

St Paul's High School

108 Camlough Road

Bessbrook

NEWRY

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Principal: Mr J Burns BEd, MEd, PQH

Chairperson of the Board of Governors: Mrs Eileen Fearon

Maintained Secondary

Age Range: 11 – 18

Admissions Number: 215

Enrolment Number: 1355

OPEN DAY: Saturday 2 December 2017 from 9.30 am

**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 Subcommittee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term Board of Governors includes any Committee or Subcommittee appointed by the Board of Governors for the purposes of applying the Admission Criteria set out herein. A member of the school's secretarial staff will offer administrative assistance to the Admissions Subcommittee.

ADMISSIONS POLICY FOR SEPTEMBER 2018

The Subcommittee on behalf of the Board of Governors will apply the criteria listed below to identify which children will be admitted to Year 8. In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission to the school will be selected before any child not so resident.

Application for admission to St Paul's High School will be divided into three categories A, B and C. All applications will be considered but applications belonging to category A will be given preference over applications belonging to category B and so on.

CATEGORY A

Applications from pupils who normally reside in the traditional catchment area of the school, which are listed below not in any order or priority.

- a. Parish of Lower Killeavy,
- b. Parish of Loughgilly,
- c. Parish of Dromintee,
- d. Parish of Upper Killeavy,
- e. Newtownhamilton part of Lower Creggan Parish that traditionally contributes to St Paul's High School,
- f. Cladybeg and Ballylane parts of Ballymacnab Parish, that traditionally contribute to St Paul's High School,
- g. Those pupils who normally reside in the part of the parish of Newry that lies west of the railway line between Kidd's Road and both sides of the A25 Camlough Road.
- h. Applications from pupils whose parent/guardian is a permanent employee of the school.

A map which defines the areas listed above is available for consultation through appointment with the school, or can be accessed on the school's website: <http://www.stpaulsbessbrook.org/catchment-area/>

CATEGORY B

Applications from pupils who normally reside in the Parish of Middle Killeavy.

CATEGORY C

All other applicants.

In the event of oversubscription within any of the above categories, the following sub-criteria will be applied in the order below to each category beginning with category A to determine which children should be admitted. Should places still exist, the process will be repeated for Category B and then Category C until all places are filled:-

1. Those pupils whose Transfer Form expresses a first preference for St Paul's High School, Bessbrook and who have a *sibling, living at the same address, who is currently in attendance at St Paul's High School, Bessbrook.

2. Those pupils whose Transfer Form expresses a first preference for St Paul’s High School, Bessbrook and who have had a *sibling previously in attendance at St Paul’s High School, Bessbrook.
3. Those pupils whose Transfer Form expresses a first preference for St Paul’s and who are the first **eligible child in their family transferring to second level education.
4. Those pupils whose Transfer Form expresses a first preference for St Paul’s, and do not qualify at 1, 2, 3 above.
5. Those pupils whose Transfer Form expresses a second preference for St Paul’s.
6. Those pupils whose Transfer Form expresses a third preference for St Paul’s.
7. Those pupils whose Transfer Form expresses a fourth preference for St Paul’s.
8. Those pupils whose Transfer Form expresses a fifth preference for St Paul’s.

In the event that, at any stage of the above sub-criteria being applied, there is more than one applicant for the final place, a random selection will be made to complete the admissions selection.

*The use of the word sibling is defined as children who, at the date of their application, have a child of the family currently enrolled at the school. The phrase ‘child of the family’ covers children fostered, adopted etc. and avoid having to define all the various permutations of sibling.

**Eligible – The Board of Governors defines ‘Eligible’ as fulfilling reasonable circumstances which place the child in category A3. These might include a scenario whereby the family was resident at an address outside the catchment area when the first child transferred, or that the first child, with a Statement of Special Educational Needs was placed in a school commensurate with their needs and by default could not attend St. Paul’s. In either instance, verified documentation will have to be produced which authenticate this situation. The Board of Governors will reserve the right to determine ‘eligibility’. It is the responsibility of the parent/guardian to inform the school, at the time of application of the above.

DUTY TO VERIFY

The Board of Governors will take account of all appropriate and relevant Departmental Guidance and Circulars as may be required to support or verify information on any applicant’s Transfer Form.

In the event that any canvassing of any member of the Board of Governors is made by any applicant, or anyone on behalf of an applicant, the Board of Governors may take any action deemed appropriate, including disqualification of that applicant’s application.

Applicants who succeed at Category A (h) will not be required to produce proof of address as part of the school’s verification processes.

