

### ST MARY'S GRAMMAR SCHOOL

3 Castledawson Road  
Magherafelt  
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**Website:** www.stmarysmagherafelt.com

### Voluntary Grammar School (Denominational)

**Age Range of pupils:** 11-18  
**Admissions No:** 153  
**Enrolment No:** 1070

**Principal:** Ms D A Gillespie, MEd, BSc (Hons), PGCE, PQH (NI)

**Chairperson of the Board of Governors:** Mrs AM Campbell

#### Open Day

The school will be open for visits by parents and prospective pupils on:-

**Tuesday 21 and Wednesday 22 January 2020 at 7.00 pm.**

The Principal will address parents. If parent/guardians and children cannot attend Open Day, another appointment will be made by mutual agreement.

#### TO PARENTS/GUARDIANS naming St Mary's Grammar School, Magherafelt as a preference on your child's Transfer Form

Entrance Assessment Results

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

- The name of the Assessment Centre where your child sat the GL Entrance Assessment.
- The combined, standardised age score provided by GL Assessment for your child.

#### Special Circumstances and/or Special Provision

**If you are making a claim for your child to be considered under Special Circumstances or Special Provision, please note that you must:**

##### Special Circumstances:

Have registered a claim for Special Circumstances at the Assessment Centre where your child sat his/her GL Entrance Assessment by 2.00 pm on Friday 13 December 2019.

##### Special Provision:

Have registered a claim for Special Provision with St Mary's Grammar School, Magherafelt by 2.00 pm on Friday 28 February 2020.

#### Fees

Parents are requested to make an annual voluntary contribution of £100 per pupil, up to a maximum of £200 per family, to help develop existing facilities. This should be paid by October of each year. Charges for educational trips/visits will be made according to DFE regulations. In addition, there is a £20 stationery fee.

#### ADMISSION CRITERIA FOR ENTRY INTO YEAR 8

**The Board of Governors draws up the Admissions Criteria and delegates to the Principal and a Selection Committee the responsibility of applying the criteria.**

**The parents/guardians of pupils applying for entry to St. Mary's should note that they may be required to produce documents verifying information pertinent to the Admissions Criteria. The provision of false or incorrect information or failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of the school to offer a place.**

#### 1. NOTES OF INFORMATION

- a) In accordance with DENI regulations, all children resident in Northern Ireland at the time of their proposed admission will be selected for admission before any child not so resident may be selected.
- b) It is the sole responsibility of the parents/guardians of prospective pupils to ensure that all information relevant to the Admissions Criteria of St Mary's Grammar School is submitted either on the Transfer Form or is attached to that Form at the time of submission.
- c) The Board of Governors will initially consider applications for a place in St Mary's Grammar School for entry to Year 8 in September 2020 from pupils who have completed the GL Entrance Assessment in an approved Assessment Centre. (A list of approved Assessment Centres is available on request from the school). The GL Entrance Assessment will incorporate a standardised assessment in English and Mathematics. Further information on the GL Entrance Assessment is available on the school website ([www.stmarysmagherafelt.com](http://www.stmarysmagherafelt.com)) or directly from the school.

## 2. SPECIAL CIRCUMSTANCES

Special Circumstances refer to the claim that, as a result of medical or other problems, a pupil's performance in the Entrance Assessment was adversely affected. Information relating to making a claim for Special Circumstances can be obtained from the school website ([www.stmarysmagherafelt.com](http://www.stmarysmagherafelt.com) and follow the link to 'Special Circumstances Pack') or directly from the school.

A notification of a claim for Special Circumstances must be made using the SCR Form by 2.00 pm on Friday 13 December 2019. Claims registered after this date will not be considered.

### Details of Medical or Other Problems

Where it is claimed that a pupil'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 pupil only at the time of the Entrance Assessment, 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 Entrance Assessment. 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 corroborate its existence, to the Transfer Form.

### Educational Evidence

All claims for Special Circumstances must include objective and relevant educational evidence to show that the medical or other problems experienced by your child at or around the time of the Entrance Assessment caused him/her to underachieve. You are responsible for providing this educational evidence which must be sufficient to enable the Board of Governors to reach a decision on any adjustment to the grade/score achieved by your child in the Entrance Assessment.

**You should provide all of the results from your child's school administered standardised test in English/Literacy and Mathematics/Numeracy which he/she has taken since the beginning of the Key Stage 2 period. You may include his/her school reports for P5 and/or P6 if they show the result of standardised tests.**

You should record this information in the tables provided on the reverse side of the SC1 Form available from the school website. If possible, you should ask the Principal of your child's primary school to sign the form as verification of the accuracy of the results you have recorded. Some of these results may have been provided by your child's primary school on previous school reports. If you are using results from your child's reports in support of your claim, the reports should be stapled to the Transfer Form.

If it is not possible to have your child's test results verified by his/her primary school Principal signing the SC1 Form, then you should provide your child's primary school with a written request for the results you require to complete the SC1 Form. You are entitled to receive all of the information that you need from the primary school. Your right to this information is legislated for by:

- The Education (Pupil Records and report) Regulations (Northern Ireland) 2009
- Data Protection Act, 1998.

You should write to your child's primary school requesting the information needed to complete SC1, quoting this legislation and ask that it is authenticated by the Principal's signature and/or the school stamp.

When you obtain this information, you should transfer the results to the SC1 Form and attach the original letter from the Primary school to the SC1 Form as documentary evidence of verification of these results by your child's school.

All of the documentary evidence you gather to support your claim for Special Circumstances should be the original documents and signed by the person who has verified the information. Photocopies cannot be accepted by the sub-committee of any Board of Governors as sufficient for verification.

