

OUR LADY AND ST PATRICK'S COLLEGE, KNOCK YEAR 13 ENTRY REFERENCE FORM (2017-18)

Please ask the person responsible for writing your reference (e.g. Principal/Vice Principal/Head of Year/Tutor) to complete the information asked for below and return this Form as soon as possible, to The Principal, Our Lady and St Patrick's College, Knock, 120 Gilnahirk Road, Belfast BT5 7DL.

Section A (To be completed by applicant)

Name of applicant _____

Current school _____ Telephone No. _____

Name of referee _____ Post _____

Section B (To be completed by referee)

	Excellent	Very good	Good	Fair	Poor
Suitability for A-level work					
Punctuality					
Work ethic					
Relationships with teachers					
Relationships with students					
Motivation as an independent learner					
Meeting controlled assessment/coursework deadlines					
Self confidence					
Self discipline					
Attitude to school					
Reliability					
General conduct					
Participation in school events					

What is the applicant's percentage attendance during Year 12? _____

Have you any concerns about the ability of the applicant to cope with transferring to Our Lady and St Patrick's College?

Have you any further comments?

Signature of referee _____ Date _____

Please mark with school stamp here:

Thank you for taking the time to complete this reference form

YEAR 13 ADMISSIONS POLICY

General Policy

The Board of Governors of Our Lady and St. Patrick's College, Knock will consider for acceptance into Year 13 those students who have the academic ability to cope with Grammar School standards. They will be expected to subscribe to the aims and objectives of the College as formulated by the Board of Governors and stated in College publications.

In order to determine which students will be accepted into Year 13 the following **criteria** will apply:

1. The minimum academic qualification for entry to Year 13 is **five** GCSE passes at grades A*- C, with **four** at grade B.
2. A minimum of a **grade B at GCSE** is required if the subject is to be studied at AS-level. Where "special circumstances" occur, the Transfer Sub-Committee has the flexibility to deviate from this "additional requirement".
3. The following AS-level courses have additional entry requirements:
 - Government & Politics requires grade B in GCSE English Language.
 - Software Systems Development: ideally students should have studied GCSE Computing, Mathematics and Further Mathematics, and have obtained at least a grade A in two or more of these subjects.
 - Sociology requires grade B in GCSE English Language.
 - Economics requires grade B in GCSE Mathematics and grade B in GCSE English Language.
 - Biology requires grades BB in GCSE Double Award Science (including grade B in the Biology component) OR grade B in GCSE Biology.
 - Chemistry requires grades AA in GCSE Double Award Science (including grade A in the Chemistry component) OR grade B in GCSE Chemistry.
 - Physics requires grades AA in GCSE Double Award Science (including grade A in the Physics component) plus grade A in GCSE Mathematics OR grade B in GCSE Physics plus grade A in GCSE Mathematics.
 - Mathematics requires grade A in GCSE Mathematics (obtained from the **T4/T6** combination) OR grade C in GCSE Further Mathematics, if this course has been studied.

Note on Special Circumstances

Judgment of the importance of special circumstances will be at the absolute discretion of the Transfer Sub-Committee of the Board of Governors but in such cases parents should submit medical and/or other reports along with the academic progress reports, etc., in support of their application.

Criteria for Any Extra Places Made Available by the Department of Education for Admission into Year 13

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

1. Pupils who have most recently completed Year 12 on Our Lady and St Patrick's College, Knock.
2. Pupils from other schools where admission to an extra place at Our Lady and St Patrick's College, Knock has been agreed by the Department of Education.

Parents should note that the Department of Education will, in response to a school's request, increase the school enrolment number in order to allow an extra post-16 pupil to enrol. DE will first check whether there is another school or schools of a type suitable for that pupil within an hour's journey of where the pupil lives. If there is, DE will then check whether this other school or schools with places available may provide all of the post-16 courses that the pupil wishes to pursue. If these checks find that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue — then DE will agree a school's request for an extra place.

What is a school of a type that is suitable for a pupil?

