

**LECALE TRINITY GRAMMAR SCHOOL**

109 Saul Street

Downpatrick

Co. Down

BT30 6NJ

**Telephone:** 028 44619722

**Principal:** Dr F Moore B.Ed (Hons), M.Ed, EdD, PQH(NI)

**Chairperson of Interim Board of Governors:**

Mrs C McCartan B.Ed, M.Sc(Gg), M.Sc (Ed.Mgt), PQH(NI)

**Voluntary Grammar**

**Age Range:** 11-19

**Admissions Number:** 250

**Enrolment Number:** 1600

**OPEN EVENING INFORMATION**

**25<sup>th</sup> January 2024**

**Lecale Trinity Grammar School** is a new co-educational, 11-19, Catholic voluntary grammar school. The school is an amalgamation of two Lasallian schools, St Patrick's Grammar School and De La Salle High School, and St Mary's High School.

**Lecale Trinity Grammar School will operate a Two Stage application process for Year 8 admission in 2024/25.**

In line with the Development Proposal for the school, Lecale Trinity Grammar School will operate a Two Stage application process dependent on primary school attended for admission into Year 8 in the academic year 2024/25. The criteria for Stage 1 (Routes A and B) will be applied simultaneously. Parents/Guardians of applicants should refer to the schools included within **Category A** and **Category B** Primary Schools as detailed in the criteria that follows.

**Stage 1:**

Criteria for Routes A and B will be applied first.

Route A – The non-selective route will apply to up to 180 places from **Category A Primary Schools**.

Route B –The selective route will apply to up to 70 places from **Category B Primary Schools**.

**Stage 2:**

In the event that there are unfilled places within Route A or Route B at the conclusion of Stage 1 all remaining applications will be considered at Stage 2.

**RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATON TO ADMISSIONS TO THE SCHOOL**

The Board of Governors sets the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. This includes decisions in respect of Special Circumstances and/or Special Provisions.

Any reference herein to the term Board of Governors includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admissions Criteria set out herein. A member of the school's secretarial staff will offer administrative assistance to the Admissions Sub-Committee.

The Sub-Committee on behalf of the Board of Governors will follow the outlined procedure. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Application.

Application to attend Lecale Trinity Grammar School is interpreted by the Board of Governors as an indication that the parents and the child concerned accept and are in agreement with the ethos, philosophy and regulations of the school.

### NOTES OF INFORMATION

- In accordance with the 1997 Education Northern Ireland Order (Section 16 (4)) Lecale Trinity Grammar School, Downpatrick will select for admission all children resident in Northern Ireland at the time of their proposed admission before any child not so resident may be selected for admission.
- Full responsibility rests with Parents/Guardians of prospective pupils to provide sufficient and full details on the Transfer Application to allow the Admissions Criteria to be fairly administered.
- Inaccurate or misleading information provided on or attached to a Transfer Application may prejudice an offer of a place and may lead to the withdrawal of a place awarded to an applicant who has thereby gained an improper advantage.

### DUTY TO VERIFY

- The Board of Governors reserves the right to authenticate and seek verification of the content of any application. In the case of a surname, the final decision will be based on the surname shown on birth certificate, or any subsequent court order. Those making applications should also note the provision of false information or incorrect information, or the failure to provide verifying documents according to the required deadline, may result in either the withdrawal of a place or the inability of the school to offer a place.
- Parents/Guardians should note that they may be asked to produce original documents verifying information pertinent to the school's Admissions Criteria. Original documents are required; scanned copies or photocopies are not acceptable. If the requested evidence is not provided to the Board of Governors by the deadline specified by the Board of Governors, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

### APPLICATION DEADLINE

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 30 January 2024 at 12 noon (GMT) and an application submitted by the closing date of 22 February 2024 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 22 February 2024 and up to 4pm on 4 March 2024 will be treated as a late application.

