

ST MICHAEL'S COLLEGE

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Principal: Mr Mark Henry BSc, PGCE, PQH(NI)

Chairperson of the Board of Governors: Mrs Una Porteous

Voluntary Grammar School

Boys

Age Range: 11 – 18

Admissions Number: 100

Enrolment Number: 770

Roll: 704

Open Night
Thursday 23rd January 2025
Principal's Welcome - 7.00 pm

To Parents/Guardians naming **St Michael's College** as a Preference on their child's Online Transfer Application.

Entrance Test Results

Special Circumstances

Where a parental claim is being made that medical or other problems affected the performance of their child in the SEAG (Schools Entrance Assessment Group) Entrance Assessment then it is the parents'/guardians' responsibility to ensure that this is communicated as outlined in the "Claiming Special Circumstances – A Guide for Parents & Guardians" document available from the school and on the school website.

If applying for Special Circumstances, parents/guardians must also upload with the online application:

- A completed Special Circumstances Form (Form SC available from the College).
- A report from the primary school on the academic ability of the applicant which **MUST** include all standardised test results in Literacy and Numeracy taken since the beginning of the Key Stage 2 period. You may also include his school reports for Primary 5 and/or 6 if they show the results of standardised tests. (Upon receipt of a request in writing by a pupil's parent or guardian, a primary school must disclose the relevant pupil's record of progress and achievement. The onus is on the parent or guardian to obtain from the primary school full information on the pupil's academic performance and test results and to provide this to St Michael's College).

No information will be sought by St. Michael's College directly from the primary school.

- Independent, verifiable documentary evidence such as medical or social reports providing evidence that medical or other problems directly influenced the outcome of the SEAG Entrance Assessment tests must be uploaded when completing the online application by 12.00 noon on Thursday 20th February 2025.

Special Provision

Special Provision may be made by the Board of Governors for boys:

- who have received more than half of their primary education outside Northern Ireland;
- who are transferring from primary schools outside Northern Ireland;
- who due to a serious medical or other problem, were either unable to sit the SEAG Entrance Assessment or have estimated outcomes because they only sat one of the two Entrance Assessment papers.

For applicants claiming Special Provision parents/guardians should complete the Special Provisions Form (Form SP available from the school and on the school website), stating the case for eligibility under this category and upload it and all appropriate verified documentation when completing the online application.

If your son is moving to a primary school in Northern Ireland or will be transferring directly from a primary school outside Northern Ireland you should contact the School Admissions Department of the Education Authority to inform them of your intention to apply to St Michael's College.

Applications for Special Provision received after all schools have been allocated their Year 8 intake by the Education Authority (usually by the end of May), will be processed but will be conditional on the Department of Education allowing an additional place.

It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in the SEAG Entrance Assessment and to ensure appropriate documentary evidence is uploaded with the online application.

The Board of Governors Selection Committee will decide whether these boys should be admitted on the basis that they fall within the ability range of other boys being admitted in that year.

On the basis of this information the Selection Committee will determine a band for the boy which will be the band used in the application of the Admissions Criteria. The Selection Committee may require an assessment of the boy's abilities to be carried out by a suitably qualified person or body approved by St Michael's College. **See "Claiming Special Provisions – A Guide for Parents & Guardians with Form SP (available from the school and on the school website).**

It is for parents/guardians to present all such material as they consider will assist the selection panel in its deliberations and to have it appropriately verified.

Those boys to whom this provision applies may, if their parents/guardians wish, sit the SEAG Entrance Assessment in which case the band obtained would also be considered.

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

St Michael's College is a Catholic Voluntary Grammar School. The school wishes to admit pupils who are considered suitable for the type of educational provision offered by the school and whose Parents/Guardians are in agreement with the aims and ethos of the school.

The Board of Governors has delegated the responsibility for applying their Admissions Criteria to the authorised Selection Committee consisting of the Principal, Vice-Principal and two members of the Board of Governors.

ADMISSIONS CRITERIA 2025

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

The Board of Governors has determined that, in the event of the number of applicants being greater than the admissions number for the school, the following method shall be used to select pupils for admission.

