To PARENTS/GUARDIANS naming Dominican College as a preference on your child's Transfer Form.

- The main criterion for admission to our College will be the academic ability to benefit from the education which we provide. The prime consideration in determining academic ability will be:

1. The Grade attained in the GL ASSESSMENT
2. The Grade awarded by the Board of Governors arising out of a claim for SPECIAL PROVISION (See section on SPECIAL PROVISION below)
3. The Grade awarded by the Board of Governors arising out of a claim for SPECIAL CIRCUMSTANCES where the applicant has taken the GL ASSESSMENT. (See section on SPECIAL CIRCUMSTANCES below)

- Please ensure that you record your child’s GL ASSESSMENT GRADE at section C on her Transfer Form
- A copy of your child’s GL Assessment Outcomes must be attached to the Transfer Form
- The grade attained by each applicant in the GL ASSESSMENT will be verified with the Post Primary Transfer Consortium.

SPECIAL CIRCUMSTANCES
Parents should refer to the GL Assessment Access Arrangements and Special Circumstances Policy documentation.

Dominican College will admit applicants strictly in the order of the Grade attained in the GL Assessment or the Grade awarded under Special Provisions, or the Grade awarded under Special Circumstances.

The Grade attained in the GL Assessment will be subject to the consideration of medical or other problems which may have affected performance in the GL Assessment and which are supported by documentary evidence of a medical or other appropriate nature. These ‘medical or other problems’ are commonly referred to as “Special Circumstances”.

Parents/Guardians who feel that their child’s performance in the assessment has been affected by a medical or other problem and wish to register a claim for Special Circumstances should complete and return the appropriate form available from the College by 2pm on Friday 14th December 2018. This is explained fully in the Access Arrangements and Special Circumstances Policy which is available on the College website.

Details of Medical or Other Problems
Where it is claimed that an applicant’s performance in the GL Assessment has been affected by a medical or other problem, it is the responsibility of the parents/guardians to set out in the Transfer Form the precise details of the problem and append independent evidence to corroborate its existence.

Where the problem is a medical one of short term duration which affected the applicant only at the time of the 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 assessment.

Where the problem is of a non-medical nature the Parents/Guardians should append appropriate independent evidence.
Educational Evidence

Sufficient objective evidence must be provided by the Parents/Guardians applying for Special Circumstances and accompany the transfer form to enable the Board of Governors to reach a decision. The following must be provided:

- Results of all standardised tests in English and Mathematics taken by the applicant in Key Stage 2.

It is emphasised that the onus is on the Parents/Guardians 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 should be aware that they have a statutory right to obtain information on their own child from their Primary School. Further information on parent’s rights can be obtained from the Information Commissioners Office (www.ico.gov.uk).

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

SPECIAL PROVISION

Special Provision will 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 has been negatively affected by serious medical or other problems which are supported by independent verifiable documentary evidence and who may have been unable to take either of the GL Assessments.

Children who wish to apply under Special Provision do not need to take the GL Entrance Assessment or the supplementary assessment unless their parents/guardians so wish, in which case the GL Entrance Assessment grade obtained would also be considered. The Admissions Committee will require an assessment of an applicant’s abilities to be carried out by a suitably qualified person or body approved by the College.

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

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. The SP1 application form is available from the College or its website. Parents wishing to claim Special Provision should also forward a copy of Form SP1 directly to the Education Authority, by 4.00pm on Wednesday 6th March 2019. After this date, claims for Special Provision should be made directly to Dominican College before Monday 15th April 2019.

The Admissions Committee will consider each application for Special Provision. Where this is granted, the Admissions Committee 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 Assessment grade and the admissions criteria applied.

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 Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to 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 POLICY

Admissions Criteria Year 8

Applicants resident in Northern Ireland at the time of their proposed admission will be selected for admission before any child not so resident can be selected.

The Board of Governors of Dominican College will consider all claims for Special Provision and Special Circumstances. Where a claim is accepted the Board of Governors will assign a grade to the applicant. Those applicants will then be considered with all other applicants who have received a grade and the admissions criteria applied.

Applicants will be ranked in order of the Grade attained in the GL Assessment, the Grade awarded under Special Provisions, or the Grade awarded under Special Circumstances, namely A, B1, B2, C1, C2 and D.

1. First preference will be given to those applicants who have attained Grade A in the GL Assessment or have been awarded Grade A under Special Provision or have been awarded Grade A under Special Circumstances.

2. If places remain after all Grade A applicants have been admitted, priority will be given to those applicants who have attained Grade B1 in the GL Assessment or have been awarded Grade B1 under Special Provision or have been awarded Grade B1 under Special Circumstances.

3. If places remain after all Grade B1 applicants have been admitted, priority will be given to those applicants who have attained Grade B2 in the GL Assessment or have been awarded Grade B2 under Special Provision or have been awarded Grade B2 under Special Circumstances.

4. If places remain after all Grade B2 applicants have been admitted, priority will be given to those applicants who have attained Grade C1 in the GL Assessment or have been awarded Grade C1 under Special Provision or have been awarded Grade C1 under Special Circumstances.