### FURTHER GUIDANCE

*\*The phrase "child of the family" will be defined in accordance with Department of Education guidance and includes e.g. A child born to a married couple or to a couple in a civil partnership; A child born to a co-habiting couple; A child born to a single parent; A child of either/any of those people by a previous marriage, civil partnership or relationship; A child living with a couple who has been treated as a "child of the family" whether there is a marriage or a civil partnership or not; A child living with an individual, who has been treated as a "child of the family"; An adopted or fostered child; or, A situation where for example an orphaned cousin is being brought up with a family or individual. The child should be a child of the family as at the date of application.*

*\*\* (The school is defined as: (a) Lecale Trinity Grammar School from 1<sup>st</sup> September 2024 and (b) St Patrick's Grammar School, Downpatrick, St Mary's High School, Downpatrick or De La Salle High School, Downpatrick up to 31<sup>st</sup> August*

2024).

**\*\*\*Twins and other multiple birth applicants will be regarded as joint eldest. Eldest 'child of the family' eligible to transfer includes cases where the eldest child has completed his/her post-primary education, the eldest child of a reconstituted family, the eldest child of the family was statemented or attended a special school or where a family has relocated to Northern Ireland.**

**ADMISSIONS POLICY FOR SEPTEMBER 2024  
(Either in September 2024 or during the course of the 2024/2025 school year)**

**ADMISSIONS CRITERIA – YEAR 8**

**STAGE 1**

**Route A: The non-selective route will apply to up to 180 places from Category A Primary Schools.**

**Criteria for Route A will be applied in the order set down.**

- I. Applicants who are transferring from Category A Primary Schools as listed below.  
A pupil from one named primary school will not be given preference over a child from another named primary school.

St Brigid's Primary School, Downpatrick	St Patrick's Primary School, Legamaddy	St Joseph's Primary School, Killough	St Joseph's Primary School, Tyrella
St Colmcille's Primary School Downpatrick	St Patrick's Primary School, Saul	St Malachy's Primary School, Kilclief	St Mary's Primary School, Dunsford (Ardglass)
Our Lady & St Patrick's Primary School, Downpatrick	Downpatrick Primary School	St Joseph's Primary School, Strangford	St Nicholas' Primary School, Ardglass

The Board of Governors has determined that in the event of there being oversubscription in the first criterion then the following sub-criteria will be applied in the order set down below.

In the event that there are fewer applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will be admitted and the next criterion will be applied to the remaining applicants.

In the event that there are more applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will go forward to be considered under the next criterion and those not complying with that criterion will be eliminated.

**Sub-Criteria**

- i. Applicants from Category A Primary Schools who, at the date of application, have a child of the family\* currently enrolled at the school\*\*. (Name of school, student name, and Registration/Form Group of sibling to be stated on the Transfer Application). [\*Child of the Family will be defined in accordance with Department of Education guidance].

- ii. Applicants from Category A Primary Schools who, at the date of application, have a child of the family\* previously enrolled within the last five years at the school\*\*. (Name of school, student name, dates of enrolment and Registration/Form Group of sibling to be stated on the Transfer Application). [\*Child of the Family will be defined in accordance with Department of Education guidance].
- iii. Applicants from Category A Primary Schools who, at the date of application are the eldest\*\*\* child of the family to be eligible to transfer to a mainstream post-primary School. This is subject to satisfying verification requirements as set out below. The verifying form LTV1 (Available from School Websites) must be attached to the Transfer Application and state that the child is the eldest and that the child and family are known to the verifier. It must be signed and where possible stamped or address provided by one of the following who is not a member of the applicant's family:
  - Medical practitioner
  - Solicitor
  - Police Officer
  - Elected representative
  - Clergyman or equivalent
  - Primary school principal

Should there be oversubscription at the last criterion that can be applied, applicants will be selected for admission on the basis of initial letter(s) of surname (as entered on birth certificate) in the order set out below.

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

The order was determined by a random selection of initial letter/component of surname (Mac/Mc). In the event of surnames beginning with the same initial letter/component the subsequent letters of the surname will be used in alphabetical order (a,b,c...). In the event of two identical surnames the alphabetical order of the initial letter of the forename as it appears on the birth certificate, will be used. In the event of forenames beginning with the same initial letter the subsequent letters of the forename will be used in alphabetical order. Only the first forename will apply.

If any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.

**Route B: The selective route will apply to up to 70 places for pupils from Category B Schools.**

In assessing academic ability, Lecale Trinity Grammar School will use the results achieved by pupils from the Schools' Entrance Assessment Group (SEAG) Entrance Assessments, or any adjusted score following application for Special Circumstances, or a score determined as a result of Special Provision. Parents/guardians must attach a copy of the statement of results which they receive to the Transfer Application.