Parental claims for consideration of Special Circumstances/Provision for a child shall be examined and decided upon before the application of any of the Admissions Criteria. The authorised Selection Committee of the Board of Governors shall, on the basis of all the documented evidence made available to them at the time of reaching their decisions, decide the band and total standard age score (TSAS) to be used in the application of the Admissions Criteria to such applicants. The Admissions Criteria shall then be applied.

The Board of Governors has determined that priority will be given to applicants normally resident in Northern Ireland at the time of their proposed admission to the school. In the event of the number of applications being greater than the number of places available, applicants will be selected in the following order.

1. Applicants will be admitted in the Band order obtained in the SEAG Entrance Assessment, i.e. 1, 2, 3, 4, 5 and then 6. If there are more applicants within a particular band than places remaining then pupils within that band will be admitted in total standard age score (TSAS) order within the band as obtained in the SEAG Entrance Assessment, highest TSAS first. In the event of one or more applicants obtaining the same TSAS the following criteria will apply in the order set down.
2. Applicants whose brother or half-brother or step-brother or legally adopted brother or legally adopted half-brother is currently enrolled in the school, or having been selected for admission to the school in the coming year, will be admitted first. (Please name the brother(s)).
3. Applicants who are the eldest boy in the family, eligible to transfer to a mainstream Post-Primary school, or the only boy in the family will be admitted next. This is subject to satisfying verification requirements as set out below: *[Twins or other multiples will be treated as joint eldest]*

The verifying letter must be uploaded with the online application and state that the boy is the eldest and that the boy and family are known to the verifier. It must be written on headed notepaper and signed by one of the following who is not a member of the applicant's family:

- i. a medical practitioner
 - ii. a solicitor
 - iii. a clergyman or equivalent
 - iv. a primary school principal
4. Applicants who are entitled to Free School Meals will be admitted next. 'Entitled to Free School Meals' will mean applicants who are listed on the Education Authority register and who are entitled to Free School Meals at the date on which their parent or guardian has uploaded their post-primary online application. Should family circumstances change after completion of the online application it is essential that parents/ guardians inform the Education Authority before Tuesday 25th February 2025 no later than 4 p.m.
 5. In the event of over subscription in any one criterion when applied in the order set out, the selection of available places will be carried out using a method of random selection. The following random selection process will be applied in the event of over subscription in any of the criteria listed based on the initial letter of the pupil's surname as stated on his long birth certificate in the order set below.

T, D, V, N, B, E, Q, X, J, M, O, H, S, G, Z, Y, K, R, F, C, U, W, I, P, L, A.

The order was determined by a random selection and witnessed by an independent adjudicator. In the event of surnames beginning with the same initial letter, the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of forenames will be used. In the event of the forenames beginning with the same initial letter, the subsequent letters of the forenames will be used in alphabetical order. If, after this process, any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.

If any place(s) become available after the 1st of September 2025 and there are more applicants than places available, then decisions will be made on the application of the Year 8 Admissions Criteria to those pupils seeking admission at the time the place(s) become available. We do not hold a waiting list.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is uploaded with the online application. Parents should ensure that all information pertaining to their child and relevant to the school's admissions criteria is uploaded with the online application. A copy of the birth certificate must be uploaded with your son's application in order to verify legal name and DOB.

DUTY TO VERIFY

Applicants should note that where an address and/or child age information contained within an application qualifies it for admission, then that information will be verified. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any online application. Examples below:

- the child’s Birth Certificate;
- a letter awarding Child Benefit to the child or another letter relating to this benefit;
- the child’s Medical Card.

And any **two** of the following four documents:

- a bank or building society statement which shows the address at which the child is resident;
- a utility bill which shows the address at which the child is resident (e.g. Electricity, Gas, Telephone, etc);
- a letter awarding Child Benefit to the child or another letter relating to this benefit;
- the child’s Medical Card.

Original documents will be required and not facsimiles or photocopies. Original documents will be returned at the end of the admissions process by the school to which the child has been admitted.

The provision of false or incorrect information or the failure to provide information within the deadlines set by the post-primary schools 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.

NUMBERS OF APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2022/23	100	108	*105
2023/24	100	100	*106
2024/25	100	119	*109

*Statemented pupils admitted

ADMISSION CRITERIA FOR ENTRY TO YEARS 9 - 12

Please contact the school office to obtain information regarding admissions to Years 9 – 12.