

**ST LOUISE'S COMPREHENSIVE COLLEGE**

A CENTRE OF EXCELLENCE

468 Falls Road

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**Principal:** Miss Mary McHenry, BA Hons, PGCE, PQH(NI), MSc Edn Mgt

**Chair of Board of Governors:** Mr John O'Rourke, BSc, FCA, FCMA, FCCA

**Maintained School**

**Co-educational**

**Age Range:** 11-19

**Admission No:** 220

**Enrolment No:** 1500

**Open Day – Thursday 10<sup>th</sup> January 2019**

4.30pm & 6.30pm (address by Principal 4.30 & 6.30pm)

By invitation through Primary Schools, School Website [www.stlouises.org.uk](http://www.stlouises.org.uk) and Local Press

**RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS TO THE SCHOOL FOR YEAR 8 ONLY**

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admission Criteria set out herein. A member of the school's support staff will offer administrative assistance to the Admissions Sub-committee.

**NOTES OF INFORMATION**

- In accordance with DE regulations, all children resident in Northern Ireland at the time of their proposed admission to Year 8 will be selected for admission before any child not so resident will be selected.
- It is the sole responsibility of parents/carers of prospective students to ensure that all information relevant to the Admissions Criteria of St Louise's Comprehensive College is submitted on the application form (i.e. green Transfer Form). Please note information under duty of verify section.
- The criteria outlined below is for Year 8 only, boys will only be admitted in Year 8 (and at Post 16).
- The approved Development Proposal 507 specifies the phased integration of boys from Year 8 only, 2019-20.

**ADMISSIONS POLICY FOR SEPTEMBER 2019 FOR YEAR 8 ONLY**

The sub-committee on behalf of the Board of Governors will apply the criteria listed below to identify which children will be admitted to Year 8. In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission to the school will be selected before any child not so resident.

Application for admission to St Louise's College will be divided into two categories, A and B. All applications will be considered but applications belonging to Category A will be given preference over applications belonging to Category B. Please note that sub-category A1 will be applied first and then sub-category A2.

**CATEGORY A**

**1A.** Category A will be applied in the order set down or applications from pupils who normally reside in the traditional catchment area of the school which includes outlying parishes, which are listed below not in any order of priority.

Blaris Parish	Our Lady Queen of Peace Parish	St Mary's Parish (Chapel Lane)
Christ The Redeemer Parish	Sacred Heart Parish	St Mary's Parish (Star of the Sea)
Corpus Christi	St Agnes's Parish	St Matthew's Parish
Derrriaghy Parish	St Anne's Parish	St Michael's Parish
Glenavy and Killead Parish	St Brigid's Parish	St Oliver Plunkett Parish
Hannahstown Parish	St Gerard's Parish	St Paul's Parish
Holy Cross Parish	St John's Parish	St Peter's Parish
Holy Family Parish	St Luke's Parish	St Peter's Parish (The Rock)
Holy Rosary Parish	St Malachy's Parish	St Teresa's Parish
Holy Trinity Parish	St Mary's on The Hill Parish	St Vincent de Paul Parish
Nativity Parish		

**A2.** Pupils who at the time of application reside elsewhere in Northern Ireland.

## **CATEGORY B**

All other applicants.

In the event of oversubscription within Category A, the following sub-criteria will be applied in the order of priority listed below to each category, beginning with category A to determine which children should be admitted. (Should places still exist the same process will be repeated for Category B until all places are filled)

Applications from pupils:

1. Applicants at the date of application have had or have a brother(s) or sister(s) or half-brother or half-sister (this includes legally adopted/fostered) enrolled in St Louise's, or formerly enrolled in St Louise's (MUST BE INDICATED ON THE TRANSFER FORM)
2. Whose mother or father are past students of the school (MAIDEN NAME OF MOTHER OR NAME OF FATHER AND DATES OF ATTENDANCE AT THE SCHOOL MUST BE INDICATED ON THE TRANSFER FORM)
3. Whose Parent/guardian is a permanent employee of the school (MUST BE INDICATED ON THE TRANSFER FORM)
4. Who are the eldest\* child or first child in the family eligible to transfer to mainstream post primary school (MUST BE INDICATED ON THE TRANSFER FORM)  
\*please provide verifying letter written on headed notepaper signed by one of the following: (i) School Principal (ii) Family Doctor (iii) Parish Priest
5. Pupils who are deemed by the Board of Governors, on the basis of the supporting evidence from medical personnel and/or statutory agencies, to have special circumstances. ALL SUPPORTING EVIDENCE MUST BE SUBMITTED WITH THE TRANSFER FORM. Parents/guardians should note that not every special circumstances applicant will be automatically deemed by the Board of Governors to have special circumstances.
6. Proximity to the school measured by the College authorities along the public transport route from the home of the applicant to the gates of St Louise's at the Falls Road entrance.

**In the event of a tie breaker, priority will be given to those applicants who are older as indicated by date of birth. Where there are applicants with the same date of birth a computerised random selection will be used.**

## **DUTY TO VERIFY**

The Board of Governors reserves the right to require any supplementary evidence linked to the criteria as outlined in Category A and B, as it may determine to support or verify information on any applicant's Transfer Form.

If the requested evidence is not provided to the Board of Governors by the deadline given, 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.

## **WAITING LIST POLICY**

Should a vacancy arise after **31 May 2019** all applications for admission to Year 8 that were initially refused, new applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until **28 June 2020**. The school will contact you in writing if your child gains a place in the school by this method.

Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

### **Applications and Admissions**

<b>Year</b>	<b>Admissions No</b>	<b>Total Applications All Preferences</b>	<b>Total Admission</b>
<b>2016/2017</b>	356	188	188
<b>2017/2018</b>	356	235	235
<b>2018/2019</b>	356	243	243

**Criteria for entry into Year 9 and onwards**

Available on request from the school.