Transfer Admissions Criteria
September 2020

Admission Criteria for September 2020

CHRISTIAN BROTHERS' GRAMMAR SCHOOL
Kevlin Road
Omagh
BT78 1LD
Telephone: 028 8224 3567
E-mail: info@cbs.omagh.ni.sch.uk
Principal: Mr Foncy McConnell
Chairman of the Board of Governors: Mr Patrick McMahon
Open Day: Saturday 18 January 2020 10.00am – 1.00pm

Voluntary Grammar School
Boys
Age Range: 11-18

Admissions No: 135
Enrolment No: 950
Roll: 954

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

The Christian Brothers' Grammar School, Omagh is a Catholic grammar school for boys. This school wishes to accept boys who are academically suited for the type of education it offers and whose parents/guardians are in agreement with the philosophy and aims of the school. The Board of Governors has delegated the responsibilities for the task of applying the criteria as indicated below to a Transfer Sub Committee, which includes the Principal.

Applications made in a particular academic year will be considered only for entry in that year. Thereafter, applicants will be required to make a new application for any subsequent year. A waiting list of applicants who made an initial application in February 2020 will be held until Friday 18th September 2020. Thereafter, parents/guardians who wish their child to be considered, should a place become available, must make a new application.

ADMISSIONS CRITERIA 2020

Admission to the school will be via two routes. Applicants can apply for both sets of admission routes.

Route 1 – Non-Academic Selection (25% of pupils will be selected by this route) (34 pupils admitted via Route 1)

Route 2 – Academic Selection (75% of pupils will be selected by this route) (101 pupils admitted via Route 2)

Route 1 – Non-Academic Selection (to select 25% of pupils)

For Route 1 applicants 25% of the intake will be selected from the criteria below. **There will be no requirement for applicants to have taken the GL Assessment.**

If an applicant is not admitted through the Route 1 Criteria, he will be considered for admission at Route 2 provided he has taken the GL Assessment and meets the criteria as set out in Route 2 below.

In the event of the number of children applying through the Route 1 process exceeding the places available the following criteria will be applied in the order set down.

If the Admissions Number is exceeded by application of a particular criterion, then the remaining criteria will be used, in turn, to reduce the number of children still being considered for places until the admissions number is reached: -

1. Preference will be given to boys who give the Christian Brothers' Grammar School Omagh as their first-choice school on the Application Form.
2. Boys with a brother who is currently a pupil or was a past pupil of the Christian Brothers' Grammar School Omagh or has been selected for admission to the school in the coming school year.
3. Boys with a parent currently on the permanent staff of the Christian Brothers' Grammar School Omagh or a member of the Board of Governors of the School.
4. Boys who have a parent or grandparent who is a past pupil of the Christian Brothers' Grammar School Omagh and where verifiable evidence has been submitted.
5. Boys who were educated in an Irish Medium School or Unit for a minimum of 5 years of their primary school education.
6. Boys who at the date of their application are the eldest of the family to be eligible to apply for admission to the school.
7. Boys who are from traditional feeder primary schools listed in the table below.
8. Boys ranked by date of birth as entered on the Birth Certificate with the eldest being admitted first.
9. If there are more boys in any one of the above sub-criteria 1 to 7 than there are places available, then the remaining criteria will become sub-criteria and applied successively in the order set out until the final selection is completed. In the event of two or more boys having the same date of birth and thereby qualifying for the last place(s), the boys will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.
10. If following this procedure, there are still two or more boys with the same surname and forenames as appear on their birth certificates then applicants will be admitted by Computerised Random Selection.

Route 2 –Academic Selection (to select 75% of pupils)

To Parents/Guardians naming **Christian Brothers' Grammar School** as a Preference on your child's Transfer Form

Information for Route 2 Academic Selection
Entrance Test Results

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

GLA Entrance Assessment

- The grade achieved in the GLA Entrance Assessment

In Section C of the Transfer Form parents/guardians must state the grade achieved and attach to the Transfer Form a copy of the statement of results which they receive on **Saturday 25 January 2020.**

For Route 2 applicants 75% of the intake will be selected from the criteria below. The results achieved by boys in the Entrance Assessment provided by Granada Learning together with any grades awarded as a result of Special Circumstances or Special Provision will be used by the Transfer Committee in applying the criteria in order below(1-10).

