

LUMEN CHRISTI COLLEGE  
Bishop Street  
Londonderry BT48 6UJ

Voluntary  
Grammar School  
Boys and Girls  
Age Range 11 – 18

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Principal: Mr P O'Doherty B.Ed. M.Sc. PQH  
Chairperson: Mr John Boyle B. Sc. MIET

Roll: 848

ADMISSIONS NO. 120

ENROLMENT NO. 840

### ADMISSION OF PUPILS TO YEAR 8 IN SEPTEMBER 2010

To Parents/Guardians naming Lumen Christi College as a Preference on your child's Transfer Form

#### Entrance Test Results

Please ensure that you provide the following information on Section C of your child's Transfer Form:

**The COMBINED STANDARDISED MARK SCORE obtained in the GL-Assessments in English and Mathematics as specified by the school. You must also attach to the Transfer Form the original copy of the Statement of Results issued by the Assessment Centre.**

#### Special Circumstances and/or Special Provision

**If applying for Special Circumstances, parents/guardians must also attach to the Transfer Form**

- a completed Special Circumstances Form (SC1), available from Lumen Christi College
- educational evidence to show that the combined standardised mark score achieved in the GL-Assessment does not correspond to the academic ability of the child; this should be in the form of a report (in original form, not a photocopy) from the primary school on the academic ability of the applicant which should provide all standardised test results in Literacy and Numeracy taken in Primary 5, 6 and 7
- documentary evidence such as medical or social reports indicating that medical or other problems directly influenced the outcome of the GL-Assessments in English and Mathematics with verification by an appropriate professional

Claims that medical or other problems affected the performance of the child in the GL-Assessments in English and Mathematics should have been registered previously on the college's Registration Form for Special Circumstances by 4.00pm on Friday 18th December 2009 to the Centre at which the applicant sat the GL-Assessments.

**If applying for Special Provision, parents/guardians must attach to the Transfer Form**

- a copy of the college's Special Provision Form, available from Lumen Christi College, detailing precisely the reasons why the applicant is applying for Special Provision
- a report (in original form, not a photocopy) from the primary school on the academic ability of the applicant which should include, where possible, all standardised test results in Literacy and Numeracy taken in Primary 5, 6 and 7
- an educational assessment report conducted on behalf of the college by a suitably qualified person

Claims for Special Provision should also be sent by 4.00pm on Wednesday 10<sup>th</sup> March directly to Lumen Christi College.

Upon receipt of a request in writing by a pupil's parent or guardian, a primary school must disclose the relevant pupil's record of progress and achievement. The onus is on the parent to obtain from the primary school full information on the pupil's academic performance and test results and to provide this to Lumen Christi College. No information will be sought by the college directly from the primary school.

## SPECIAL CIRCUMSTANCES

Parental claims for consideration of Special Circumstances and/or Special Provisions for a child, as set out in the college's booklet, "Entrance Assessment: Access Arrangements and Special Circumstances Policy" will have their claims considered before the application of the Admissions Criteria.

Special Circumstances allow for a post-examination adjustment to the combined standardised mark score of a child who is eligible for consideration. Applicants claiming that medical or other problems affected the performance of their child in the college's GL-Assessment tests should have submitted an application for such on the college's Registration Form for Special Circumstances (SCR) by 4.00pm on Friday 18th December 2009 to the Centre at which the applicant sat the GL-Assessment tests and should attach the college's Special Circumstances Claim Form (SC1) onto the Transfer Report Form at the time of application to the college in February 2010. The procedure for making an application for Special Circumstances and application forms are contained within the college's Special Circumstances Pack available directly from the college or for download from the college website at <http://www.lumenchristcollege.co.uk> ).

