

VICTORIA COLLEGE BELFAST

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Principal: Mrs K Quinn BSC PGCE PQH

Chair of Board of Governors: Mr C McCrory BSc

**Voluntary Grammar School
Non-Denominational Girls' Grammar
With , Preparatory and Pre-School**

Age Range: 3-18

Admission No: 135

Enrolment No: 900

OPEN DAY

We extend a warm welcome to P6 and P7 pupils to attend our Open Day on Saturday 11 January 2025 from 10am to 1pm. Our previous virtual open day material can be viewed on the College website, www.victoriacollege.org.uk.

Entrance Test Results

Victoria College will give preference to (apart from those who qualify for the Special Circumstances or Special Provisions procedures) applicants awarded a Statement of Outcomes by the Schools' Entrance Assessment Group (SEAG) following completion of the SEAG Entrance Assessment comprising two papers taken on 16 November 2024 and 23 November 2024. On the Online Transfer Form/ Application or its equivalent parents should provide details of the candidate number issued to their daughter by SEAG when she registered for the Entrance Assessment and the Band Grade achieved.

Parents/Guardians should submit the original SEAG Statement of Outcomes with the Online Transfer Form/ Application or its equivalent.

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 28 January 2025 at 12 noon (GMT) and an application submitted by the closing date of 20 February 2025 at 12.00 noon (GMT) will be treated as a punctual application. An application received after 12.00 noon (GMT) on 20 February 2025 and up to 4 pm on 25 February 2025 will be treated as a late application.

Special Circumstances and/or Special Provisions

It is the responsibility of Parents/Guardians making a claim for their child to be considered under Special Circumstances or Special Provisions to please ensure that they:

- read carefully the guidance outlined in the relevant sections of the Admissions criteria;
- present all such documentation that will assist the Board of Governors in determining if Special Circumstances and/or Special Provisions apply;
- upload/attach all such documentation with the Online Transfer Form/ Application or its equivalent.

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

The Board of Governors has determined the Admissions Criteria to be used and has delegated to the Admissions Sub-Committee, of which the Principal is a member, responsibility for applying the Admissions Criteria. The criteria are reviewed annually in light of any guidance issued by the Department of Education.

POLICY FOR ADMISSIONS

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2025

1. Definitions

Applicant means the parent or guardian who completes and submits the Transfer Application on behalf of the Candidate.

Parent means a person who at the date of application has legal responsibility for the Candidate.

Candidate means the child identified on the Transfer Application as seeking to gain admission to the College.

Child of the Family means

- A child born to a married couple or to a couple in a civil partnership;
- A child born to a co-habiting couple;
- A child born to a single parent;
- A child of either/any of those people by a previous marriage, civil partnership or relationship;
- A child living with a couple who has been treated as a “child of the family” whether there is a marriage or a civil partnership or not;
- A child living with an individual, who has been treated as a “child of the family”;
- An adopted or fostered child;
- A situation where for example an orphaned cousin is being brought up with a family or individual.

The child should be a child of the family as at the date of application.

Eldest Child of the Family will include the eldest or only girl in a family. Eldest sibling twins (or other multiples) will be treated as joint eldest. In circumstances where a family has not had the opportunity to enrol a daughter older than the Candidate in the College, such as in cases where the elder daughter has already completed their post-primary education, or could not attend mainstream school (for example, they attend a special school), or where a family has relocated to Northern Ireland and the elder daughter attended post-primary school outside of Northern Ireland, a Candidate will be treated as the Eldest Child of the Family.

Entitled to Free School Meals means a Candidate who, at the date on which they submit their post-primary Transfer Application, or at any time up to 4.00 pm on Tuesday 25 February 2025 has communicated within their application that they are listed on the Education Authority register as being entitled to Free School Meals.

Child Looked After means a Candidate who, at the date on which they submit their post-primary Transfer Application, or at any time up to 4.00 pm on Tuesday 25 February 2025, are in the care of a Trust or who are provided with accommodation by a Trust. Accommodation may be in a residential home, residential school, foster placement or in a family placement with a relative or occasionally at home.

NB: Admissions Criteria

The number of places available in Year 8 is limited to the admissions number set by the Department of Education and is currently 135 places. The cut-off for admission will therefore be the 135th place.