Any change of address, which changes the applicant’s address which was originally on the Transfer form, from outside the traditional catchment area of the school (as detailed in Category A) to an address which is within the traditional catchment area of the school (as detailed in Category A), in the period during which the form is in the possession of the school, will not be accepted.

APPLICATIONS AND ADMISSIONS TO YEAR 8 (215)			
Year	Admissions No	Total Applications All Preferences	Total Admissions
2015/2016	215	306	289*
2016/2017	215	244	241*
2017/2018	215	251	244*

*These figures include pupils with statements of SEN and Appeals

ADMISSIONS TO YEARS 9 – 12 (and Year 8 post 31 August each year)

Pupils will be considered for enrolment providing that their admission:

- (a) Would not cause the school to exceed its enrolment number as determined by the Department of Education and/or class sizes, including practical class sizes as determined by the Department of Education, would not be exceeded.
- (b) Would not prejudice, in the opinion of the Board of Governors, the efficient use of the school’s resources.

If at the time of the consideration of the application, there are more eligible applicants than places in a particular year group available, then the admission criteria to Year 8 will be applied to select pupils to fill available places.

St Paul's High School does not operate a waiting list for students who apply for a place to any year group and are unsuccessful. Each application is decided upon at the time of receipt.

ADMISSIONS TO POST 16 STUDY

Category 1:

Pupils attending St Paul's High School, and who meet the minimum criteria at (a) to (f) below have priority over all other applicants.

- (a) Seven GCSEs or more, Grades A* to C, including GCSE English and GCSE Mathematics, for entry to "A" Level courses.
- (b) Seven GCSEs or more, Grades A* to C, including GCSE English or GCSE Mathematics, for entry to "A" Level courses.
- (c) Six GCSEs or more, Grades A* to C, including GCSE English and GCSE Mathematics, for entry to "A" Level courses.
- (d) Six GCSEs or more, Grades A* to C, including GCSE English or GCSE Mathematics, for entry to "A" Level courses.
- (e) Six GCSEs or more, Grades A* to C for entry to "A" Level courses.
- (f) Four GCSEs or more, Grades A* to C for entry to post 16 BTEC Triple Award courses.

Category 2:

All other Pupils who meet criteria (a) to (f) above and who are unable to obtain their A level subject choices in their current school.

The categories above are in rank order.

External applicants for "A" Level study from category 2 above will be graded on their academic performance at GCSE and/or equivalents as recognised by DE in the following manner;

Grade A* = 4pts

Grade A = 3pts

Grade B = 2pts

Grade C = 1pt

External applicants for other Post 16 courses, who meet the required academic standard as at (f) above will be ranked by interview only and will have the opportunity to outline their aptitude, experience and achievements to date relevant to the course of choice.

Should there be a tie for a final place, the decision will be made by random selection.

All applications to Post 16 study will be subject to pupils having;

- (i) An acceptable attendance record,
- (ii) An acceptable behavioural record,
- (iii) An acceptable punctuality record,
- (iv) Places being available in the subjects sought.

A reference may be sought from their previous school.

All pupils applying under Category 2 above will be subject to approval by the Department of Education before admission can be confirmed. See notes below. **

****St Paul's High School criteria for any extra places made available by the Department of Education for admission into Year 13 (Sixth Form).**

The Department of Education may in response to a request from a school, increase the number of pupils that the school can admit to its Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for sixth form study (as above) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Pupils who have most recently completed Year 12 in St Paul's High School.
2. Pupils from other schools where admission to an extra place at St Paul's High School has been agreed by the Department of Education.*

** Parents should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number if it is content that each external pupil for whom a place is requested would not be able to pursue their post-16 course choices at a suitable school without undertaking an unreasonable journey (i.e. a journey that by public transport would be over an hour from where the young person lives). If DE finds that no*

other suitable school may provide all of the post-16 courses that the pupil wishes to pursue – then DE will agree a school's request for an extra place.

What is a school of a type that is suitable for a pupil?

To determine this, DE first considers all schools to be one of four types: (i) denominational (ii) non-denominational (iii) Integrated and (iv) Irish-Medium. A school requesting an extra place for a post-16 pupil will belong to one of these types and DE will consider any other school from this same type as suitable for the pupil. DE will also consider as suitable for the pupil any school of the same type as that attended by the child in Year 12.

St Paul's High School does not operate a waiting list for students who apply for a place to any year group and are unsuccessful. Each application is decided upon at the time of receipt.