Supporting documentary evidence such as medical or social reports concerning the special circumstances should show that medical or other problems directly influenced the outcome of the GL-Assessment tests and that the pupil's ability is genuinely higher than that indicated by the combined standardised mark score. Where a problem is a medical one of short term duration which affected the pupil only at the time of the GL-Assessment tests, the school 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-Assessment tests. Where the problem is of a non-medical nature, the parents/guardians must set out the precise details of the problem and append any appropriate independent evidence to the Transfer Form.

It is the responsibility of the parents to ensure that information regarding the existence of any relevant factors is given on the college's Special Circumstances Claim Form. Supporting documentary evidence should also include a report from the primary school on the applicant's educational attainment with special reference to English and Mathematics. The primary school report should include the following:

**all the pupil's standardised test results for years 5, 6 and 7 in Literacy and Numeracy [Such information must be provided on the college's Special Circumstances Claim Form, a copy of which may be obtained from the college or downloaded from the college website at <http://www.lumenchristcollege.co.uk>]**

**The onus is on the parent/guardian** to ensure that the above information and accompanying, completed application forms are provided to the college.

## SPECIAL PROVISION

Special Provision applies to (i) those pupils moving/recently moved to Northern Ireland whose parents wish them to transfer to post-primary schools from outside Northern Ireland; or (ii) pupils who have received more than half of their primary education outside Northern Ireland; or (iii) pupils who, due to long-term illness or unforeseen and serious medical or other problems, were unable to take the school's GL- Assessment tests.

For those children currently in Primary 7 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 Lumen Christi College by Wednesday 10<sup>th</sup> March 2010 where possible. An appropriate form is available from the college. Those wishing to make claims for Special Provisions after that date should contact the college directly.

It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in the GL-Assessment tests to submit appropriate documentary evidence. All applicants who meet Special Provisions requirements must have an assessment of their ability. The Board of Governors will expect to see any recent primary school reports and may require an assessment of the applicant's ability to be carried out by a suitably qualified person approved by the college. The sub-committee of the Board of Governors will, on the basis of all the documented evidence available to them at the time of making their decision, decide the combined standardised mark score to be used in the application of their Admissions Criteria to such applicants. Applicants awarded such a standardised mark score will then be treated on equal terms to those attaining such standardised scores in the GL- Assessment tests.

The authorized sub-committee of the Board of Governors, on the basis of all documented evidence available to them at the time of reaching their decisions, shall decide the combined standardised mark score to be used in the application of the Admissions Criteria to applicants under Special Circumstances and Special Provision. The Admissions Criteria shall then be applied. All supporting documentary evidence of medical, educational or other appropriate nature should be supplied by parents/guardians to the ELB in time for its dispatch together with the Transfer Form of First Preference to post-primary schools.

*Applicants who have a Statement of Special Educational Need will have their applications dealt with by the Education Library Board/Educational Skills Authority under separate arrangements and are supernumerary to the college's admissions and enrolment numbers.*

## **ADMISSIONS CRITERIA**

The Board of Governors, including the Principal, has determined the following Admissions Criteria which will be applied if the number of applicants is greater than the Admissions Number. Applicants domiciled in Northern Ireland at the time of their proposed admission will be considered before other applicants.

Applicants will be admitted in order of priority set down below:

- 1** Applicants who have registered for and completed the GL-Assessment in English and Mathematics for the Post Primary Transfer Consortium and attained a combined standardised mark score of at least 221 and those regarding whom parental claims for special circumstances or special provision have been accepted and who, in the opinion of the authorised sub-committee, are of comparable ability to those pupils attaining a combined standardised mark score of at least 221.
- 2** Applicants who have registered for and completed the GL-Assessment in English and Mathematics for the Post Primary Transfer Consortium and attained a combined standardised mark score of at least 200 but less than 221 and those regarding whom parental claims for special circumstances or special provision have been accepted and who, in the opinion of the authorised sub-committee, are of comparable ability to those pupils attaining a combined standardised mark score of at least 200 but less than 221.

