

**ST JOSEPH'S GRAMMAR SCHOOL**

58 Castlecaulfield Road

Donaghmore

Dungannon BT70 3HE

**Telephone:** 028 8776 1227

**Email:** info@stjosephs.donaghmore.ni.sch.uk

**Website:** www.stjosephsdonaghmore.com

**Principal:** Mrs Geraldine Donnelly

**Chairperson of the Board of Governors:** Mr Ciaran McKenna (Acting)

**Voluntary Grammar School  
(Denominational)**

**Age range:** 11 – 18

**Admissions Number:** 120\*

**Enrolment Number:** 750\*

\*includes IMS

**Open Day: An Open Day will be held in the school on Friday 20th January 2023. There will be a morning and afternoon session for guests to attend. Details to follow in the local press and on the school website and social media**

**To Parents/Guardians naming St Joseph's Grammar School as a Preference on your child's online Application Form**

**GL Entrance Test Results**

St Joseph's Grammar School intends to use the grade awarded to pupils completing the GL Entrance Assessment on Saturday 12<sup>th</sup> November 2022 or the Supplementary GL Entrance Assessment on Saturday 10<sup>th</sup> December 2022 as specified by the school. Parents/Guardians should record their child's candidate number and attach their child's test result to the online application form provided in the EA admissions portal.

**Special Circumstances**

Any parent/guardian claiming Special Circumstances must complete the documentation in the Special Circumstances Pack available from St Joseph's Grammar School or from the school's website. This documentation, Form SC1, together with the appropriate independent documentary evidence which corroborates the Special Circumstances claim, must be attached to the online Transfer Application Form.

**Special Provisions**

Special Provisions will only apply to children on the following grounds:

(a) They were not entered for the GL Entrance Assessment because they took up residence in Northern Ireland after 24<sup>th</sup> September 2022

or

(b) they received more than half of their primary education outside Northern Ireland

Parent(s)/Guardian(s) who wish to apply to the School under Special Provisions should complete the Special Provision Form obtainable from the school or its website <https://www.stjosephsdonaghmore.com> and should cite the precise reason why they believe the child is eligible for consideration under Special Provisions and upload this form with appropriate evidence with the online Transfer Application.

Please note that the claim of Special Provision does not, of itself, lead to automatic admission to the school.

Parent(s)/Guardian(s) who are applying for Special Provision must do so by **Tuesday 21st February 2023**. Using the information provided, the Board of Governors will determine whether Special Provision applies. If it does, **those children who the Board of Governors considers to be eligible for Special Provisions will be required to complete a Special Provision Assessment.**

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

The criteria are drawn up by the Board of Governors which may delegate the application of them to an Admissions Subcommittee. Any reference herein to the term the 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.

## WAITING LIST FOR ADMISSION TO ST JOSEPH'S GRAMMAR SCHOOL

### Year 8 Waiting List:

Children who had applied for a place in St Joseph's Grammar School and who did not meet the criteria for one of the 70 available places will be placed in another school by EA. These applicants are therefore no longer on a waiting list for a place in year 8 at the school unless a parent/guardian subsequently in writing directly to the Principal, requests that their child's name be added to a waiting list, as per the date and time arrangements noted below.

Please note, there are no guarantees that places will be available after 4<sup>th</sup> February 2023. However, parents who wish to have their child's name added to a waiting list should state clearly the name and date of birth of their child as well as the GL grade awarded in the GL Entrance Assessment. All such details will be subject to appropriate checks before being eligible for consideration.

The request should be made in writing and addressed directly for the attention of the school Principal [info@stjosephs.donaghmore.ni.sch.uk](mailto:info@stjosephs.donaghmore.ni.sch.uk)

Applications for places that may become available in Year 8 will be allocated in the order in which they were received and on the provision that the child has completed the GL Entrance Assessment and been awarded a grade from that assessment in the academic year 2022-2023.

**Please note that only those requests for a place on the Year 8 waiting lists which are received after 11am on Saturday 4<sup>th</sup> February 2023 will be considered eligible for consideration.** Requests sent and received before this time and date will be disregarded and considered invalid.

### Waiting lists for places in Years 9-14 (excluding Year 12):

Parents are invited to request that their child's name be placed on a waiting list for admission to a particular year group if they so wish. A waiting list of pupils wishing to be admitted to the school will be maintained until Friday 22<sup>nd</sup> September 2023. Thereafter, parents/guardians who wish their child to be considered for a place in the school, should a place become available, must make a new application to have their child's name added to the list.

