



SULLIVAN UPPER SCHOOL, HOLYWOOD.

Admissions to Sixth Form (External) [2010 Entry]

1. Introduction

This statement sets out the school's policy for dealing with applications made for places in the sixth form. Admission to Year 14 will not normally be possible. The statement specifies the criteria used to determine which students are to be admitted to Year 13 for a programme leading to GCE AS/A levels.

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 must determine the appropriate number of possible admissions 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 the year group does not exceed the school's resources and facilities to provide appropriately for their curricular and pastoral needs

3. **Minimum Entry Requirements**

The following are regarded as the basic minimum criteria for admission to sixth form:

- [a] seven or more passes at GCSE level, the majority at B grade or above with the examinations normally having been taken at the same time in the summer immediately prior to September admission [Pass grades being for this purpose A*, A, B and C only]
- [b] grade B or higher in the subjects chosen for AS/A level study
- [c] evidence of a satisfactory record of attendance, application to school work and general conduct and behaviour.

4. **Admissions Criteria**

In considering applications for admission to year 13 by external students the school will make use of the following criteria to allocate places up to the number available as specified in paragraph 2.

- [a] the GCSE record
- [b] links with the school including siblings who are or have been pupils of Sullivan Upper
- [c] the student's normal place of residence and distance from the school
- [d] the record of attendance, application to school work, motivation to succeed, general conduct and behaviour
- [e] the appropriateness of the student's proposed AS/A level course and career goals
- [f] other relevant information including special circumstances

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 (External Applicants)**

- [a] those wishing to be considered for a place in sixth form should complete the appropriate school application form and return it by the designated date. **The date for receipt of completed forms will be at 12.00 noon on 30 June 2010.**
- [b] all properly completed applications will be acknowledged
- [c] the school will normally seek further information about the applicants from their current schools and others as appropriate particularly with respect to applicant's academic record and personal record.
- [d] the school will take account of the criteria specified in this document (Paragraph 4) and the number of places available to reach decisions about admission
- [e] final decisions about admissions will be made after all relevant information has been considered and where appropriate, after interviews with the applicants
- [f] completed applications will be ranked initially on the basis of the GCSE grades achieved and places offered up to the number available as indicated in paragraph 2. In the event of particular applicants having GCSE grades that are essentially the same and it is not possible to distinguish between them on that basis then reference will be made to Criteria (b) to (f) as outlined in Paragraph 4
- [g] those whose applications are unsuccessful will be informed
- [h] there will be no additional written test or examination for those applying for places

N.B. 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