



## ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8 IN SEPTEMBER 2021

### OPEN DAY INFORMATION

A Virtual Open Day can be accessed via the school's website ([www.sullivanupper.co.uk](http://www.sullivanupper.co.uk)).

### TO PARENTS/GUARDIANS NAMING SULLIVAN UPPER SCHOOL ON A TRANSFER APPLICATION.

The Board of Governors of Sullivan Upper School remains firmly committed to academic selection as a method of entry to the school. In this unprecedented year, due to the disruption of education provision for Primary 7 pupils as a result of the COVID-19 pandemic and the cancellation of the Common Entrance Assessment administered by the Association of Quality Education (AQE), alternative criteria have been adopted and are outlined below.

### **SPECIAL PROVISIONS**

If you are making a claim for consideration under Special Provisions, please read carefully the information given in the relevant section below.

### **Capital Fee**

The Capital Fee is £140 per annum.

### **RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND HEADMASTER IN RELATION TO ADMISSIONS TO THE SCHOOL**

The School's Board of Governors draws up and publishes the statement of policy and the admissions criteria for admissions to Year 8. 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 Headmaster will provide the necessary information to the committee, co-ordinate the application procedure and offer professional advice to the committee.

This statement of policy has been adopted by the School's Board of Governors and sets out the criteria which will be used to determine which pupils will be admitted to Year 8 of the School for the 2021/2022 school year.

In this statement of policy, the term 'the School' is used throughout to denote Sullivan Upper School (both the secondary department and the preparatory department). References to the Board of Governors shall include references to the Board's Education Policy Committee and the Board's Transfer Procedure and Admissions Committee.

### **ADMISSIONS POLICY**

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or uploaded with the Transfer Application. It is the responsibility of parents to ensure that all information relevant to the School's criteria is detailed on or uploaded with the Transfer Application.

### **ADMISSIONS CRITERIA FOR ENTRY OF PUPILS INTO YEAR 8 (2021/2022)**

1. Children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the School before any child not so resident.
2. The Board of Governors will **not** use as a criterion for admission the position of preference given to the School by the applicant on the Transfer Application; for example, a pupil who has chosen Sullivan Upper School as a second preference (and whose application to their first preference school has been unsuccessful) will be considered in the same way as all first preference applicants.
3. The Board of Governors will consider for admission into Year 8 initially only those applicants who were entered for the Common Entrance Assessment (CEA) provided by AQE\*. The AQE



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candidate number should be entered on the Transfer Application (and, if available, the AQE Registration letter or the AQE Examination Card should be uploaded).

\*and applicants where a claim for Special Provisions has been accepted (see the relevant section below).

If there are more applicants who were entered for the CEA than there are places, the following admissions criteria will be applied in the order in which they are set out:

- 3.1 Applicants who have a child of the family currently enrolled at the School;  
*Child of the family, as defined in Article 2 (2) of the Domestic Proceedings (NI) Order 1980, to include, for example, half-brothers and sisters, adopted or fostered children, an orphaned cousin being brought up with a family.*
- 3.2 Applicants who are transferring from one of the following schools (listed alphabetically):
  - Glencraig Integrated Primary School
  - Hollywood Primary School
  - St Patrick's Primary School, Hollywood
  - Sullivan Upper Preparatory Department;
- 3.3 Applicants who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the School, including only children. *[NB: twins and other multiple birth applicants will be regarded as joint eldest.] The eldest child criterion will also apply in the case where a family has not had the opportunity to enrol an elder child, such as in cases where the elder child has completed their post-primary education, could not attend mainstream school (eg attends a special school) or where a family has relocated to Northern Ireland.)*
- 3.4 Applicants who are transferring from one of the following schools (listed alphabetically):
  - Ballyholme Primary School, Bangor
  - Clandeboye Road Primary School, Bangor
  - Crawfordsburn Primary School, Bangor
  - Gilhahirk Primary School, Belfast
  - Grange Park Primary School, Bangor
  - Kilcooley Primary School, Bangor
  - Knocknagoney Primary School, Belfast
  - Rathmore Primary School, Bangor
  - St Comgall's Primary School, Bangor
  - St Malachy's Primary School, Bangor
  - Strandtown Primary School, Belfast
  - Victoria Park Primary School, Belfast;
- 3.5 Applicants who are entitled to free school meals ["entitled to free school meals" will mean applicants who are listed on the Education Authority register as entitled to free school meals at the date on which their parent/guardian submitted the post-primary Transfer Application, or any date up to and including 12 April 2021];
- 3.6 Applicants who are resident within the Hollywood postal district of BT18;

*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 will be eliminated.*



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- 3.7 In the event that there are more applicants than there are places available or remaining on the application of the last criterion above (3.6), applicants will be selected for the remaining places on the basis of their normal place of residence. Preference will be given to the applicant(s) whose normal place of residence is located nearest to the front entrance [Belfast Road entrance] of the School by the most direct route by road. The School will be responsible for determining the distance between the applicant's home and the School and will use the RAC Route Planner in conjunction with maps to establish the distance. While the applicant's address entered on the Transfer Application will be treated as prima facie evidence of their "normal place of residence", it will remain subject to the Duty to Verify provisions explained below.
4. If, following the application of the criteria outlined above (section 3), all the available places for admission have not been filled, the Board of Governors will consider applications from applicants who were not entered for the Common Entrance Assessment (CEA) provided by AQE. Allocation of these remaining places, if any, will be by application of the criteria outlined in paragraphs 3.1 to 3.7 above.

### SPECIAL PROVISIONS

It is expected that all those seeking admission should have entered for the AQE Common Entrance Assessment. Special Provisions will apply only to children who have not entered for the AQE Common Entrance Assessment because they took up residence in Northern Ireland after 9 October 2020 or received more than half of their primary education outside Northern Ireland.

Parents/Guardians who wish to apply to the School under Special Provisions should complete Form SP20, obtainable from the School, stating the precise reason why they believe their child is eligible for consideration under Special Provisions, and upload it, with appropriate evidence, with the Transfer Application. Parents/Guardians who are applying for Special Provisions must do so by 16 March 2021. Using the information provided, the Board of Governors will determine whether Special Provisions apply; children whom the Board of Governors consider to be eligible will be included under criterion 3 of the Admissions Criteria.

### DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Transfer Application.

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

The School operates a waiting list policy. For Year 8, all applications for admission to Year 8 that were initially refused [ie in the Transfer Procedure] will be automatically added to the waiting list. Late applications and new applications received after the Transfer Procedure concludes and applications where new information has been provided will also be added to the waiting list. All applications on the waiting list are ranked according to the published criteria for entry of pupils into Year 8 for the academic year for which application is made. The waiting list will be in place until the end of the academic year for which application is made. Parents should contact the School if they wish their child's name to be removed from the waiting list.

Should a place become available after the day on which the Year 8 placement letters have been issued, the waiting list will be used to select the pupil to be offered a place. The School will contact parents in writing if a child gains a place in the School by this method.