

**ADMISSIONS CRITERIA TO YEARS 9, 10, 11 and 12  
2023 ENTRY****A. INTRODUCTION**

This statement sets out the school's policy for dealing with applications made for places in Years 9, 10, 11 and 12. The statement specifies the criteria used to determine which pupils are to be admitted.

The Board of Governors of Sullivan Upper School draws up and publishes the admissions policy and 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, co-ordinate the annual application procedure and 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 Year 8 and the Sixth Form differ from those set out in this statement of policy and are published separately.

**B. GENERAL STATEMENT OF POLICY**

The school determines the appropriate number of possible admissions so that:

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

In light of the above, the school reserves the right to make no offers of places.

Admissions to year 12 are considered in exceptional circumstances only, given that pupils are halfway through a two-year course in their GCSE subjects.

**C. ADMISSIONS TO YEARS 9-12 - APPLICATION PROCEDURE**

- 1) Those wishing to apply for entry to Years 9-12 must make formal application using the school application form. Full details, including the application form, may be obtained by writing to the Principal's Personal Assistant, Sullivan Upper School, Belfast Road, Holywood, Co Down, BT18 9EP. The application form may also be downloaded from the school website ([www.sullivanupper.co.uk](http://www.sullivanupper.co.uk)).
- 2) The closing date for applications for the start of the next academic year is **4.00 pm on 31 May** of the calendar year of proposed entry.

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- 3) All applications received by the closing date will be considered by the Transfer Procedure & Admissions Committee in early June. A rank order will be established, based on a numerical total for each applicant. The numerical total is the sum of the scores for each criterion (a) to (f) in Section D below, based on the information contained in and/or attached to the Application Form. In the event that the school is able to offer places to applicants to Years 9-12 and that there are more applicants than the number of places available, it will make offers on the basis of this rank order, starting with the highest score.
- 4) Whilst it may be possible to make some offers of places in June, it will not be possible to finalise numbers until after the publication of results in external examinations (GCSE, AS, A level) and the consequent decisions regarding entry to Years 13 and 14 (Lower & Upper Sixth), ie until after the start of the academic year.
- 5) The school operates a waiting list policy. Applicants who are not admitted will remain on the waiting list until 1 May of the academic year applied for, unless a request for the application to be withdrawn is received. This waiting list will also contain applications received after the closing date or during the course of the academic year. All applications will be treated equally and ranked according to the criteria below.
- 6) In the event of two (or more) applicants having the same numerical total, the following tie-breaker will be used: preference will be given to the applicant(s) whose normal place of residence is closer to the main entrance of the school by the most direct route by road and the school will use the RAC Route Planner in conjunction with maps to establish the distance.
- 7) Parents/Guardians should note that it is their responsibility to ensure that all relevant information and evidence is attached to the application form. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information given on or attached to the application form, including from the applicant's current and previous schools. This evidence will be requested if and when the offer of a place is made. It is important that all parents/guardians 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 a place at the school.

### **D. ADMISSIONS TO YEARS 9-12 - ADMISSIONS CRITERIA - SCORING MECHANISM**

A mark will be awarded to each applicant in each of the following categories:

(a) **Academic Record**

The academic record of the applicant must indicate that he/she would be likely to be able to deal successfully with the courses of study provided by the school.

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Careful attention will be given to reports provided by the applicant's current school. The school will also consider any accredited assessments (including Transfer tests) provided with the application. [This category will receive greater weighting.]

(b) **Personal Record**

Applicants should provide evidence, such as a letter from their Principal, that they have a satisfactory record in terms of attendance, punctuality, behaviour.

(c) **Existing Links**

The school will take into account any link with the school and, in particular, whether the applicant has a brother or sister currently in attendance at the school.

(d) **Home Address**

The school will normally consider for admission only those applicants whose normal place of residence is (or will be at the time of enrolment in the school) within the school's usual catchment area.

(e) **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 applicant would make a significant contribution to or derive significant benefit from the school's extra-curricular programme.

(f) **Special Circumstances**

The school will take into account any special circumstances including medical, social and personal issues which are brought to its attention. Where appropriate, documentary evidence must accompany the application.

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