1. Preference will be given to boys who give the Christian Brothers' Grammar School Omagh as their first-choice school on the Application Form.

2. Applicants in rank order based on the combined Standardised Age Score achieved in the GL Entrance Assessment set by the school or scores as determined by the Board of Governors in respect of Special Circumstances. Higher scores will precede lower scores.

If there are more boys who attained the same standardised age score in the GL Entrance Assessment than there are places available, then the criteria below will become sub-criteria and applied successively in the order set out until the final selection is completed.

2. Boys with a brother who is currently a pupil or was a past pupil of the Christian Brothers' Grammar School Omagh or has been selected for admission to the school in the coming school year.
3. Boys with a parent currently on the permanent staff of the Christian Brothers' Grammar School Omagh or a member of the Board of Governors of the School.
4. Boys who have a parent or grandparent who is a past pupil of the Christian Brothers' Grammar School Omagh and where verifiable evidence has been submitted.
5. Boys who were educated in an Irish Medium School or Unit for a minimum of 5 years of their primary school education.
6. Boys who at the date of their application are the eldest of the family to be eligible to apply for admission to the school.
7. Boys who are from traditional feeder primary schools listed in the table below.
8. Boys ranked by date of birth as entered on the Birth Certificate with the eldest being admitted first.
9. If there are more boys in any one of the above sub-criteria 1 to 7 than there are places available, then the remaining criteria will become sub-criteria and applied successively in the order set out until the final selection is completed. In the event of two or more boys having the same date of birth and thereby qualifying for the last place(s), the boys will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.
10. If following this procedure, there are still two or more boys with the same surname and forenames as appear on their birth certificates then applicants will be admitted by Computerised Random Selection.

List of Feeder Primary Schools for the Christian Brothers Omagh

All Saints Tattysallagh	St Brigid's Mountfield	St Mary's Cloughcor
Arvalee Primary School	St Caireall's Aghyaran	St Mary's Killyclogher
Christ the King Omagh	St Catherine's Strabane	St Mary's Pomeroy
Drumduff Primary School	St Columba's Clady	St Mary's Strabane
Drumlish Primary School	St Columbkille's Carrickmore	St Oliver Plunkett's Beragh
Gaelscoil na gCrann	St Conor's Omagh	St Patrick's Aughadarragh
Gaelscoil Ui Dhochartaigh	St Dympna's Dromore	St Patrick's Castlederg
The Holy Family Omagh	St Eugene's Victoria Bridge	St Patrick's Eskra
Knocknagor Trillick	St Eugene's Tycur	St Patrick's Gortin
Omagh Integrated P.S.	St Joseph's Drumquin	St Patrick's Newtownstewart
Our Lady of Lourdes P.S.	St Joseph's Ederney	St Peter's Plumbridge
Recarson Primary School	St Joseph's Kildress	St Scire's Trillick
Roscavey Primary School	St Lawrence's Fintona	St Teresa's Glebe
Sacred Heart Tattyreagh	St Macartan's Clogher	St Teresa's Loughmacrory
Sion Mills Primary School	St Malachy's Glencull	Tattygar Primary School
St Brigid's Altamuskin	St Michael's Dunamanagh	Tummery Primary School
St Brigid's Cranagh	St Mary's Ballygawley	

Special Circumstances and Special Provision for Route 2 Applications

If you are making a claim for your son to be considered under Special Circumstances or you are applying for Special Provision, please note the following:

Special Circumstances – which may have affected performance in the GL Assessment

Boys will be admitted strictly as described below according to the grade achieved in the Entrance Assessment subject only to the consideration of medical or other problems which may have affected their performance in the GLA Entrance Assessment and which are supported by verifiable documentary evidence of a medical or other appropriate nature. These medical or other problems are commonly referred to as Special Circumstances and are described in the school's **Entrance Assessment: Access Arrangements and Special Circumstances Policy** available from our school or its website. Parents should carefully read this policy document along with the guidance provided in the **Claiming Special Circumstances Pack** available from our school and its website.

If a claim for the consideration of Special Circumstances is made in respect of matters for which Access Arrangements were granted or could have been granted, had they been made known to the Assessment Centre, our Transfer Committee, in exercising their judgement, may take into account the fact that the child was granted Access Arrangements or could have been granted Access Arrangements for those matters.

