

ADMISSION OF PUPILS TO YEAR 8 IN SEPTEMBER 2020

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

Entrance Test Results

The Board of Governors has determined that admission to Lumen Christi College in 2020 will be by the outcomes of Entrance Assessments. All applicants who wish to be considered for admission should sit an English and Mathematics test administered by GL Entrance Assessment on Saturday 16th November 2019 or the Supplementary GL Entrance Assessments on Saturday 7th December 2019.

When considering which children will 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/Guardians must 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.

Parents/Guardians must provide on/with the child's Transfer Form the grade achieved in the GL Entrance Assessments and, attached to the form, the original copy of the Statement of Results issued by the Assessment Centre which must include the combined standardised age score.

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

The Board of Governors draws up the Admissions Criteria and delegates to an Admissions Sub-Committee, which includes the Principal and Vice-Principals, 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 Admissions Criteria set out herein.

ADMISSIONS CRITERIA

Applicants resident in Northern Ireland at the time of the proposed admission will be considered before all other applicants.

Applicants for entry to Year 8 in September 2020 will be admitted according to the following criteria and sub-criteria in the order specified below:

1 The results of the GL Entrance Assessment will be ranked as follows: A, B1, B2, C1, C2, D.

Applicants who have registered for and completed the GL Entrance Assessment in English and Mathematics for the Post-Primary Transfer Consortium in the 2019 series of tests. Such applicants will be admitted into Year 8 **in grade order** of priority beginning with grade A and followed by grades B1, B2, C1, C2 and D or Applicants for whom Special Circumstances/Special Provision¹ have been accepted by the authorised sub-committee of the Board of Governors and whose grade, in the opinion of the Board of Governors on the basis of the evidence provided to it, are deemed to be of equivalent ability to those being considered within the relevant grade boundary.

If, in the application of criterion 1, there are more applicants who satisfy the criterion than there are places available, such places will be allocated on the basis of the following 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 College 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.
*Twins, triplets, etc. will be entitled to recognition as 'eldest' in family if twins, triplets, etc. are the first born to a family.
- (c) Applicants who have communicated within the transfer form that they are entitled to Free School Meals (FSME)
*'Entitled to Free School Meals' means applicants who are listed on the Education Authority's register as entitled to free school meals at the date on which their parent or guardian has signed their post-primary Transfer Form or at any date up to and including 24 April 2020.

¹ For detail see page 3&4

- (d) Other applicants attaining the grade under consideration ranked according to the Combined Standardised Age Score attained in the GL Entrance Assessments or the score deemed equivalent in the opinion of the authorised sub-committee for those regarding whom parental claims for special circumstances or special provision have been accepted, the highest scoring candidate being ranked first, the next highest candidate being ranked second, etc.

If, on application of the subsidiary criteria in order, there is oversubscription in any particular sub-criterion, applicants in the sub-criterion under consideration will be admitted by rank order of the combined standardised age score attained in the GL Entrance Assessments or the score deemed equivalent, in the opinion of the authorised sub-committee, for those regarding whom parental claims for special circumstances or special provision have been accepted, the highest scoring candidate being ranked first, the next highest candidate being ranked second, etc. If there are applicants who have the same GL Entrance Assessments combined Standardised Age Score tying for the final place(s), applicants will be selected for admission on the basis of the 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:

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

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.

Applicants will be admitted in rank order, up to the maximum of the College's admissions number (120).

2 Other applicants.

This criterion will apply to applicants who have not completed a GL Entrance Assessment in English and Mathematics for the Post-Primary Transfer Consortium and will only be applied if places are remaining after the application of Criterion 1 and subsequent sub-criteria (a)-(d). If, in the application of criterion 2, there are more applicants who satisfy the criterion than places available, places will be allocated on the basis of the sub-criteria (e) – (g) in the order stated below:

- (e) Applicants of whom a brother/sister, half-brother/sister, step-brother/sister or legally adopted brother/sister is a pupil in the College or will be in the academic year under consideration.
- (f) Applicants who are an only child or the eldest child in the family eligible to transfer to mainstream secondary education.
- (g) Applicants who have communicated within the transfer form that they are entitled to Free School Meals (FSME)
'Entitled to Free School Meals' means applicants who are listed on the Education Authority's register as entitled to free school meals at the date on which their parent or guardian has signed their post- primary Transfer Form or at any date up to and including 24th April 2020.

In the event of there being more applicants meeting the last sub-criterion for Criterion 2 than there are places remaining, applicants in that sub-criterion will be placed in rank order of eldest child by date of birth as stated on their Birth Certificate or Court Order and admitted in this order.

Where, after criterion 2 and any applicable sub-criteria (e), (f) and (g) have been applied and two or more applicants continue to tie for a final place, places will be allocated by randomised selection as indicated above.

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. A waiting list of pupils will be kept until Friday 25th September 2020. Thereafter, parents/guardians who wish their child to be considered, should a place become available, must make a new application.

