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|  | **Admissions Criteria Years 9 to 12**  **2021** |

Contents

[1. General Policy 2](#_Toc69472390)

[2. Applications 2](#_Toc69472391)

[3. Admissions Criteria 3](#_Toc69472392)

[4. Verification of all Information 3](#_Toc69472393)

[5. Application Form 5](#_Toc69472394)

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| **Purpose** | To provide information to prospective parents of the Admissions Criteria for students to the school after Year 8 |
| **Next Review Date** | April 2024 |
| **Author** | Senior Leadership Team |
| **Approved by Board of Governors (Date)** | June 2021 |

# General Policy

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 agree 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.

The Board of Governors, having agreed to the criteria for admission, has delegated to the Years 9-12 Admissions Panel, consisting of the Principal and the Vice-Principals, the authority to decide which applicants shall be admitted to the school in accordance with the criteria and any appropriate statutory regulations issued by the Department of Education. Where the overall School Enrolment Number of 950 students is at risk of being exceeded, it is left to the Admissions Panel to decide which Year Groups shall have priority in the allocation of available places.

# Applications

Those wishing to apply for entry to Years 9-12 must make a formal application each year using the school’s Year 9 to 12 Admissions Application Form and provide the two most recent reports from their present and any previous schools. Full details, including the Year 9 to 12 Admissions Application Form, may be obtained by writing to the Principal’s Secretary.

Applications for entry to the new academic year in September should be submitted to the School by **2.00pm on 1st June of the previous year**. Applications received by this deadline will be considered first for the forthcoming academic year.

**Applications received on and after 1st June:**

In the event of places becoming available the same criteria will continue to be applied to new and unsuccessful applicants whose parents have informed the school in writing that they wish to keep their application open.

An applicant will be considered for admission to Years 9 -12 in the School provided that:

* He is domiciled in Northern Ireland at the time of their proposed admission;
* His admission would not cause the school to exceed its enrolment number;
* His enrolment would not prejudice the efficient use of the school’s resources, e.g. that the student’s inclusion in a class would render the numbers in any subject taught to the class to be unacceptable or a breach of regulations;
* His curricular and timetable arrangements can be met by the School.

# Admissions Criteria

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

1. 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.
2. 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.
3. 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.
4. Boys who are from traditional feeder primary schools listed below.
5. Boys who at the date of their application are the eldest of the family to be eligible to apply for admission to the school.
6. Boys who are entitled to Free School Meals. “Entitled to Free School Meals” will mean applicants who are listed on the Education Authority register as entitled to Free School Meals. (Parents will be required to provide proof from EA)
7. Boys ranked by date of birth as entered on the Birth Certificate with the eldest being admitted first.

* If there are more boys who meet one of the above sub-criteria (1) to (8) 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.
* 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.

# 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 provided during application. For verification purposes original documents are required and not 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 Application and other necessary documentation is correctly completed.
* 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 the application not being considered by the Board of Governors and/or the withdrawal of a place in the school.**

# Application Form

**Christian Brothers’ Grammar School**

**APPLICATION FOR ADMISSION TO YEARS 9 - 12**

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| Date application received: |  |
| Date application acknowledged: |  |

Please complete the following sections legibly in black ink or typescript and provide all the information requested.

The form should be returned to the Principal’s PA, the Christian Brothers’ Grammar School Kevlin Road Omagh Co Tyrone BT78 1LD E-mail: [info@cbs.omagh.ni.sch.uk](mailto:info@cbs.omagh.ni.sch.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Pupil:** |  | | | |
| **Date of Birth:** |  | | | |
| **Address:** |  | | | |
|  |  | | | |
|  |  | | **Postcode:** |  |
| **Contact Details:** | **Mobile No.** |  | **Landline:** |  |

|  |  |
| --- | --- |
| **Current Post Primary School:** |  |
| **Address:** |  |
|  |  |
| **Contact Details** |  |
| **Dates attended (Month /Year(s)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group Applying for Admission to: -** | | | |
| **Year 9** |  | **Year 11** |  |
| **Year 10** |  | **Year 12** |  |

**OTHER INFORMATION**

Please read the Admissions Criteria for Admission to Years 9 to 12 carefully and use this section to give any additional information:

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**NB**: It is emphasised that it is the responsibility of parents/applicants to ensure that all information relevant to the school’s criteria is provided by the closing date.

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| --- | --- | --- | --- | --- |
| **Name of Parent /Guardian (Please Print):** | |  | | |
| **Signature of Parent/Guardian:** |  | | **Date:** |  |