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on Tuesday 28 January 2025 at 12 noon (GMT) and an application submitted by the closing date of Thursday 20 February 2025 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 20 February 2025 and up to 4.00pm on Tuesday 25 February 2025 will be treated as a late application (see Waiting Lists Policy below).

The Admissions Committee will not use, as a criterion, the position of preference given to the school by the applicant on the Transfer Form/Application; for example, a child who has chosen Victoria College as a second or subsequent preference school will be considered in the same manner as a child who has chosen the school as her first preference.

It is the sole responsibility of the Applicant to ensure that all information required to enable the Board of Governors to apply the Admissions Criteria to the Candidate is submitted on/with the online Transfer Form/ Application or its equivalent. Only evidence submitted on/with the online Transfer Form/ Application or its equivalent shall be considered by the Board of Governors in the allocation of a place to the Candidate.

Candidates resident in Northern Ireland at the time of their proposed admission will be selected for admission to the College before any Candidate not so resident.

The Candidate's Birth Certificate and proof of address should be uploaded with the Online Transfer Form/ Application or attached to its equivalent. Proof of address can be any TWO of the following recent (within the past 6 months) documents with sensitive information redacted: Bank/building society statement; Utility bill (e.g. electricity, gas, TV licence, landline telephone); Addressed payslip; Letter awarding Child Benefit to the Candidate or another letter relating to this benefit; Mortgage statement; Land and Property Services Rates Demand; Financial statement such as ISA, Pension or Endowment; Current Driving licence; Rental agreement.

The College will apply the following admissions criteria in the order set out below:

2.1 Candidates who are entitled to Free School Meals* (FSME): Priority to be given so that the proportion of such children admitted is not less than the proportion of first preference FSME applications received within the total number of first preference applications received.**

* "entitled to Free School Meals" will mean applicants who are listed on the Education Authority register as entitled to Free School Meals at the date on which their parent or guardian has submitted their post-primary Transfer Application, or at any date up to and including the final date for parents to communicate FSME to the Education Authority as specified in Circular 2024/16 – Open Enrolment in Nursery, Primary and Post Primary Schools – Timetables.

** The calculation of this proportion will be on the basis of first preference applications received by the post-primary school on or before Tuesday 4 March 2025 - as specified in Circular 2024/16 – Open Enrolment in Nursery, Primary and Post Primary Schools – Timetables.

FSME registration will be checked by the Education Authority, while all other qualifying information will be checked by the College as set out in Circular 2024/18, issued on 18 October 2024: The Procedure for Transfer from Primary to Post Primary Education. A detailed example of the application of this criterion can be found in Annex 2 of DE Circular Number 2024/18.

2.2 Academic Selection:

Candidates who have been provided with a Statement of Outcomes following their completion of the SEAG Entrance Assessment, comprising 2 papers, will have been allocated by SEAG to one of 6 bands designated from 1 to 6. Before consideration of Candidates who completed the SEAG Entrance Assessment, the Board of Governors will first consider applications for Special Circumstances (see further paragraph 4 below) and for Special Provisions (see further paragraph 5 below). Where applications are granted, Candidates will be assigned to one of the 6 bands by the Board of Governors. Candidates will be admitted in the order stated below on the basis of the band to which they have been allocated by SEAG/the Board of Governors. All Candidates allocated to Band 1 will be admitted before those allocated to Band 2, Band 2 before Band 3 and so forth.

Band	Cohort Percentile
Band 1	60%+
Band 2	50-59%
Band 3	40-49%
Band 4	30-39%
Band 5	20-29%
Band 6	Below 20%

2.3 Non-Academic Criteria: In the event of there being more Candidates than places available within any of the bands set out in 2.2 above or if the College is oversubscribed following the application of the above criteria, the criteria outlined below will be applied in the order stated:

- i. Candidates who, at the date of application, are enrolled in the Preparatory Department of the College;
- ii. Candidates who, at the date of application, have a Child of the Family currently enrolled in the Secondary Department of the College;
- iii. Candidates who are a Child Looked After;
- iv. Candidates who, at the date of application, are the Eldest Child of the Family;

- v. Candidates who, at the date of application, have another Child of the Family accepted for the Secondary Department of the College for the forthcoming academic year;
- vi. Candidates who, at the date of application, have another Child of the Family attending any other single sex post-primary school or have another Child of the Family accepted to attend a single sex school for the forthcoming academic year;
- vii. Candidates who, at the date of application, attend a primary school that is a recognised feeder school for the College. A recognised feeder primary school is one from which pupils have transferred to the College over the preceding three-year period. Feeder primary schools will be ranked according to the average number of pupils who have transferred to the College over the preceding three-year period and those with higher numbers will have precedence.*

Following the application of all of the above criteria, should more than one Candidate tie for the remaining place(s), the following tie breaker will be used. For the avoidance of doubt, this is to be used as an ultimate criterion after application of the above criteria and not in the event of oversubscription in any one main criterion.