**Criteria for Route B will be applied in the order set down.**

1. Applicants who have completed the Schools' Entrance Assessment Group (SEAG) Entrance Assessments, and who are transferring from Category B Primary Schools as listed below. A pupil from one named primary school will not be given preference over a child from another named primary school.

Bunscoil Bheanna Boirce	St Patrick's Primary School, Ballynahinch	Portaferry Integrated Primary School	St Patrick's Primary School, Burrenreagh, Castlewellan
Christ The King Primary School, Drumanness	Sacred Heart Primary School, Dundrum	Killyleagh Integrated Primary School	St Patrick's Primary School, Ballygalget
Holy Family Primary School, Teconnaught	St Caolan's Primary School, Darragh Cross	St Macartan's Primary School, Loughinisland	St Mary's Primary School, Dechomet, Ballyward, Castlewellan
St Joseph's Primary School Crossgar	St Francis' Primary School, Drumaroad, Castlewellan	St Mary's Primary School, Portaferry	St Mary's Primary School, Aughlisnafin, Castlewellan
St Joseph's Primary School, Carryduff	Cedar Integrated Primary School, Crossgar	St Mary's Primary School, Kircubbin	St Aloysius Primary School, Lisburn
St Malachy's Primary School, Castlewellan	Dromara Primary School	St Matthew's Primary School, Magheramayo	St Colman's Primary School, Lambeg, Lisburn
St Mary's Primary School, Killyleagh	Drumlins Integrated Primary School, Ballynahinch	St Ita's Primary School, Belfast	St Michael's Primary School, Belfast
St Mary's Primary School, Newcastle	Millennium Integrated Primary School, Carryduff	St Joseph's Primary School, Carnacaville, Newcastle	St Michael's Primary School, Finnis, Dromara

The Board of Governors has determined that in the event of there being oversubscription in the first criterion then the following sub-criteria will be applied in the order set down.

### Sub-Criteria

- i. Applicants from Category B Schools placed in Band 1 in the SEAG Entrance Assessments and those applicants regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Sub-Committee, based on the documented evidence submitted as required, are of comparable ability to those applicants placed in Band 1.
- ii. Applicants from Category B Schools placed in Band 2 in the SEAG Entrance Assessments and those applicants regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Sub-Committee, based on the documented evidence submitted as required, are of comparable ability to those applicants placed in Band 2.
- iii. Applicants from Category B Schools placed in Band 3 in the SEAG Entrance Assessments and those applicants regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Sub-Committee, based on the documented evidence submitted as required, are of comparable ability

to those applicants placed in Band 3.

- iv. Applicants from Category B Schools placed in Band 4 in the SEAG Entrance Assessments and those applicants regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Sub-Committee, based on the documented evidence submitted as required, are of comparable ability to those applicants placed in Band 4.
- v. Applicants from Category B Schools placed in Band 5 in the SEAG Entrance Assessments and those applicants regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Sub-Committee, based on the documented evidence submitted as required, are of comparable ability to those applicants placed in Band 5.
- vi. Applicants from Category B Schools placed in Band 6 in the SEAG Entrance Assessments and those applicants regarding whom parental claims for consideration of Special Circumstances and/or Special Provision have been accepted and who, in the opinion of the authorised Sub-Committee, based on the documented evidence submitted as required, are of comparable ability to those applicants placed in Band 6.

If there are more applicants who satisfy any one of the criteria i to vi when they are applied in the order of priority set down above than places remaining, then applicants will be selected according to the following sub-criteria applied in the order set down below. In the event that there are fewer applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will be admitted and the next criterion will be applied to the remaining applicants.

In the event that there are more applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will go forward to be considered under the next criterion and those not complying with that criterion will be eliminated.

