

## ST CECILIA'S COLLEGE - ADMISSIONS CRITERIA – SEPT 2018

As currently required by the law, priority will be given to pupils normally resident in Northern Ireland before children normally resident elsewhere.

With due regard to the above, the following criteria will be applied in the numbered, ranking order specified, to select pupils for Year 8 entry in September 2018.

- 1 Pupils whose sister(s)/half-sister(s)/step-sister(s)/foster sister(s) are presently, or were formerly enrolled at the school.
- 2 Pupils who are the only or eldest girl in the family eligible to apply\* to this school who normally reside in the following parishes (in no particular order) and whose parents have stated St Cecilia's as their first preference of all-ability school.
  - Ardmore
  - Claudy
  - Culmore
  - Faughanvale
  - Holy Family (Ballymagroarty)
  - Our Lady of Lourdes (Steelstown)
  - St Mary's (Creggan)
  - Strathfoyle
  - Templemore (St Eugene's/St Columba's, Long Tower)
  - Three Patrons (St Patrick's, Pennyburn/St Brigid's, Carnhill/St Joseph's, Galliagh)
  - Waterside (St Columb's, Chapel Road/Immaculate Conception, Trench Road/St Mary's, Newbuildings)
- 3 Pupils who normally reside in the above named parishes (in no particular order) and whose parents have stated St Cecilia's as their first preference all-ability school.
- 4 Pupils who are the only or eldest girl in the family eligible to apply\* to this school who normally reside in the above named parishes (in no particular order).
- 5 Pupils whose parent/guardian is a member of the school staff
- 6 Pupils whose mothers/guardians were past pupils of the school.
- 7 Pupils who normally reside in the above named parishes (in no particular order).
- 8 Pupils who normally reside in other Parishes.

\*"Eldest Girl Eligible to Apply" will include cases where a girl is more than seven years younger than her next eldest sister; cases where a family has moved residence so that a girl who is not the eldest girl of the family is the first to have the practical opportunity to apply to this school.

The permitted admission number for Year 8 as determined by the Department of Education for the academic year 2018/19 is 129.

In the event that the school would exceed its permitted admission number by accepting all applicants qualifying for selection using the final criterion so required, then selection for all places remaining in this category will be on the basis of initial letter of the surname (as appears on the birth certificate), in the order set out below:

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

The order was determined by a random selection of letters, witnessed by the Board of Governors. In the event of surnames beginning with the same initial letter, the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames, the alphabetical order of the initials of the forenames will be used.

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 admissions criteria is stated on the Transfer Form or attached to it. Examples of such information include whether the child is the eldest girl/has sisters currently/formerly enrolled in St Cecilia's etc.

*Applicants should note that where an address and/or child age information contained within an application qualifies a child for admission, then that information will require to be verified. To enable the Board of Governors to verify this, applicants, towards the end of the admissions process, will be asked to provide:*

**A The child's Birth Certificate in order to verify date of birth and name**

**and**

**B Any two of the following original documents to credibly verify address at which the child is normally resident:**

- a bank, post office, credit union or building society statement (or equivalent) which shows the address at which the child is normally resident;
- a current utility bill (eg Electricity, Gas, Television Licence, Telephone) which shows the address at which the child is normally resident;
- a letter awarding Child Benefit or Tax Credit in respect of the child or another letter relating to this benefit;
- the child's Medical Card.

**C Additionally a letter awarding Child Benefit or Tax Credit in respect of the child or another letter relating to this benefit may be sought to verify eldest girl.**

**PARENTS ARE STRONGLY ADVISED TO HAVE SUCH DOCUMENTS READY FOR SUBMISSION TO THE BOARD OF GOVERNORS UPON REQUEST.**

Please note that other original documents deemed by the school to be equally capable of verifying applicant information, or other equally capable means of verification, will be considered at the discretion of the Board of Governors. If, therefore, applicants are unable to provide the specific documents listed above then they should contact the school to establish how they can verify applications to the satisfaction of the school.

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.

Upon receipt the school will take a copy of the documents but will retain this copy only until the admissions procedure (including Appeals Tribunals) is complete. The provision of these documents is essential if we are to offer your child a place at St Cecilia's College. By law, St Cecilia's College Board of Governors, like others, has a duty to verify the important information within a child's application in order to ensure that it has applied its admissions criteria correctly and that the admissions process is accurate and fair. If applicants do not provide the requested documents by the deadline given, then the school must regrettably withdraw the place currently allocated to the child. Similarly, if the documents provided fail to verify the information within the application that has currently qualified the child for a place at St Cecilia's College, then this place will be withdrawn.

The provision of false or incorrect information or the failure to provide information within the deadlines set by Post-Primary Schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

Should a vacancy arise after 26 May 2018 all applications for admission to Year 8 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. Parents must inform the school if they wish their child's name to be added to the waiting list. This waiting list will be in place until 30 June 2019.

St Cecilia's College and/or the Education Authority (Western Region) will contact you in writing if your child gains a place in the school by this method.

## **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, 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.

## **NUMBERS OF APPLICATIONS AND ADMISSIONS**

<b>Year</b>	<b>Admissions No.</b>	<b>Total Applications All Preferences</b>	<b>Total Admissions</b>
2014/2015	129	145	129
2015/2016	129	159	129
2016/2017	129	112	112
2017/2018	129	127	127