You are free to provide any other appropriately verified educational evidence eg results of standardised reading tests, spelling tests, verbal or non-verbal reasoning tests, etc for the consideration of the Board of Governors by attaching other reports to the Transfer Form and space that has been provided on the SC1 Form to record such information. If you need further assistance, do not hesitate to contact the school to which you intend to apply for a place for your child.

Gathering the documentary evidence, as described above, is vital to allow the Board of Governors to give full consideration to a claim for Special Circumstances. The onus to provide this documentary evidence is with the parent and the required information is clearly set out on the SC1 Form.

**The provision of false or incorrect information will result in either the withdrawal of a place or the inability of the school to offer a place to your child.**

Applicants considered under Special Circumstances will be judged on the evidence made available to the school using the school's protocol which is available on request to parents/guardians whose claims for special circumstances have been registered and accepted.

### 3. SPECIAL PROVISION

Special provision may be made by the Board of Governors for children:

- Who are transferring from primary schools outside Northern Ireland.
- Who have received more than half of their primary education outside Northern Ireland.
- Whose educational provision has been negatively affected by serious medical or other problems, who are supported by independent, verifiable documentary evidence and who, as a consequence, may have been unable to take either of the Entrance Assessments.

Applicants 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 will also be considered. It is the responsibility of the parent/guardian to provide precise reasons why the applicant did not take part in the Entrance assessment and to submit appropriate documentary evidence attached to the Transfer Form including medical evidence, if appropriate.

The selection panel requires evidence about the child's ability so that they can determine if the child's ability falls within the ability range of other pupils being admitted in that year. Evidence to show the ability of the child are reports such as the results from your child's school administered standardised test in English/Literacy and Mathematics/Numeracy which he/she has taken since the beginning of the Key Stage 2 period. You may include his/her school reports for P5 and/or P6 if they show the result of standardised tests. If a suitably detailed Educational Psychologist Report containing standardised test scores exists including P6 and P7 information it is the parent's responsibility to furnish this information to the school.

It is the responsibility of the parent(s)/guardian(s) to provide such material as they consider will assist the Admissions Sub-committee of the Board of Governors in considering the application.

The Board of Governors will decide whether these children should be admitted on the basis that they fall within the ability range of other pupils being admitted in that year. The Admissions Sub-committee of the Board of Governors may still require an assessment of an applicant's abilities to be carried out by a suitably qualified person/body approved by the school.

Parents wishing to claim for Special Provision should complete the Special Provision Application Form (SP1) available from St Mary's detailing precisely the reasons why the applicant is applying for special provision and return the appropriate form (available from the school) by attaching it to the Transfer Form. A copy of the form should also be sent to St Mary's by 2pm on Friday 28 February 2020.

### 4. ADMISSIONS PROCEDURE

Applicants claiming Special Circumstances or Special Provision will be considered first. In the case of those claiming Special Circumstances, the selection committee will review the documentary evidence submitted and decide if the applicant should be considered under the combined, standardised age score actually achieved in the Entrance Assessment, or allocated a higher combined, standardised age score. In the case of those claiming Special Provision, the selection committee shall on the basis of all the documented evidence made available to them at the time of reaching their decision, decide the standardised age score to be used in the application of the Admissions Criteria to such applicants. Once this process is completed, pupils will be placed in a single list based on their combined, standardised age scores in the Entrance Assessment. Those with the highest score will be at the top of the list, which will, therefore, be in rank order of merit. On the basis of this rank order, pupils will be admitted up to the school's admission number of 153.

In the event of equal combined standardised age scores, then the criteria set out below from (a) to (c) will be applied, in sequence, to allocate the final place(s):

- (a) Pupil of whom a child of the family is or was a pupil at the school;
- (b) Pupil who is the first or only child of the family;
- (c) Pupil selected on the basis of age with the youngest candidate being selected first. In the event of two or more children having the same date of birth, final selection will be made on the basis of a computer-based process. The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the Transfer Form as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as written on the Transfer Form), and is not affected by the details of any other applicant. Although the process is repeatable, and the results may

therefore be subsequently verified, it is not possible to predict, in advance of running the program, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available. This will be overseen by a member of the Board of Governors and an external supervisor.

In the event that places remain, after those who have taken the Entrance Assessment have been admitted, then remaining places will be allocated using the above criteria (4a-c) in sequence, until the final place has been allocated. This includes children who have not taken the Entrance Assessment required by the school.

Should a vacancy arise after 31 May 2020, all applications for admission to Year 8 that were not placed, 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 for the remainder of the academic year. The school will contact you if your child gains a place in the school by this method. Your child’s name will be automatically added to the list. Please contact the school if you wish for your child’s name to be removed from the list.

**Number of Applications and Admissions**

<b>Year</b>	<b>Admissions No.</b>	<b>Total Applications All Preferences</b>	<b>Total Admissions</b>
<b>2017/18</b>	153	165	153
<b>2018/19</b>	153	211	157
<b>2019/20</b>	153	186	161

This table does not include children who were admitted to the school with a statement of special educational needs.

A more detailed prospectus is available on request from the school or by visiting our website [www.stmarysmagherafelt.com](http://www.stmarysmagherafelt.com).

**Entry to Years 9-12**

Those wishing to apply for entry to Years 9-12 must make a formal application each year using the School Application Form and provide the two most recent reports from their present and any previous schools. Full details, including the School Application Form, may be obtained by contacting the Principal’s Secretary or by downloading from the School website [www.stmarysmagherafelt.com](http://www.stmarysmagherafelt.com)