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

ADMISSION CRITERIA FOR EXTERNAL APPLICANTS

Year 12 students who are currently attending the College will be considered for Sixth Form entry before transferees from other schools. The Board of Governors, having agreed to the criteria for admission, has delegated to the Transfer Sub-Committee the authority to decide which particular applicants shall be admitted to the College in accordance with the criteria and any appropriate statutory regulations issued by DE. Where the overall College enrolment number is likely to be exceeded, it is left to the Transfer Sub-Committee to decide which year groups shall have priority in the allocation of places.

The Transfer Sub-Committee will first consider applicants to whom **special circumstances** apply, and who, on the documentary evidence submitted, appear capable of undertaking A-level study. Applicants will then be ranked and allocated places in Year 13 in order of their **academic ability** as determined by a point score for each GCSE grade

obtained. Evidence of academic ability will also be based on Progress Reports and assessments submitted from previous schools. The advice and opinions of the Principal and teachers of the previous school(s) will also be taken into consideration. A **positive reference** from the Principal of the student's previous school will be required along with verification of relevant results, prior to entry.

If there are more external applicants to be considered than there are places available in Year 13, applicants with equal academic ability will be separated and allocated places using the following **subsidiary criteria** in the order set down:

1. Students who have a brother or sister presently enrolled in the College;
2. Students whose parent/guardian is an employee of the College;
3. Students who are the eldest or only child in the family;
4. In the event of a tie between two or more applicants for the last available place lots will be drawn. This process will be witnessed by two members of staff who had no dealings with, or family interest in, the admissions process.

Acceptance of College Rules and Code of Discipline

A student is expected to conform to College rules and to the Code of Discipline as formulated by the Board of Governors and interpreted by those in charge of discipline.

Requirements of the Timetable

A student must be prepared to accept timetable and curriculum arrangements. This will include being involved in and present at Religious Education classes, Careers Education classes, Life Issues classes, Tutorial classes, morning assemblies and the College celebration of the Eucharist. (Arrangements concerning exemptions can be made on behalf of those students who are registered as members of other mainstream denominations).

Positive Attitude

A student is expected to have a positive attitude towards discipline, study, religion and school attendance. This will involve the **signing of an agreement accepting the aims, rules and standards** set by the College, as stated in College publications, and the obligations and restraints resulting from accepting these standards. This agreement includes a commitment to be present in the College for the whole of the school year as a full-time student and to refrain from going on vacation during term time. The College will focus on **attendance, behaviour and commitment** in Year 12 before accepting a student into Year 13.

Attendance

It should be 95%+ in Year 12.

Behaviour

Evidence of positive attitude will be a lack of detentions and/or suspensions for serious or recurring misdemeanours in Senior School.

Commitment

Prospective Year 13 students must have demonstrated commitment to their studies in Year 12, e.g. completion of all coursework/controlled assessments on time. Where a student opts for Further Mathematics, grade C is expected as evidence of commitment. This latter point is to deter students from opting out of or switching off from Further Mathematics in Year 12 after completing GCSE Mathematics in Year 11.

YEAR 14 ADMISSIONS POLICY

All Year 13 students wishing to progress into Year 14 should be aware of the following important information:

- If your attendance and performance in Year 13 falls below reasonable expectations, as determined by the College, you and your parents will be advised to reassess your academic and career options by consulting with the Vice Principal in charge of the curriculum, subject teachers, pastoral and Careers staff in the summer term of Year 13 and/or after the publication of your AS-level exam results in August.
- If your performance in one or more of your AS-levels has been unsatisfactory, **you must consult with your subject teachers** about the feasibility of studying the same subject(s) at A2 level. In most cases, if you have achieved a Grade E in an AS-level subject you will not be allowed to continue with that subject at A2.
- You must **pass a minimum of three AS-level subjects** if you wish to return as a Year 14 student to take A2 subjects.
- You should **pass an AS-level subject (grade A – D)** if you wish to take that subject at A2 in Year 14.
- After the AS-level exam results have been published, at the start of the new school year, all students must attend the **Year 14 Registration Morning** to help them finalise their course choices.

(Ensure that you are back in time from your holidays!)