupils.

(Please note:

In accordance with the 1997 Education Northern Ireland Order (Section 16 (4)), St Louis Grammar School has been directed to select for admission all children resident in Northern Ireland at the time of their proposed admission before any child not so resident may be selected for admission.)

Special Circumstances

Pupils will be admitted strictly as described below according to the grade achieved in the GL Entrance Assessment subject only to the consideration of **medical or other problems** which may have affected their performance in the Entrance Assessment and which are supported by verified 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 school's **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 known to the Assessment Centre, 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 initial claim for the consideration of special circumstances should be registered using Form SCR at the Entrance Assessment Centre by 4:00pm on 18th December 2009 with the completed claim for Special Circumstances being sent to the SELB along with the transfer form in February 2010. 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 SELB 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.

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 should 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 (Pupil Records and Reporting) Regulations (Northern Ireland) 2009. Failure by the parent/guardian to provide such verified information will result in the Board of Governors being unable to consider the application for Special Circumstances. Material referred to above will assist the sub-committee in making its judgement: it is however, not intended to be restrictive and the sub-committee will consider any and all material presented and attached to the Transfer Form. 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 attached to the Transfer Form. In addition, parents wishing to claim Special Provision should complete and return appropriate documentation, stating the case for eligibility under this category, directly to St Louise Grammar School, by Wednesday 10th March 2010 if possible. An appropriate form for completion (Form SP1) is available from the school. After this date, claims for Special Provision should be made directly to St Louis Grammar School Kilkeel and the Transfer Office of the SELB notified.

Special provision will be made by the Board of Governors for Pupils who:

- are transferring from primary schools outside Northern Ireland and will become resident in N. Ireland
- have received more than half of their primary education outside Northern Ireland
- have not attended primary school for at least 380 days in Key Stage 2
- through long term illness, unforeseen or serious medical or other problems which is supported by documentary evidence, have been unable to sit the GL Entrance Assessment or the supplementary GL Entrance Assessment.

The Board of Governors will decide whether these pupils should be admitted on the basis that they fall within the ability range of other pupils being admitted in that year and/or meet one or more of the admissions criteria 1 to 8 as listed below. 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.

ADMISSION CRITERIA

The results achieved by pupils in the Entrance Assessment provided by GL Assessment and administered by the Assessment Centres on 21st November 2009 or 12th December 2009 will form the primary evidence to be considered by the Board of Governors.

Places will be allocated to pupils who have obtained Grade A in the GL Entrance Assessments. Remaining places may be allocated to pupils who obtain Grade B1 in the GL Entrance Assessments. If there are then more eligible applicants with Grade B1 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.
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.
5. Applicants who are the first child of the family (as defined by DE in Transfer 2010 Guidance) to transfer to secondary education, i.e. the eldest child of the family as defined above.
6. Applicants who are the first child of the family (as defined by DE in Transfer 2010 Guidance) to apply to a Grammar School.
7. Applicants, who at the date of their application, are entitled to Free School Meals Provision (as defined by DE in Transfer 2010 Guidance).
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.

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 B2 in the GL Entrance Assessments, then to applicants who obtained Grade C1, then to applicants who obtained Grade C2, then to applicants who obtained Grade D and finally to applicants who opted out of the tests.

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, applicants with Grade C2 will be admitted in priority to those with Grade D and applicants with Grade D will be admitted in priority to those who have opted out of the tests. 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 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, seriation 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.

NOTES FOR INFORMATION:

- A. Each year 80 pupils may be admitted to Year 8.
- B. The criteria are drawn up by the Board of Governors which may delegate the application of them to an Admissions Sub-Committee. Any reference herein to the term 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.
- C. 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 any representations or information or documentary proofs not so furnished at the required time.
- D. The Board of Governors reserves the right to require supplementary evidence as it may determine to support or verify information on the Transfer Form or appended to the Transfer Form by parents/guardians. For verification purposes original documents are required and not facsimiles or photocopies.

Unless such verification is given in the required format and by the required deadline it will not be considered. Inaccurate or misleading information pertaining to an applicant's status may prejudice the award of a place and may lead to the withdrawal of any place awarded to an applicant who has thereby gained improper advantage.

The responsibility to ensure that:

- **the Transfer Form and other necessary documentation is correctly completed;**

- **any special circumstances/special provision being claimed are properly documented as described in detail above and in the guidance documentation;**

and

- **any required verification documents are provided within specified deadlines,**

lies with the parents/guardians of the child. Failure to ensure that this occurs will lead to any request for special circumstances not being considered and/or the application not being considered by the Board of Governors and/or the withdrawal of a place in the school.

ADMISSION TO YEARS OTHER THAN YEAR 8

The school accepts girls and boys considered capable by the Board of Governors (which term includes any Committee or Admissions Sub-Committee or persons appointed by the Board of Governors to apply the Admission criteria set out herein) of benefiting from a Grammar School education and also contributing to the School ethos.

It is expected that an application to attend St Louis Grammar School indicates an acceptance of all school regulations by both parents and pupils.

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

ADMISSION TO YEARS 9 - 12

The criteria will be applied in the following order:

1. There must be a place available in the required year within the school's approved enrolment number.
2. Pupils who have a proven ability to benefit from what the school offers, as indicated in information supplied from the school currently attended in the form of school reports together with other relevant indicators of performance and suitability including application to study, behaviour, attendance and punctuality.
3. All applicants will be obliged to complete satisfactorily a short assessment and an interview with the Principal or another member of the school's management team.

ADMISSION TO YEAR 13

The criteria will be applied in the following order:

1. There must be a place available in the required year within the school's approved enrolment number.
2. The applicant must normally have three subjects at Grade B and three other GCSE subjects at Grade C.
3. Previous school reports must clearly indicate that high standards have been consistently met in the following areas: application to study, conduct, attendance and punctuality.
4. All external applicants will be obliged to complete satisfactorily an interview with the Principal or another member of the school's management team.
5. In the event of there being more external applicants than places available, those to be admitted will be identified by the application of the criteria set out below:
6. Applicants with the higher GCSE score. Total points score at GCSE will be worked out on the basis of:

Grade A* = 4 points, Grade A = 3 points, Grade B = 2 points, Grade C = 1 point.