Tie-Breaker: Where two or more children meet the requirement for a remaining place, children will be ranked for acceptance on the basis of a computer-based process which will make use of the names as entered on the Application Form. The process is carried out by means of a computer programme which, for each Candidate, generates a ranking number using the details from the Application Form as the seed for a random number generator. The ranking number generated, for any given Candidate, is dependent only on the Candidate's name (as written on the Application Form) and is not affected by the details of any other candidate. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the programme, what the result will be for any given set of details. Candidates with the lowest ranking numbers will be given places up to the number of places available. Further details may be obtained from the Principal.

* The schools listed below are the primary schools (excluding the Preparatory Department of Victoria College Belfast) which sent most pupils to the College in the previous three years, ranked in accordance with the actual number of pupils sent. The list below is not exhaustive; there are a further 75 schools who sent pupils to the College in the previous three years (this information can be accessed via the College's website or on request). Parents should note that the College admitted pupils from 64 primary schools in 2024. A pupil from the primary school named at 2.3(vii).1 below will be admitted before a pupil from the primary school named at 2.3(vii).2 and so on.

2.3(vii).1	St Bride's PS (Belfast)	2.3(vii).14=	Springfield PS
2.3(vii).2	Stranmillis PS (Belfast)	2.3(vii).16=	Botanic PS
2.3(vii).3	Finaghy PS	2.3(vii).16=	Meadow Bridge PS
2.3(vii).4	Cairnshill PS	2.3(vii).16=	Seymour Hill PS
2.3(vii).5=	Fane Street PS (Belfast)	2.3(vii).16=	St Ita's PS
2.3(vii).5=	Harmony Hill PS	2.3(vii).20=	Cranmore Integrated PS
2.3(vii).7	St Colman's PS (Lambeg)	2.3(vii).20=	Edenbrooke PS
2.3(vii).8=	Downshire PS	2.3(vii).20=	Forge Integrated PS
2.3(vii).8=	St Anne's PS	2.3(vii).20=	Glenwood PS
2.3(vii).10	Academy PS	2.3(vii).20=	Riverdale PS
2.3(vii).11	Pond Park PS	2.3(vii).20=	Seaview PS
2.3(vii).12=	Cavehill PS	2.3(vii).20=	St Bernard's PS
2.3(vii).12=	Holy Rosary PS	2.3(vii).20=	St Kevin's PS
2.3(vii).14=	Friends' School Preparatory		

If, following the application of the Admission Criteria set out above, all of the available places are not filled, the College will consider applications by girls who either sat only one of the SEAG entrance examinations due to illness or other unforeseen circumstances and did not apply for Special Provisions/ Special Circumstances or who were not registered to sit the Entrance Assessment provided by SEAG anywhere in Northern Ireland. Allocation of the remaining places will be made by applying the sub-criteria listed at 2.3(i) to (vii) above.

3. Duty to Verify

The College will seek verification of sub-criterion 2.3(iii) above (Child Looked After) by means of a verification letter. The verification letter must state that the Candidate meets the definition of a Child Looked After as defined by the Children (NI) Order 1995 as children “who are in the care of a Trust or who are provided with accommodation by a Trust”. The verification letter must be written on headed notepaper and signed by a primary school principal, a medical practitioner, a solicitor, a member of the clergy, a police officer or an elected representative. The verifier must not be a member of the Candidate’s family and they must have known the Candidate for at least two years.

The College will seek verification of sub-criterion 2.3(iv) above (Eldest Child of the Family) by means of a verification letter. The verification letter must state that the Candidate is the Eldest Child of the Family eligible to attend the College and it must be written on headed notepaper and signed by a primary school principal, a medical practitioner, a solicitor, a member of the clergy, a police officer or an elected representative. The verifier must not be a member of the Candidate’s family and they must have known the Candidate for at least two years.