If there are more applicants who satisfy any of the above two criteria than there are places available when the criterion is being applied, places will be allocated by rank order of the combined standardised mark score attained in the gl-Assessment tests, the highest scoring candidate being ranked first, the next highest candidate being ranked second, etc. On the basis of the combined standardised mark scores obtained, applicants will be admitted in rank order, up to the maximum of the college's admissions number (120).

Where two or more applicants have an identical combined standardised mark score and their position in the rank order means that there are insufficient places to admit all of them, sub-criteria will be applied in the order stated below:

- (a) Applicants of whom a brother/sister, half-brother/sister, step-brother/sister or legally adopted brother/sister is a pupil in the school or will be in the academic year under consideration.
- (b) Applicants who are an only child or the eldest child in the family eligible to transfer to mainstream secondary education.
- (c) Applicants in receipt of Free School Meals Entitlement at the time of application.

### **3. Other applicants**

This third criterion will apply to applicants who (a) have not completed the GL-Assessment in English and Mathematics for the Post Primary Transfer Consortium or (b) have completed the GL-Assessment in English and Mathematics for the Post Primary Transfer Consortium and have achieved a combined standardised mark score of less than 200 and those regarding whom parental claims for special circumstances or special provision have been accepted and who, in the opinion of the authorised sub-committee, are of comparable ability to those pupils attaining a combined standardised mark score less than 200.

If, in the application of this criterion, there are more applicants who satisfy the criterion than places available, places will be allocated on the basis of the sub-criteria in the order stated below:

- (a) Applicants of whom a brother/sister, half-brother/sister, step-brother/sister or legally adopted brother/sister is a pupil in the school or will be in the academic year under consideration.
- (b) Applicants who are an only child or the eldest child in the family eligible to transfer to mainstream secondary education.
- (c) Applicants in receipt of Free School Meals Entitlement at the time of application.

In the event of there being more applicants meeting the last sub-criterion which can be applied than places available, applicants will be selected for admission on the basis of initial letter of surname(as entered on the Birth Certificate or Court Order) in the order set out below as determined by a randomised selection.

**W M U T X F B MAC P J D G A C V O O' I Q E L N Mc S Y Z K H R**

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used.

Should two or more applicants have the same surname and forename and thereby qualify for the last available place(s), those applicants will be placed in rank order of eldest child by date of birth as stated on their Birth Certificate and admitted in this order.

Where, after this process has been applied, any applicants continue to tie for a final place, places will be allocated by randomised computer selection.

The sub-committee of the Governors, Principal and Vice-Principals will apply the criteria at the initial selection stage. Thereafter, the criteria will be applied by the Principal and Vice-Principals.

#### **Verification of information qualifying a child for a place in Lumen Christi College**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form/Transfer Form. All applicants should note that where an Entrance Assessment Result, an address, child-age information and /or FSME registration within an application qualifies it for admission, then that information will be verified. The provision of false or incorrect information or the failure to provide verifying documents within the deadlines set by post-primary schools can result in the withdrawal of a place.

To enable the Board to verify an applicant's combined standardised mark score in the GL-Assessment in English and Mathematics for the Post Primary Transfer Consortium Entrance assessment, the results slip from the PPTC Entrance Assessment may be sought.

To enable the Board to verify information regarding an applicant's age and address, the following documents in their original form may be sought:

- the child's Birth Certificate
- a letter awarding Child Benefit to the child or another letter relating to this benefit and any **two** of
- a bank or building society statement which shows the address at which the child is resident
- a utility bill (for instance electricity, gas, Television Licence, telephone(not a mobile) which shows the address at which the child is resident
- the child's Medical Card

Parents/guardians are strongly advised to have such documents ready for submission to the Board of Governors upon request.

Parents/guardians should note that, in regard to FSME, where the Primary School Principal has not signed the relevant section of the Transfer Form, verification will be sought from the ELB/ESA Register.

Open day will take place on **Sunday, 7 February 2010 at 3.00 pm.**