## ADMISSION TO YEAR 8 – September 2023

St Joseph's Grammar School is a Co-Educational Catholic Voluntary Grammar School. The school welcomes applications from children of all faiths. The Board of Governors of the school (which term includes any Committee or Admissions Subcommittee appointed by the Board of Governors to apply the Admission criteria set out herein) wishes to admit pupils who would benefit from a Catholic Grammar School education and whose parents/guardians are in agreement with the ethos and aims of the school.

For admissions in September 2023, the school will assign places to all applicants to Year 8 on a quota basis as follows:

### Main school

70 places

### Irish Medium Stream

50 places

- Where the school has fewer applicants than places available in either sector it will admit up to the admissions number with applicants from the other sector.
- Where the school has a greater number of applicants than places available in either sector, it will apply the relevant admissions criteria to decide which applicants to admit up to the quota stated.

### ADMISSION CRITERIA

1. Available places will be allocated to pupils who have obtained A, B1, B2, C1, C2, D in the GL Entrance Assessment, strictly **in that order** and those pupils regarding whom parental claims for consideration of special circumstances and/or special provision have been accepted and who, in the opinion of the Board of Governors, based on the documented evidence submitted as required, are of comparable ability to those pupils awarded A, B1, B2, C1, C2, D in the GL Entrance Assessment. If in that order of allocation there are more applicants than places at the particular grade level under consideration in the order set down, the following criteria will apply.

2. A child on whose Transfer Form St Joseph's Grammar School is listed as their first preference post-primary school

3. Applicants who have a sibling/half sibling\* enrolled at the school **at the time of application**. The sibling(s) should be named on the online Application Form

**Or**

Pupils who are the eldest child of the family eligible to apply for admission to a mainstream school.

Full responsibility rests with Parent(s)/legal Guardian(s) to provide sufficient details **at the time of application** on the online Application Form to allow such to be identified.

Parent(s)/legal Guardian(s) should not assume such knowledge on the part of the Board of Governors nor any individual member of the Board of Governors but must provide the evidence at the time of application and upload it with the online Application Form.

4. If following application of the above criteria the number of applicants still exceeds the number of places available, applicants will be ranked in descending age order ie: the eldest first as noted on the applicant's original copy Birth Certificate, a copy of which should be attached to the online Transfer Form.

If after application of each particular criteria there are still places to be filled, then the next criterion will be applied to select applicants for places, in the order set down through to criterion number 4.

\* to include half brothers and sisters, adopted and fostered children and orphaned cousins being brought up by the family

### NOTES FOR INFORMATION

a. For your information, please note the number of applicants who applied for places in the school and the numbers of pupils placed in St Joseph's Grammar School (including those pupils placed in the IMS) over the last three years (Table 1)

b. Each year 70 pupils may be admitted to Year 8 to St Joseph's Grammar School. Each year 50 pupils may be admitted to the Irish Medium Stream at St Joseph's Grammar School. Additional places may be available due to appeals, temporary variations and Special Educational Needs places.

c. Eldest Child: This criterion to be defined as "Pupils who are the eldest child of the family eligible to apply for admission to a mainstream school." This wording covers "only" children and is also intended to treat twins (or other multiples) as joint eldest.

d. Parent(s)/legal Guardian(s) are asked to note that **it is their full responsibility to provide all relevant information to the Board of Governors on or uploaded with the online Application Form at the time of application**, and the Board of Governors shall not be obliged to consider any representations or information or documentary proofs not so furnished at the same time as the online Application Form.

e. It is required that Parent(s)/legal Guardian(s) and all pupils admitted to the school accept and agree to abide by and adhere to the rules and regulations of St Joseph's Grammar School. Failure to do so will be regarded by the school management as an intention to withdraw the pupil from the school forthwith.

**Duty to Verify**

The Board of Governors reserves the right to require such supplementary evidence as it may determine so as to support or verify information on any applicant's online Application Form.