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 the child for admission, then that information will be verified before students are admitted to Year 8 in the College. The provision of false or incorrect information or the failure to provide verifying documents within the deadlines set may result in the withdrawal of a place or the inability of the College to offer a place. Original verification documents (not copies) are required.

To enable the Board of Governors to verify an applicant's grade and/or combined standardised age score in the GL Entrance Assessment in English and Mathematics for the Post-Primary Transfer Consortium Entrance Assessment, the results slip from the PPTC Entrance Assessment will be sought.

To enable the Board of Governors to verify information regarding an applicant's address, the following documents in their original form must be supplied within the timeframe set by the college following a provisional offer of a place:

any **two** of the following which shows the address at which the child is resident

- a bank or building society statement
- a utility bill (for instance Electricity, Gas, Television Licence, Telephone landline)
- Electoral ID Card; Driving Licence; Addressed Payslip; Mortgage statement; Rental agreement; Land and Property Services rate demand.
- a letter awarding Child Benefit to the child or another letter relating to this benefit

Additionally, the following documents may be sought:

- The child's Birth Certificate, child's Passport or child's Adoption Certificate (for verification of name or date of birth, if required);
- Child's Medical Card;
- A letter awarding Child Benefit to the child or another letter relating to this benefit;
- A letter from a member of the Clergy, a Solicitor or the child's GP (for verification of eldest child status, if required). The verifier should know the family for at least two years.

Where, for exceptional reasons, a particular document cannot be supplied, the Board of Governors may accept verification by means of alternative, suitable documentation. 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 pupils qualifying for a place through the criterion in respect of FSME, verification will be sought from the EA.

Special Circumstances

Special Circumstances allow for a post-examination adjustment to the grade and/or the combined standardised age score of a child who is eligible for consideration. Any adjustment to a grade/score will be based on a tariff according to the nature of the Special Circumstances applicable at the time of the test using the grade/score attained on that day.

Applicants claiming that medical or other problems affected the performance of their child in the College's GL Entrance Assessments should have submitted an application for such on the College's Registration Form for Special Circumstances (SCR) by 2.00 pm on Friday 13 December 2019 to the Centre at which the applicant sat the GL Entrance Assessments and should attach the College's Special Circumstances Claim Form (SC1) onto the Transfer Form at the time of application to the College in February 2020. The procedure for making an application for Special Circumstances, the guidance booklets 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.lumenchristicollege.co.uk>

Independent, supporting documentary evidence such as medical or social reports must show that medical or other problems directly influenced the outcome of the GL Entrance Assessments and that the pupil's ability is

genuinely higher than that indicated by the grade and/or combined standardised age score. Where a problem is a medical one of short term duration which affected the pupil only at the time of the GL Entrance Assessments, 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 Entrance Assessments. 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/guardians** to ensure that information regarding the existence of any relevant factors is given on the College's Special Circumstances Claim form (SC1), a copy of which may be obtained from the College or downloaded from the College website at <http://www.lumenchristicollege.co.uk> 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 **and must include all the pupil's standardised test results for years 5, 6 and 7 , where applicable in Literacy and Numeracy.**

No information will be sought by the College directly from the primary school.

AN APPLICANT WHO APPLIES FOR ACCESS ARRANGEMENTS FOR THE ENTRANCE TEST CANNOT THEN APPLY FOR SPECIAL CIRCUMSTANCES FOR THE SAME REASON.

Special Provision

Special Provision applies to:

- (i) those pupils moving/recently moved to Northern Ireland whose parents/guardians 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 Entrance Assessments or Supplementary Entrance Assessments.

Parents seeking admission for their child under Special Provisions arrangements should contact the College directly in the first instance and must complete an SP1 form available from the College.

For those children for whom Special Provision applies, who are **currently in Primary 7 in Northern Ireland**, claims for Special Provision should be attached to the Transfer Form using the SP1 form.

Parents/guardians **moving to Northern Ireland** should return the appropriate documentation stating the case for eligibility under this category directly to Lumen Christi College as early as possible and **no later than 2.00 pm on Friday 14th February 2020.**

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

- **The copy of the College's Special Provision Form (SP1), 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.**

It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in the GL Entrance Assessments and to submit appropriate documentary evidence in support of their claim. All applicants who meet Special Provisions requirements must have an assessment of their academic 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 to provide a standardised age score.

VOLUNTARY SUBSCRIPTION

We ask parents for a voluntary subscription of £100 per family to assist in the provision of additional facilities and equipment.

WAITING LIST POLICY

Lumen Christi College retains a waiting list for admissions to the college where a place becomes available outside the normal admissions processes. The school's policy on the consideration of applications is available directly from the school.

NUMBERS OF APPLICATIONS AND ADMISSIONS

| Year | Admissions No. | Total Applications All Preferences | Total Admissions |
|------------------|-----------------------|---|-------------------------|
| 2017/2018 | 120 | 200 | 121 |
| 2018/2019 | 120 | 188 | 120 |
| 2019/2020 | 120 | 163 | 121 |

ADMISSION CRITERIA FOR ENTRY TO YEARS 9 – 12

Admissions criteria for entry to Years 9-12 is available directly from the college.