- 2.i Applicants from Category B Primary Schools who, at the date of application, have a child of the family\* currently enrolled at the school\*\* OR a child of the family\* previously enrolled within the last five years at the school\*\* (*Name of school, student name, dates of enrolment and Registration/Form Group of sibling to be stated on the Transfer Application*). [*Child of the Family will be defined in accordance with Department of Education guidance*].
- 2.ii Applicants from Category B Primary Schools who, at the date of application are the eldest\*\*\* child of the family to be eligible to transfer to a mainstream post-primary School. This is subject to satisfying verification requirements as set out below. The verifying form LTV1 (Available from School Websites) must be attached to the Transfer Application and state that the child is the eldest and that the child and family are known to the verifier. It must be signed and where possible stamped or address provided by one of the following who is not a member of the applicant's family:
  - Medical Practitioner
  - Solicitor
  - Police Officer
  - Elected representative.
  - Clergyman or equivalent

- Primary School Principal

Should there be oversubscription at the last criterion that can be applied, applicants will be selected for admission on the basis of initial letter(s) of surname (as entered on birth certificate) in the order set out below:

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

The order was determined by a random selection of initial letter/component of surname (Mac/Mc). In the event of surnames beginning with the same initial letter/component the subsequent letters of the surname will be used in alphabetical order (a,b,c...). In the event of two identical surnames the alphabetical order of the initial letter of the forename as it appears on the birth certificate, will be used. In the event of forenames beginning with the same initial letter the subsequent letters of the forename will be used in alphabetical order. Only the first forename will apply.

If any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.

## **STAGE 2**

In the event that there are unfilled places within Route A or Route B at the conclusion of Stage 1 all remaining applications will be considered at Stage 2. Pupils will be admitted in the following order until 250 places have been filled.

1. Applicants from Category A Primary Schools
2. Applicants from Category B Primary Schools, who have completed the Schools' Entrance Assessment Group (SEAG) Entrance Assessments
3. Applicants from Category B Primary Schools who have not completed the Schools' Entrance Assessment Group (SEAG) Entrance Assessments
4. All other applicants

If there are more applicants who satisfy any one of the criteria 1 to 4 when they are applied in the order of priority set down above than places remaining, then applicants will be selected according to the following sub-criteria applied in the order set down below.

### **Sub-Criteria**

- I. Applicants who, at the date of application, have a child of the family\* currently enrolled at the school\*\* OR a child of the family\* previously enrolled within the last five years at the school\*\*. (*Name of school, student name, dates of enrolment and Registration/Form Group of sibling to be stated on the Transfer Application*). [*\*Child of the Family will be defined in accordance with Department of Education guidance*].

Should there be oversubscription at the last criterion that can be applied, applicants will be selected for admission on the basis of initial letter(s) of surname (as entered on birth certificate) in the order set out below:

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

The order was determined by a random selection of initial letter/component of surname (Mac/Mc). In

the event of surnames beginning with the same initial letter/component the subsequent letters of the surname will be used in alphabetical order (a,b,c...). In the event of two identical surnames the alphabetical order of the initial letter of the forename as it appears on the birth certificate, will be used. In the event of forenames beginning with the same initial letter the subsequent letters of the forename will be used in alphabetical order. Only the first forename will apply.

If any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.

### ADDITIONAL INFORMATION FOR PARENTS

#### Route B: Selection

**SPECIAL CIRCUMSTANCES (Route B) - which may have affected performance in the SEAG Entrance Assessment. The following information is relevant if you are making a claim for your son/daughter to be considered under Special Circumstances and/or Special Provisions. All claims for Special Circumstances and Special Provision will be considered before the Admissions Sub-Committee begins to apply the admissions criteria.**

Parents wishing to make a claim for special circumstances should refer to the document ***Claiming Special Circumstances: A Guide for Parents & Guardians, and the accompanying SC Form***. These can be downloaded from the school's website.

Special Circumstances usually refers to the claim that as a result of medical or other problems an applicant's performance in the SEAG assessments was affected. Any claim for Special Circumstances must be submitted on a Special Circumstances form (SC).

Independent, verifiable documentary evidence which corroborates the Special Circumstances claim (SC Form) must be uploaded when completing the Online Application by noon on Thursday 22<sup>nd</sup> February 2024.

NB The existence of special circumstances DOES NOT in itself lead to automatic admission to Lecale Trinity Grammar School. Each case is considered on its own merits by the Board of Governors.

