



SULLIVAN UPPER SCHOOL, HOLYWOOD.

Admissions to Years 9, 10, 11 and 12 (2010 Entry)

1. Introduction

This statement sets out the school's policy for dealing with applications made for places in years 9, 10, 11 and 12. Admission to Year 12 will only be possible in special circumstances, for example when a family with a child of appropriate age moves into the catchment area of the school. The statement specifies the criteria used to determine which pupils will be admitted in the event of there being more applications for places than the number of places available.

The Board of Governors of Sullivan Upper School draws up and publishes the statement of policy and admissions criteria for entry to the school at various years. The Transfer Procedure and Admissions Committee which is a sub-committee of the Board of Governors is responsible for applying the admissions criteria and for admitting or refusing to admit a pupil to the school. The Principal will provide the necessary information to the committee and will co-ordinate the annual application procedure and will make recommendations and offer professional advice to the committee, the members of which will ratify, check and oversee the procedure and make the final decision.

The criteria for dealing with applications for places in other years differ from those set out in this statement of policy and are published in separate policy documents.

2. General Statement of Policy

The school reserves the right to make no offer of places and will offer such places as it has available to those pupils who seem to be the most suitably qualified on application of the criteria set out in paragraph 3. The appropriate number of possible admissions will be determined so that

- [i] the total enrolment figure remains at or below the number allowed by the Department of Education for Northern Ireland [currently 1060]
- [ii] the total number of students enrolled in any one year group does not exceed the school's resources and facilities to provide appropriately for their curricular and pastoral needs.

3. **Admissions Criteria**

In the event of the school being able to offer places to pupils applying to enter Years 9, 10, 11 or 12 in a school year it will do so by application of the following criteria.

[a] **academic record**

The academic record of the applicant must indicate that the pupil would be likely to be able to deal successfully with the courses of study provided by the school. Careful attention will be given to reports provided by the school which the pupil is currently attending. The school will also consider any accredited assessments provided with the application.

[b] **home address**

The school will normally consider for admission only those pupils whose normal place of residence is [or will be at the time of enrolment in the school] within a reasonable distance from the school: this being defined as the distance within which most of the pupils enrolled at the school currently reside.

[c] **existing links**

The school will take into account any link with the school which an applicant may have in particular whether he or she has, has had or will have a brother or sister in attendance at the school.

[d] **particular talents or aptitudes**

The school will give careful consideration to any special talents, aptitudes or achievements of the applicant especially if these make it more likely that the pupil would make a significant contribution to or derive a significant benefit from the school's wider extra-curricular programme.

[e] **personal record**

The school will expect any pupil to whom it is considering offering a place to have a satisfactory personal record in terms of attendance, conduct and behaviour.

[f] **special circumstances**

The school will consider applications for admissions in special circumstances and will take full account of any factors of a medical, social or personal nature which are brought to its attention.

4. **Application of criteria**

All applications received by the closing date will be considered and a rank order established based on a numerical total for each applicant. The numerical total is found by the sum of the scores for each criterion (a) to (f) based on the information contained on or with the application form. Places will normally be assigned, up to the limit of availability, on the basis of this rank order. If it is not possible to adequately differentiate between certain applicants on this basis then preference will be given to those who live nearest to the school by the most direct route by road.

5. **Verification of Information**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form. This evidence will be requested if and when the offer of a place is made. It is important that all parents/applicants understand that the provision of false or incorrect information or the failure to provide information or evidence thereof within the specified deadline will result in the withdrawal of the offer of the place at this school.

6. **Procedure to be followed**

- [a] those wishing to be considered for places in Years 9, 10, 11 or 12 should complete the appropriate school application form and return it by the designated date. **The date for receipt of completed forms will normally be 31 May in the academic year immediately preceding the proposed year of entry.** However, applications during a school year will be considered in the light of the prevailing circumstances for example when a family moves into the catchment area of the school.
- [b] all applications will be acknowledged.
- [c] the school will normally seek confidential reports of the academic and personal records of applicants from the schools which they are attending or have most recently attended.
- [d] the school will consider all applications received, taking account of the number of vacancies available and the criteria as set out in this policy document.
- [e] pupils to whom the school is considering offering places will be invited to come with their parent[s] for a short interview with the Principal or other senior member of staff.
- [f] final decisions about admissions will be made after these interviews and all applicants will be notified of them.
- [g] applicants who have been unsuccessful will be free to reapply in subsequent years.
- [h] those to whom places have been offered will be invited to return to the school so that arrangements for their enrolment can be completed.
- [i] there will be no written test or examination for those applying for places.

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.

J S Stevenson
Principal
For and on behalf of the Board of Governors

November 2009