The College will seek verification of sub-criterion 2.3(v) above (Candidates who, at the date of application, have another Child of the Family accepted for the Secondary Department of the College for the forthcoming year) through internal College records. The College recognises that this type of verification may not be available to provide at the time of application.

The College will seek verification of sub-criterion 2.3(vi) above (single sex post-primary school) by means of a verification letter. The verification letter must state that the Child of the Family attends any other single sex post-primary school or has gained a place in any other single sex post-primary school in the forthcoming academic year and must be written on headed notepaper and signed by a school principal, a medical practitioner, a solicitor, a member of the clergy, a police officer or an elected representative. The verifier must not be a member of the Candidate’s family and they must have known the Candidate for at least two years.

Furthermore, the Board of Governors reserves the right to require such supplementary evidence as it may deem necessary at its absolute discretion to support or verify any information provided on any Transfer Application. If the requested evidence is not provided to the College by the deadline stated, this will result in the withdrawal of an offer of a place. Equally, if information is supplied that appears to be false or misleading in any material way, the offer of a place will also be withdrawn.

4. Special Provisions

Special provisions will apply for:

- (a) children whose parents/guardians wish them to transfer from schools outside Northern Ireland;
- (b) children who have received more than half their primary education outside Northern Ireland;
- (c) children who due to a serious medical issue supported by appropriate documentary evidence or for a demonstrably valid reason also supported by appropriate documentary evidence were either unable to sit both the SEAG Entrance Assessment papers OR have an estimated outcome from SEAG because they only sat one of the two Entrance Assessment papers.

*Candidates who wish to be considered for Special Provisions for either of the first two reasons outlined above should complete the necessary Special Provisions form (SP form and parental guidance can be accessed from the College website) stating the precise reason why they believe the Candidate is eligible for consideration under Special Provisions. This should be forwarded to the College with appropriate evidence as outlined in paragraph 6. Parents should ensure that the appropriate evidence is submitted with the Transfer application. Such applications should be received by 4pm on *Tuesday 25 February 2025*.

**** Candidates wishing to transfer from a school outside Northern Ireland should be aware that the Education Authority may not process forms after 25 February 2025 and will not consider forms received after Tuesday 25 February 2025 until after the end of the procedure.** Such applicants should therefore endeavour to provide the College with all necessary information relating to Special Provisions by 4.00 pm on Tuesday 25 February 2025.

The College will assess the Candidate's academic ability by using accredited assessments including information supplied by the Applicant (see paragraph 6). The College may also request that an assessment of the Candidate's academic capacity, carried out by a suitably qualified person or body, be provided. Thereafter the Candidate will be allocated to the Band in which, in the opinion of the Board of Governors, there are pupils of comparable ability to the Candidate. The non-academic criteria listed in paragraph 2.3 will then be applied.

NB Late Applicants

Those wishing to transfer from a school outside Northern Ireland who apply for a place after 7 May 2025 will be treated on the same basis as those who applied before that date, subject to the agreement of the Department of Education to an increase in the Admissions Number for this purpose.

5. Special Circumstances

Claims for Special Circumstances will be considered by the College where medical or other problems may have affected performance in the SEAG Entrance Assessment. For this purpose, Special Circumstances are those circumstances which have arisen, or have been significantly exacerbated, at the time of taking the SEAG Entrance Assessment or in the period prior to the SEAG Entrance Assessment.

A sub-committee of the Board of Governors will consider applications for Special Circumstances. Decision-making powers have been delegated to this sub-committee who will make a judgement on all material provided by the Applicant. The Band allocated to the Candidate will be based on the decision reached by this sub-committee.

Consideration of a claim for Special Circumstances consists of two stages.

The first stage is determining whether sufficient independent evidence has been provided to allow a pupil to be considered as having undertaken the SEAG Entrance Assessment under Special Circumstances. If not, the claim for Special Circumstances fails.

If the Applicant succeeds at the first stage, they move to the second stage, which is an educational judgement on the evidence provided as to whether the Band should be adjusted to reflect that which the Applicant would have obtained had the Special Circumstances not existed.

Granting Special Circumstances does not therefore mean that the Band will be upgraded automatically.

It is important that the Applicant presents sufficient independent evidence to enable the sub-committee to make a judgement in respect of both parts of this process.