Prior to or during the Entrance Assessment, a child might experience medical or other problems which affect his/her performance in the Entrance Assessment and these difficulties are referred to as Special Circumstances. When this child applies for a place in a school which is using academic selection, his/her parents can provide appropriate evidence to the Board of Governors to show that their child had experienced Special Circumstances and ask that the outcome achieved in the Entrance Assessment should be adjusted.

Applicants will be admitted strictly as described according to the band achieved in the SEAG Entrance Assessment subject only to the consideration of **medical or other problems** which may have affected their performance in the Entrance Assessment and which are supported by **verifiable documentary evidence** of a medical or other appropriate nature.

The Admissions Sub-Committee will assess each claim for Special Circumstances and take a decision on whether Special Circumstance apply and then whether to adjust the band/score achieved in the Entrance Assessment. This process is carried out before any decisions are taken on the children to be selected for admission. If a claim for the consideration of Special Circumstances is made in respect of matters for which Access Arrangements were granted or could have been granted, had they been known to the Assessment Centre, the Board of Governors may take into account the fact that the



child was granted Access Arrangements or could have been granted Access Arrangements.

The completed claim for Special Circumstances must be uploaded with the online Transfer Application. At this time, the claim for Special Circumstances, supported by the required documentary evidence using Form SC must be uploaded along with the appropriate independent documentation to the online Transfer Application. Gathering and submitting the documentary evidence as described above is vital for the consideration of a claim for Special Circumstances.

### **Details of Medical or Other Problems**

Where it is claimed that a child's performance in the Entrance Assessment has been affected by a medical or other problem, independent evidence of its existence must be provided via the online application portal. Where the problem is a medical one of short-term duration which affected the child only at the time of the SEAG Entrance Assessments, the school will require the production of evidence that the child was examined by a medical practitioner in relation to the illness at the time of the Entrance Assessment and the result of that examination. Similarly, if the medical problem is other than of short-term duration, the school will require the production of evidence from a medical practitioner who treated the child and which explains the condition and how it could have affected the child in the SEAG Entrance Assessment. This evidence should be provided on the headed notepaper of the medical practitioner and signed and dated by him/her. Where the problem is of a non-medical nature, the parents must set out the precise details of the problem and append to the Transfer Application all appropriate independent documentary evidence which corroborates its existence. The name of the Assessment Centre at which the child sat the Entrance Assessment must also be included.

### **Educational Evidence**

**Sufficient objective documentary evidence must be provided by the parents/guardians applying for Special Circumstances and be uploaded with the online Application, and verified by the Primary school to enable the Board of Governors to reach a decision.**

The following information must be provided on form SC:

- Records of the results of KS2 standardised tests in English/Literacy and Mathematics/Numeracy. These must be verifiable and should be signed off by the Primary School Principal. The verified results must be recorded in section B of form SC and attached to the online Transfer Application.
- All test results should be recorded in section B of form SC detailing the name of the standardised test supplier, the date of the test and be verified by the primary school (Signature of Principal, Date Signed, Name of Principal and Name of Primary School).
- Any other relevant educational material from the Primary School.

It is emphasised that **the onus is on the parent/guardians** to ensure that all of the above information is verified and provided by the primary school to the parent/guardian under the Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009 and under the Data Protection Act (1998). Failure by the parent/guardian to provide such verified information will result in the Board of Governors being unable to consider the application for Special Circumstances. Material referred to above will assist the Sub-Committee in making its judgement: it is however, not intended to be restrictive and the Sub-Committee will consider any and all material presented and attached to the Transfer Application. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

**Parent/Guardians have a statutory right to request and obtain information on their child.** Further information on the rights to access pupil records is available from the information Commissioner's

Office or from the following website: <http://www.ico.org.uk>

### SPECIAL PROVISION

For parents/guardians wishing to make a claim for Special Provision, two documents are available on the school website, the **SP Form** and '**Claiming Special Provisions: A Guide for Parents & Guardians**'. Parents/guardians should carefully read this guidance before completing **Form SP**.

Applications which fall into this category shall be considered before the consideration of the applications of those who sat the SEAG Entrance Assessments under normal circumstances.