5. If places remain after all Grade C1 applicants have been admitted, priority will be given to those applicants who have attained Grade C2 in the GL Assessment or have been awarded Grade C2 under Special Provision or have been awarded Grade C2 under Special Circumstances.

6. If places remain after all Grade C2 applicants have been admitted, applicants who have attained Grade D in the GL Assessment or have been awarded Grade D under Special Provision or have been awarded Grade D under Special Circumstances will be admitted.

In the event of the number of applicants in a category under consideration (i.e. Grades A, B1, B2, C1, C2, D) exceeding the number of places available, priority will be given to pupils using the Sub Criteria below in the order given.

SUB CRITERIA

a) Applicants who have a sibling currently enrolled at Dominican College;

b) Applicants who have a sibling who has already been selected under the current transfer procedure;

c) Applicants who have had a sibling at Dominican College;

d) Applicants who are attending the following feeder schools (no priority will be given to any particular school);

<table>
<thead>
<tr>
<th>Abbots Cross PS</th>
<th>Antrim PS</th>
<th>Ashgrove PS</th>
<th>Ballyhenry PS</th>
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<tr>
<td>Ballymacricket PS</td>
<td>Ballymacward PS</td>
<td>Ballysillan PS</td>
<td>Ben Madigan Prep</td>
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<tr>
<td>Bunscoil Bheann Mhadagain</td>
<td>Bunscoil Phobal Feirste</td>
<td>Carr’s Glen PS</td>
<td>Cavehill PS</td>
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<td>Christ the Redeemer PS</td>
<td>Cliftonville PS</td>
<td>Downey House PS</td>
<td>Fairview PS</td>
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<tr>
<td>Gaelscoil Eanna</td>
<td>Gaelscoil Ghleann Darach</td>
<td>Gaelscoil Na Bhfál</td>
<td>Glengormley PS</td>
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<tr>
<td>Greenisland PS</td>
<td>Hazelwood PS</td>
<td>Holy Child PS</td>
<td>Holy Cross Girls’ PS</td>
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<td>Holy Family PS</td>
<td>Holy Rosary PS</td>
<td>Holy Trinity PS</td>
<td>Ligoniel PS</td>
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<td>Lowood PS</td>
<td>Mercy PS</td>
<td>Mossgrove PS</td>
<td>Mount St Michael PS</td>
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<tr>
<td>Oakwood PS</td>
<td>Our Lady of Lourdes PS</td>
<td>Our Lady’s PS</td>
<td>Our Lady Queen of Peace PS</td>
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<tr>
<td>Scoil An Droichid</td>
<td>Scoil Na Físeágle</td>
<td>Seaview PS</td>
<td>St Anne’s PS</td>
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<tr>
<td>St Bernard’s PS (Glengormley)</td>
<td>St Bernard’s PS (Belfast)</td>
<td>St Bride’s PS</td>
<td>St Clare’s PS</td>
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<td>St Coleman’s PS</td>
<td>St Comgall’s PS</td>
<td>St James’ PS</td>
<td>St John the Baptist PS</td>
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<tr>
<td>St Joseph’s PS (Antrim)</td>
<td>St Joseph’s PS (Crumlin)</td>
<td>St Joseph’s PS (Lisburn)</td>
<td>St Kevin’s PS</td>
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<tr>
<td>St MacNissi’s PS</td>
<td>St Malachy’s PS</td>
<td>St Mary’s, Divis Street</td>
<td>St Mary’s, Kircubbin</td>
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Applicants who are entitled to Free School Meals;

If after consideration of the above criteria there remain more applicants than places available, places will be allocated by date of birth as identified on the birth certificate presented at registration for the entrance assessment. Priority will be given to the oldest applicant.

If after consideration of date of birth there remain more applicants than places available, places will be allocated on the basis of the initial and subsequent letters of the applicant’s surname followed by the applicant’s forename(s) (as entered on the birth certificate) in the order set out below:

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

This order was determined by random selection.

“entitled to Free School Meals” will mean applicants who are listed on the Education Authority register as entitled to Free School Meals at the date on which their Parent or Guardian has signed their post-primary Transfer Form, or any date up to and including 1 May 2019.

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 therefore ensure that all information pertaining to their child and relevant to the school’s admission criteria is stated on the Transfer Form or attached to it. An example of such information includes: whether the child has a sibling currently enrolled at Dominican College or is the eldest girl of the family eligible to transfer to mainstream post-primary education.

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 31 May 2019, all applications for admission to Year 8 including: applications that were initially refused; new applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2020.

The school will contact parents in writing if their child gains a place in the school by this method.

The names of all unsuccessful applicants will be automatically placed on the waiting list. Parents should contact the school in writing if they wish their daughter’s name to be removed from the waiting list.

<table>
<thead>
<tr>
<th>Applications and Admissions</th>
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<tbody>
<tr>
<td>Year</td>
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<tr>
<td>2016/17</td>
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<td>2017/18</td>
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<tr>
<td>2018/19</td>
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*includes children who were admitted to the School with a statement of special educational needs.

Admission criteria for years 9 to 13 can be obtained by contacting the College directly.