It is the responsibility of the Applicant to set out on the appropriate form (SC form and parental guidance can be accessed from the College website), precise details of the problem, append the relevant independent evidence of its nature and its impact on the Applicant's performance in the SEAG Entrance Assessment and to submit the appropriate forms and accompanying evidence with the Transfer Application.

- Where the problem is a medical one, the College will require evidence of consultation with a medical practitioner dated from the time of the Assessments.
- Where the problem is of a non-medical nature the College will require similar non-medical evidence.
- Where the problem, either medical or non-medical, is of a longstanding nature the College will require evidence of the extent to which the problem was exacerbated during the SEAG Entrance Assessment period.
- Those providing such evidence must be independent and not related to the Candidate on whose behalf the application is being made.
- The College also requires evidence of the Candidate's academic capacity (see Paragraph 6).

If a Special Circumstances application is made in respect of matters for which Access Arrangements were granted, the College will take into account the fact that Access Arrangements were granted.

6. Evidence of the Candidate's academic capacity

Evidence of the Candidate's academic capacity may be demonstrated by the provision of information, where available, such as:

- the results of any available standardised tests in English and Mathematics conducted in P5, P6 and P7 and confirmation as to how these compare **with other pupils in the class group**;
- copies of school reports for P5, P6 and P7;
- the Standardised Age Score and Band estimate, "e", provided by SEAG, in the event that the Candidate has sat only one of the SEAG entrance examinations, due to illness or other unforeseen circumstances
- records of strengths or weaknesses in the Candidate's performance either generally or in specific subject areas and confirmation as to how these compare **with other pupils in the class group**;
- an educational psychologist's report.

7. Waiting List Policy

If a vacancy arises after places have been finalised, then all unsuccessful Candidates for admission to Year 8, all new applications, all late applications, and all applications where new information has been provided, will be treated equally and the published criteria applied. This waiting list will remain in place until 30 June of the year following application.

The name of the Candidate will be automatically added to the list and the College will contact Applicants in writing if a place becomes available in the College by this method. Applicants should contact the College if they wish the name of their child to be removed from the list.

Applications and Admissions

Year	Admissions No	Total Applications <i>i.e. All preferences</i>	Total Admissions
2022/23	130	180	131 [~]
2023/24	130	177	135 [*]
2024/25	135	169	136 [#]

[~] The College was granted a temporary variation of 1 additional place.

^{*}The College was granted a temporary variation of 5 additional places.

[#] The College was granted a temporary variation of 1 additional place.

ADMISSIONS CRITERIA FOR YEARS 9 - 12 AND POST-GCSE 2025

YEARS 9-12 ADMISSION

1. Definitions

Applicant means the parent or guardian who completes and submits an application form on behalf of the Candidate.

Parent means a person who at the date of application has legal responsibility for the Candidate.

Candidate means the child identified on the application form as seeking to gain admission to the College.

Child of the Family means

- A child born to a married couple or to a couple in a civil partnership;
- A child born to a co-habiting couple;
- A child born to a single parent;
- A child of either/any of those people by a previous marriage, civil partnership or relationship;
- A child living with a couple who has been treated as a “child of the family” whether there is a marriage or a civil partnership or not;
- A child living with an individual, who has been treated as a “child of the family”;
- An adopted or fostered child;
- A situation where for example an orphaned cousin is being brought up with a family or individual;

The Candidate should be a child of the family as at the date of application.

Child Looked After means a Candidate who, at the date on which they submit their Application, are in the care of a Trust or who are provided with accommodation by a Trust. Accommodation may be in a residential home, residential school, foster placement or in a family placement with a relative or occasionally at home.

Eldest Child of the Family will include the eldest or only girl in a family. Eldest sibling twins (or other multiples) will be treated as joint eldest. In circumstances where a family has not had the opportunity to enrol a daughter older than the Candidate in the College, such as in cases where the elder daughter has already completed their post-primary education, or could not attend mainstream school (for example, they attend a special school), or where a family has relocated to Northern Ireland and the elder daughter attended post-primary school outside of Northern Ireland, a Candidate will be treated as the Eldest Child of the Family.

Entitled to Free School Meals means a Candidate who, at the date on which they submit their application form has communicated within their application that they are listed on the Education Authority register as being entitled to Free School Meals.