#### **Special Provision may be made by the Board of Governors for applicants who:**

- a) have received more than half of their education outside Northern Ireland; or
- b) wish to transfer to a post-primary school from a school outside Northern Ireland; or
- c) due to a serious medical or other problem, which are supported by appropriate documentary evidence, was EITHER unable to sit the SEAG Entrance Assessment OR has an estimated outcome because they only sat one of the two Entrance Assessment papers.

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

Applicants to whom clause (a) or (b) applies, do not need to take the SEAG Entrance Assessments unless their parents/guardians so wish, in which case the SEAG Entrance Assessment band obtained would also be considered.

The Board of Governors will require a suitably qualified person or body approved by Lecale Trinity Grammar School to make an assessment of the applicant's ability. This will be known as the Special Provision Assessment.

Parents/Guardians of pupils presently enrolled in P7 wishing to claim Special Provision should complete Form SP available from the school website, stating the case for eligibility under this category, and upload it as part of the pupil's Online Transfer Application. **This should be completed by noon on Thursday 22<sup>nd</sup> February 2024.** After this date, claims for Special Provision should be made directly to Lecale Trinity Grammar School. **The final date for Lecale Trinity Grammar School to accept such requests is 4 pm on Tuesday 4<sup>th</sup> March 2024. Please refer to document: 'Claiming Special Provision – A Guide for Parents & Guardians, SEAG 2023 Entrance Assessment'. The guidance documentation is available from the school website.**

The Board of Governors will consider each application for Special Provision. Where this is granted, the Board of Governors will:

- contact parent(s)/guardian(s)/carer(s) of the applicant
- arrange a date and time for the applicant to sit the above assessment. As with the SEAG Assessments the Special Provision Assessment will also be marked by GL
- The result of the test will be converted into a band and parents informed

Where the same/ acceptable Special Provision Assessment has been sat in another school, Lecale Trinity Grammar School will use the results of that Special Provision Assessment in the Special Provision Procedure.

Such applications will **then** be considered with all other applicants who have received a SEAG

Entrance Assessments band, and the admissions criteria applied.

It is the responsibility of parents/guardians to ensure that information relating to Special Provision is provided as described in the guidance documentation. Please note that the claim of Special Provision does not, of itself, lead to automatic admission to the school.

### **Verification**

**To assist with verification, Parents/Guardians are asked to use the Lecale Trinity Grammar School form LTGV1 available on the school website to assist in the verification of information used in our admissions criteria. This form should be uploaded with the online Transfer Application.**

### **YEAR 8 WAITING LIST POLICY**

Applications made for a particular academic year will be considered only for entry in that year. Thereafter, applicants will be required to make a new application for any subsequent year. Any student who has not initially gained a place in Year 8 will automatically remain on the Year 8 Waiting List until 30 June 2025. In the event of a place becoming available following the beginning of the school year the admissions criteria for entry to year 8 will be applied to award the place.

### **ADMISSION CRITERIA FOR YEARS 9-12**

Application made to attend Lecale Trinity Grammar School is interpreted by the Board of Governors as an indication that the parents and the child concerned accept and are in agreement with the ethos of the school. All pupils applying for a place will be required to attend an interview. An application form for admission can be obtained from the School's office or from our website. Pupils will be considered for admission on the following criteria:

1. A pupil will only be considered provided that the school will not exceed its enrolment figure as determined by the Department of Education.
2. Pupils will be considered for admission provided that, in the opinion of the Board of Governors, they would not prejudice the efficient use of the school's resources.
3. The admission of a pupil may not result in an increase in class size beyond that which is consistent with the School's Curriculum Policy.
4. The Principal will consider the pupil's previous school report, attendance, work record, attitude to learning and behaviour. An interview between the parents/guardians of the child and the Principal or her deputy must take place before a pupil is admitted.

If at the time of the consideration of the application, there are more eligible applicants than places in a particular year group available, then the admission criteria will be applied in the order set down to select pupils to fill available places. Should there be oversubscription in any one criteria, place(s) will be allocated by random computerised selection.

- i. Applicants who, at the date of application, have a child of the family\* currently enrolled at the school\*\*.
- ii. Applicants from Category A Primary Schools
- iii. Applicants from Category B Primary Schools
- iv. All other applicants

**ADMISSION CRITERIA FOR YEARS 13-14**

Admissions Criteria to Years 13 and 14 are available from the school on request.