**The provision of false or incorrect information or the failure to provide information within the deadlines set by the school 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 online Application Form.**

**Table 1 - APPLICATIONS AND ADMISSIONS TO YEAR 8**

Year	Admissions No	Total Applications All Preferences	Total Admissions
<b>2020/21</b>	95*	173	170**
<b>2021/22</b>	120*	193	162**
<b>2022/23</b>	120*	163	148**

\*includes 50 IMS places      \*\*includes Appeals and Temporary Variations

**ADMISSION TO YEARS 9, 10 AND 11**

A small number of places may be available in some years on a competitive basis to pupils who would benefit from a Grammar School education and who can provide satisfactory, full and detailed written reports from their previous school. Admission will be subject to fully satisfactory written reports and at the discretion of the authority of Governors. Interviews will be held as part of the admission procedure. Any admission depends on (1) academic ability and performance, (2) availability of place in that year group.

The school operates a waiting list for children who wish to transfer from other schools into the above year groups. Places will be offered strictly on a chronological basis with the earliest request for a place being considered first. The waiting list of pupils wishing to be admitted to the school will be maintained until Friday 22<sup>nd</sup> September 2023. Thereafter, Parent(s)/legal Guardian(s) who wish their child to be considered for a place in the school must make a new application.

**Additional criteria in the event of oversubscription**

1. Applicants who have a sibling enrolled at the **school at the time of application**: full responsibility rests with the Parent(s)/legal Guardian(s) to provide sufficient details **at the time of application** to allow such to be identified.
2. Applicants whose have a sibling/half sibling enrolled at the school **at the time of the application**: full responsibility rests with Parent(s)/legal Guardian(s) to provide sufficient written details. The sister/brother should be named.

The criteria are drawn up by the Board of Governors which may delegate the application of them to an Admissions Subcommittee. Any reference herein to the term the 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.

Parent(s)/legal Guardian(s) are asked to note that **it is their full responsibility to provide all relevant information to the Board of Governors at the time of their application**, and the Board of Governors shall not be obliged to consider any representations or information or documentary proofs not so furnished.

It is interpreted and required that Parent(s)/legal Guardian(s) and all pupils admitted to the school accept and agree to abide by and adhere to the rules and regulations of St Joseph's Grammar School, as published in the School Prospectus and Student Guidelines.

## THERE ARE NO ADMISSIONS TO YEAR 12

### ADMISSION TO YEAR 13

The student must have obtained at minimum of five GCSE passes of Grades A\*, A, B or in special circumstances as deemed by the school, Grade C. All applications will be considered on their own merits. In addition to academic criteria, the student must have a record which indicates that high standards have been consistently met in the following areas:

- Conduct
- Application to study
- Attendance and Punctuality

Where oversubscribed, the school will decide the grade cut-off point and interview to select borderline students and apply the criteria above where relevant.

### FOR ADMISSION INTO YEAR 13

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

1. Students who have most recently completed Year 12 in St Joseph's Grammar School.
2. Students from other schools where admission to a place at St Joseph's Grammar School has been agreed by the Department of Education

**What is a school of a type that is suitable for a student?** To determine this, DE first considers all schools to be one of 4 types:

- (i.) Denominational
- (ii.) Non-denominational
- (iii.) Integrated and
- (iv.) Irish-Medium

A school requesting an extra place for a post 16 student will belong to one of these 4 types and DE may consider any other school or schools from this same type as suitable for the student. DE will also consider as suitable for the student any school from the same type as the type of school that the child attended in Year 12.

### **Notes for Applicants to Years 9 – 11 and 13**

Applications for admission to Years 9 – 11 and 13 should be submitted to the Education Authority - Southern Region or directly to the Principal. All applications will be considered by the Principal who is delegated by the Board of Governors to apply the criteria outlined for admissions to year 9-14 inclusive, with the exception of Year 12 to which admissions will not be considered.

### ADMISSION TO YEAR 14

The student must usually have obtained three subject passes in GCE AS level or equivalent of Grade C or above. To progress into Year 14, **all Year 13 students must have completed their school organised work experience.**

In addition, the student must have a record which indicates that high standards have been consistently met in the following areas:

- **Conduct**
- **Application to study**
- **Attendance and Punctuality**

Where oversubscribed, the school will decide the grade cut-off point and interview to select borderline students and apply the criteria above where relevant.

### **Further information**

Further information about the school is available in the school's e-Prospectus which is published annually, on the school website and social media accounts. Additionally, it is recommended that parents and prospective pupils take the opportunity to visit the school on Open Evening, Thursday 19<sup>th</sup> January 2023. Please note more details of the 2023 Open Night event will be published in December 2022 and early January 2023.