Admissions Criteria

1. Admission to Years 9-12 will be governed by the availability of places within that year group, class sizes including practical class sizes and the College’s planned allocation and usage of staff, accommodation and other resources. Admission to the College will be based on the Candidate’s ability to benefit from the academic and creative life of the College, as assessed by the application of the criteria below.
2. The following criteria will be applied in the order stated to determine the admission of pupils into Years 9-11:
 - 2.1 If the number of Candidates who are assessed by the Board of Governors as having the ability to benefit from the academic and creative life of the College exceeds the number of available places the following criteria will be applied:
 - (i) Candidate with proven academic ability as demonstrated by achieving a score in Vocabulary and Mathematics on or above the national average (100) in a recognised standardised test sat at Victoria College Belfast; and
 - (ii) Candidates who have shown by the academic progress and positive attitude to date that they will

benefit from the academic provision available at Victoria College Belfast. Evidence will be sought from reports from the previous school attended which must accompany the application.

- 2.2 If the number of applicants with proven academic ability, academic progress and positive attitude exceeds the numbers of available places then the following criteria shall apply in the order stated:
3. In the event of being oversubscribed with Candidates for any year group the following criteria will apply:
- i. Candidates who, at the date of application, were previously enrolled in the Preparatory Department of the College;
 - ii. Candidates who, at the date of application, have a Child of the Family currently enrolled in the Secondary Department of the College;
 - iii. Candidates who are a Child Looked After or entitled to Free School Meals;*
 - iv. Candidates who, at the date of application, are the Eldest Child of the Family;*
 - v. Candidates who, at the date of application, have another Child of the Family accepted for the Secondary Department of the College for the forthcoming academic year;
 - vi. Candidates who, at the date of application, have another Child of the Family attending any other single sex post-primary school or have another Child of the Family accepted to attend a single sex school for the forthcoming academic year;*

*This is subject to satisfying verification requirements as set out below.

Following the application of all of the above criteria, should more than one candidate tie for the remaining place(s), the following tie breaker will be used. For the avoidance of doubt, this is to be used as an ultimate criterion after application of the above criteria and not in the event of oversubscription in any one main criterion.

Tie-Breaker: Where two or more children meet the requirement for a remaining place, children will be ranked for acceptance on the basis of a computer-based process which will make use of the names as entered on the Application Form. The process is carried out by means of a computer programme which, for each Candidate, generates a ranking number using the details from the Application Form as the seed for a random number generator. The ranking number generated, for any given Candidate, is dependent only on the Candidate's name (as written on the Application Form) and is not affected by the details of any other candidate. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the programme, what the result will be for any given set of details. Candidates with the lowest ranking numbers will be given places up to the number of places available. Further details may be obtained from the Principal.

Verification:

Verification letters must be written on headed notepaper and signed by a principal, a medical practitioner, a solicitor, a member of the clergy, a police officer or an elected representative. The verifier must not be a member of the family of the Candidate and they must have known the Candidate for at least two years.

POST-GCSE/SIXTH FORM ADMISSION

The Board of Governors of the College recognises the demands of Sixth Form study and will consider applications from those Candidates who have achieved an academic profile that adequately equips them for A-level study and will make a positive contribution to the life of Victoria College. Candidates should demonstrate their ability to fulfil these criteria by providing an academic profile and general school record as described below.

YEAR 13 ENTRY

1. Priority for entry to Sixth Form courses will be given to pupils already enrolled at Victoria College. All pupils enrolled in Year 12 at the College who meet the following criteria will have a right to a place in the Sixth Form.

1.1 Academic Profile

The essential minimum criteria for entry to Year 13 are as follows:

- i A minimum of 7 GCSEs at grade C or 4 or higher to include English and Mathematics.
- ii In the first instance Candidates with 14 points or higher will be admitted. Thereafter if places are available Candidates will be admitted on a descending scale to a minimum of 10 points. GCSE points are allocated as shown in the table below:

CCEA Grades	English Exam Board Grades	GCSE Points
A*	9	4
A	8 /7	3
B	6	2
C*	5	1.5
C	4	1

NB For a short course GCSE the points awarded in that subject are halved.

- iii Candidates must study a minimum of three AS subjects. Candidates wishing to study four AS-levels are required to gain over 24 points.
- iv Candidate should display a high level of competence in the AS subject chosen. If the AS chosen was taken at GCSE, then a B grade is a minimum requirement (except in Mathematics where the minimum requirement is grade A, and in Biology, Chemistry and Physics where the minimum requirement is grade A or Double Award Science AA). In the event of a class being oversubscribed, priority will be given to those Candidates who have taken the subject to GCSE level and the grade attained. In the case of a subject which is not offered at GCSE, the grade in an allied subject will be the determining factor.