The Transfer Sub Committee will consider each claim for Special Circumstances on the basis of the evidence presented by the parents before deciding whether the grade achieved in the GLA Entrance Assessment should be adjusted. All claims for Special Circumstances will be considered before the Transfer Committee begins to apply the admissions criteria for all applicants as outlined below. There are 2 important forms to be submitted by Parents/Guardians in order to make a Special Circumstances claim:

1. Notification of a claim for Special Circumstances must be registered at the school by **2.00 pm on Friday 13 December 2019 using Form SCR.** This form is in the "Claiming Special Circumstances Pack", which is available from our School.
2. Full details about the claim for Special Circumstances must be provided in the **Form SC1**. This form is also available from the school. It has to be attached to the Transfer Form, together with supporting documentary evidence before it is sent to the EA Post Primary Admissions Office by the primary school Principal in **February 2020**. Please note that it is the responsibility of parents/guardians to obtain supporting documentation and to ensure that the SC1 Form is completed properly and that all information and forms are submitted to the EA Post Primary Admissions Office at the correct time.

Evidence required with a claim for Special Circumstances

Please refer to the Entrance Assessment: Access Arrangements and Special Circumstances Policy and other guidance information available from our school in the Claiming Special Circumstances Pack.

Every claim for Special Circumstances must have supporting evidence which includes **both**:

a. Details of the medical or other problems which occurred just before or during the Entrance Assessment with verification by an appropriate professional;

b. Standardised Assessment results in Literacy and Numeracy taken in Primary 5 and 6 to show that the score/grade achieved in the Entrance Assessment does not correspond to the academic ability of your son because he experienced medical or other problems just before or around the time of the Entrance Assessment. The verifiable educational evidence must include school administered standardised scores in Progress through English and Progress through Maths **from both of the previous two years** i.e. Primary 5 and Primary 6, to allow evidence of a pattern of achievement to be identified.

Details of Medical or Other Problems

If you are claiming that your son's performance in the Entrance Assessment has been adversely affected by a medical or other problem, independent evidence of its existence must be provided to the Transfer Sub Committee.

Where the problem is of a medical nature of short duration, you must provide evidence that your son was examined by a medical practitioner at or around the time of the Entrance Assessment and the results of that examination. These details should be provided on the headed notepaper from your son's doctor and signed by him/her. If the medical problem is other than of a short duration, you must ask your doctor to provide a letter on headed notepaper which explains the medical condition and how it could have affected your son in the Entrance Assessment.

Where the problem is of a non-medical nature, you must provide documentary evidence of its existence and its effect on your son.

Educational Evidence

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

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

The verifiable educational evidence must include school administered standardised scores in Progress through English and Progress through Maths **from both of the previous two years** i.e. Primary 5 and Primary 6 to allow evidence of a pattern of achievement to be identified.

You should record this information in the tables provided on the reverse side of the SC1 Form. 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 school 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 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 legally entitled to obtain 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 Reporting) Regulations (Northern Ireland) 2009
- Data Protection Act, 2018

You should write to your child's primary school requesting the information needed to complete the SC1 Form, quoting this legislation and ask that the information is authenticated by the Principal's signature and/or the school stamp. A sample letter is provided at the end of the guidance booklet in our Claiming Special Circumstances Pack.

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.

You are free to provide any other appropriately verified educational evidence, e.g. results of standardised reading tests, spelling tests, verbal or non-verbal reasoning tests, etc., for the consideration of our Transfer Committee by attaching other reports to the Transfer Form and space has been provided on the SC1 Form to record such information. If you need further assistance, do not hesitate to contact our school.

All of the documentary evidence you gather to support your claim for Special Circumstances must be the original documents. Photocopies cannot be accepted by our Transfer Committee as sufficient for verification.

Gathering the documentary evidence, as described above, is vital to allow the Transfer Committee to give full consideration to a claim for Special Circumstances. The onus to provide the documentary evidence is with the parents/guardians and the required information is clearly set out on the SC1 Form.

Failure by the parent/guardian to provide verified information in support of a claim for Special Circumstances may result in our Transfer Committee being unable to give weight to those aspects of the claim for Special Circumstances in making their adjudication. In all instances, decisions taken on claims for Special Circumstances will be based on the judgement of our Transfer Committee based on the evidence provided by the parents/guardians.

