

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 Wednesday 17th January 2024. 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 platforms.

To Parent(s)/legal Guardian(s) naming St Joseph’s Grammar School as a Preference on your child’s online Application Form

SEAG Entrance Test Results

St Joseph’s Grammar School intends to use the band awarded to pupils who have completed the SEAG Entrance Assessments in November 2023. Parent(s)/legal Guardian(s) should record their child’s candidate number and attach their child’s test result to the online Transfer Application Form provided in the EA admissions portal.

Special Circumstances

Any Parent(s)/legal Guardian(s) claiming Special Circumstances must complete the Claim for Special Circumstances Form (Form SC) available from the school’s website <https://www.stjosephsdonaghmore.com>. This documentation, 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 received more than half of their education** outside Northern Ireland; or **based on the time from the start of Primary 1 (1st September 2017) to the 28th February 2024 i.e. more than 3 years and 3 months.
- b. they wish to transfer to a post-primary school that uses the SEAG Entrance Assessment from a school outside Northern Ireland;
- or
- c. due to serious medical or other problems which are supported by appropriate documentary evidence or for a demonstrably valid reason also supported by appropriate documentary evidence, was EITHER unable to sit the SEAG Entrance Assessment OR has an estimated outcome because they only sat one of the two Entrance Assessment papers.

Parent(s)/legal Guardian(s) who wish to apply to the School under Special Provisions should complete the Special Provision Form (Form SP) obtainable from the website <https://www.stjosephsdonaghmore.com> and should tick the relevant reason why they believe the child is eligible for consideration under Special Provisions. Additionally, Parent(s)/legal Guardian(s) should complete all sections of the Special Provisions Form and upload this along with all other relevant evidence with the online Transfer Application Form.

Please note that the claim of Special Provisions does not, of itself, lead to automatic admission to the school. Parent(s)/legal Guardian(s) who are applying for Special Provisions must do so by **Thursday 22nd February 2024**. Using the information provided, the Board of Governors or its relevant sub-committee will determine whether Special Provisions applies. If it does, **those children who the Board of Governors considers to be eligible for Special Provisions may be required to complete a Special Provisions 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.

ADMISSION TO YEAR 8 – September 2024

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 30th January 2024 at 12.00 noon (GMT) and an application submitted by the closing date of 22nd February 2024 at 12.00 noon (GMT) will be treated as a punctual application. An application received after 12.00 noon (GMT) on 22nd February 2024 and up to 4.00pm on 4th March 2024 will be treated as a late application.

St Joseph's Grammar School is a Co-Educational Catholic Voluntary Grammar School with a Catholic ethos under the Trusteeship of St Patrick's Educational Trust, Archdiocese of Armagh. The school provides a faith-based education centred on gospel values of love, respect, justice, compassion and hope. We warmly welcome learners from the Catholic tradition, other Christian traditions and non-Christian traditions as well as those who do not identify as having any religious faith.

For admissions in September 2024, 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
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- 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 Band 1, Band 2, Band 3, Band 4, Band 5, Band 6 in the SEAG Entrance Assessment, strictly **in that order** and those pupils regarding whom parental claims for consideration of Special Circumstances and/or Special Provisions 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 Band 1, Band 2, Band 3, Band 4, Band 5, Band 6 in the SEAG 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 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
2021/22	120*	193	162**
2022/23	120*	163	148**
2023/24	120*	177	138**

*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.

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. Places will be offered strictly on a chronological basis with the earliest request for a place being considered first. A waiting list of pupils wishing to be admitted to the school will be maintained until Friday 20th September 2024. Thereafter, Parent(s)/legal Guardian(s) 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.

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 20th September 2024. 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 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

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 Day, Wednesday 17th January 2024. Please note more details of the 2024 Open Night event will be published in December 2023 and early January 2024.