2. Attitudes and Behaviour Record:

Candidates must demonstrate their ability to make a positive contribution to the College by satisfying the following criteria:

- 2.1 Behaviour: Not more than one suspension in Years 11 and 12.

3. Criteria for any extra places made available by the Department of Education for admission into Year 13 (Sixth Form)

The Department of Education (DE) may, on request, increase the number of pupils that the College can admit to Year 13. Places that become available in this way shall be allocated only to Candidates who meet the basic eligibility criteria for Sixth Form study (as above - ref 1.1) and shall be allocated in the order determined by the criteria to be applied in the order set down.

- Pupils who have most recently completed Year 12 in Victoria College.
- Candidates from other schools where admission to an extra place in Victoria College has been agreed by DE.

The Department's policy on extra Sixth Form places is generally to grant places to a school to extend its ability to admit returners, who meet the College's Sixth Form admissions criteria, to Year 13. The Department also grants extra Sixth Form places to schools for young people from other schools who otherwise would not be able to pursue their post-16 course choices at a suitable school without undertaking an unreasonable journey.

The key test applied by the Department when deciding whether or not to award additional places to the enrolment number of a school for external Candidates seeking a place in that school's Sixth Form is whether or not a Candidate can pursue their post-16 course choices at a suitable school, with places available, without undertaking an unreasonable journey (defined as a journey that cannot be taken within one hour or is further than 15 miles).

To determine the type of school that is suitable for a Candidate, 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 Candidate will belong to one of these 4 types and DE will consider any other school or school from this same type as suitable for the Candidate. DE will also consider as suitable for the Candidate any school from the same type as the type of school that the child attended in Year 12.

4. Special Consideration

Consideration of a claim for Special Circumstances consists of two stages.

The first stage is determining whether sufficient independent evidence has been provided to allow a pupil to be considered as having undertaken the external examinations under Special Circumstances. If not, the claim for Special Circumstances fails.

If the Applicant succeeds at the first stage, they move to the second stage, which is an educational judgement on the evidence provided as to whether the outcomes should be adjusted to reflect that which the Applicant would have obtained had the Special Circumstances not existed.

Granting Special Circumstances does not therefore mean that a place in the College will be awarded automatically.

It is important that the Applicant presents sufficient independent evidence to enable the sub-committee to make a judgement in respect of both parts of this process.

It is the responsibility of the Applicant to set out precise details of the problem, append the relevant independent evidence of its nature and its impact on the Applicant's performance in the external examinations.

- Where the problem is a medical one, the College will require evidence of consultation with a medical practitioner dated from the time of the Assessments.
- Where the problem is of a non-medical nature the College will require similar non-medical evidence.
- Where the problem, either medical or non-medical, is of a longstanding nature the College will require evidence of the extent to which the problem was exacerbated during the Assessment period.
- Those providing such evidence must be independent and not related to the Candidate on whose behalf the application is being made.

If a Special Circumstances application is made in respect of matters for which Access Arrangements were granted, the College will take into account the fact that Access Arrangements were granted.

ENTRY TO REPEAT YEAR 13

Pupils who meet the following criteria will be considered eligible to repeat Year 13:

Pupils who -

- i have attended Year 13 in Victoria College in the previous academic year;
- ii have extenuating circumstances (i.e. medical or other problems which may have affected their performance in Year 13);
- iii are recommended by the Principal as being able to benefit from repeating Year 13 at the College.

In exceptional circumstances a final decision to admit a pupil to repeat Year 13 may be referred to the Board of Governors.

Applicants should note that examination and other fees applicable during the year to be repeated must be paid by the parents/guardian in advance of the Candidate being admitted to the year to be repeated.

WAITING LIST POLICY

Should a vacancy arise after places have been finalised, all applications for admission to the relevant year group 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. This waiting list will be in place until the 30th June of the year following application.

A Candidate's name will be automatically added to the list and the College will contact Applicants in writing if a Candidate gains a place in the College by this method. Applicants are asked to contact the College if they wish a Candidate's name to be removed from the list.

It should be noted that all those who have applied previously, but who have failed to obtain a place in the College, will have their application held open until 30 June of the year following application when their application will be deemed to have lapsed.