Special Provision

Special Provision will be considered by the Board of Governors for boys who:

- are transferring from primary schools outside Northern Ireland
- have received more than half of their primary education outside Northern Ireland
- whose educational provision to date has been negatively affected by serious medical or other problems which are supported by independently verified documentary evidence and who have been unable to take either the Entrance Assessment or the Supplementary Assessment.

To apply for Special Provision, parents/guardians must complete Form SP1 which is available from the school or its website.

For boys in primary schools in Northern Ireland, this form must be attached to the Transfer Form**,** together with supporting documentary evidence before it is sent to the EA Post Primary Admissions Office by the Primary School Principal in **February 2020.** For all other applicants, the

parents/guardians should complete the SP1 Form and contact the EA Post Primary Admissions Office to complete the Transfer Form and attach the SP1 Form.

Please note that it is the responsibility of parents/guardians to obtain supporting documentation and to ensure that the SP1 Form is completed properly and that all information and forms are submitted to the EA Post Primary Admissions Office at the correct time.

A copy of the SP1 Form should also be sent directly to our school by **Monday 2nd March 2020**. Further guidance on applying for Special Provision is provided with the SP1 Form available from our school or its website.

Our Transfer Sub Committee will examine each application for Special Provision to decide on its merit as described above and then decide whether these boys should be admitted on the basis that they fall within the ability range of other applicants.

The ability of boys granted Special Provision will be assessed on the basis of the evidence provided from a standardised assessment carried out on behalf of the Board of Governors and/or by consideration of the results of testing carried out by EA Educational Psychologists preferably within the Key Stage 2 period and consideration of any other appropriately verified educational evidence provided by the parents/guardians.

Our Transfer Sub Committee may also require an assessment of an applicant's abilities, to be carried out by a suitably qualified person or body appointed by the school. Those children to whom Special Provision applies may, if their parents/guardians wish, sit the Entrance Assessment, in which case the grade or score obtained would also be considered. Parents/Guardians should provide additional appropriate educational evidence which should include the results of any standardised testing carried out during Key Stage 2 or its equivalent period in any primary school.

Our Transfer Sub Committee will consider all of the educational evidence as described above in exercising its judgement in these matters to assign a grade equivalent to the applicant. However, the onus lies with the parents/guardians to provide this educational evidence and to have it appropriately verified.

All claims for Special Provision will be considered before the Transfer Committee begins to apply the admissions criteria for all applicants as outlined below.

It is the responsibility of parents/guardians to ensure that information relating to Special Circumstances or Special Provision, or indeed information regarding the existence of any other relevant factor(s), is given on or appended to the child's Transfer Form as described in the guidance documentation available from our school.

Parents/Guardians are responsible for the verification of all the information provided to our Transfer Committee, as described above and in all guidance material from the school.

Verification of all Information

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Form or appended to the Transfer Form by parents/guardians. For verification purposes original documents are required and not facsimiles or photocopies.

The provision of false or incorrect information or the failure to provide any further requested verifying documents within a deadline set by the Christian Brothers' Grammar School will result in either the withdrawal of a place or the inability of the school to offer a place.

It is the responsibility of parents/guardians to ensure that:

- The Transfer Form and other necessary documentation is correctly completed.
- Any Special Circumstances and/or Special Provision being claimed are properly documented as described in detail above and in the guidance documentation available from our school.
- The provision of any verification documents required is the responsibility of the parents/ guardians of the child and should be provided within specified deadlines.

Failure to ensure that this occurs may lead to any request for special circumstances not being considered and/or the application not being considered by the Board of Governors and/or the withdrawal of a place in the school.

NUMBERS OF APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2017/2018	135	150	139
2018/2019	135	156	141
2019/2020	135	179	137

1. Where applicable "brother" is defined as another child of the family [Article 2 (2) of the Domestic Proceedings (NI) Order 1980] to include, for example, half-brothers, together with boys who are adopted or fostered.
2. Twins and other multiples, who are eldest in the family, are treated as joint eldest boys. The criterion also considers boys from a family that have not had the opportunity to have an elder brother already and currently enrolled. The most common reason for this is in respect of the first or only child.

However, in the opinion of the Governors the following cases also constitute circumstances where a family have not had the opportunity to have an elder son already and currently enrolled;

a) Where a family has moved residence so that a boy who is not the eldest child of the family is the first boy of that family to have the practical opportunity to apply to a school.
b) Where the eldest child of a family attends a special school and the boy applying is the next eldest brother.