

**LUMEN CHRISTI COLLEGE**

Bishop Street

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**Principal:** Dr M Ferris, BSc, PGCE, PQH(NI)

**Chairperson of the Board of Governors:** Mrs Edel Moore

**Voluntary Grammar School**

**Co-educational**

**Age Range** 11-18

**Admissions No:** 120

**Enrolment No:** 840

**Roll:** 850

**Open Day 2024**

**Prospective pupils and parents are warmly invited to the College on**

**Thursday 11<sup>th</sup> January 2024 4.00pm – 6.30pm**

**Principal's Address at 4.00pm**

**ADMISSION OF PUPILS TO YEAR 8 IN SEPTEMBER 2024**

**To Parents/Guardians naming Lumen Christi College as a Preference on your child's Online Transfer Form**

**Entrance Assessment Results**

The Board of Governors has determined that admission to Lumen Christi College in 2024 will be by the outcomes of Entrance Assessments. All applicants who wish to be considered for admission should sit the English and Mathematics Entrance Assessments administered by SEAG on Saturday 11th November 2023 and Saturday 25th November 2023.

**When considering which children will be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the Online Transfer Form. Parents/Guardians must therefore ensure that all information pertaining to their child and relevant to the College's admission criteria is stated on the Online Transfer Form or attached to it.**

Parents/Guardians must provide on/with the child's Online Transfer Form the Band and Total Standardised Age Score achieved in the SEAG Entrance Assessments and attach to the form, the original copy of the Statement of Outcomes issued by the Assessment Centre which must include the Total Standardised Age score.

**Note: The SEAG Entrance Assessment consists of two papers. A pupil who only takes one paper (i.e., either Paper 1 or Paper 2 but not both) will not have completed the full Entrance Assessment. Such pupils will however have their "single paper" marked and will receive a Statement of Outcomes. Outcomes for pupils who only sit one paper will have the designation "e" (for estimate) immediately after the Outcome. Parents of pupils in this situation can make an application to the school under Special Provisions.**

**Special Circumstances**

Any parent/guardian claiming Special Circumstances **must** complete the documentation in the Special Circumstances Pack available from Lumen Christi College or from the College website. Parents/guardians **must** submit Form SC together with the appropriate independent evidence which corroborates the Special Circumstances attached to the Online Transfer Form.

**Special Provision**

Parents seeking admission for their child under Special Provisions arrangements should contact the College directly in the first instance and then complete an SP Form which must be submitted directly to the College no later than 2.00 p.m. on Friday 9th February 2024 and, in addition, detailed within the Online Transfer Form.

For detail see notes on Special Circumstances and Special Provision below.

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

The Board of Governors draws up the Admissions Criteria and delegates to an Admissions Sub-Committee, which includes the Principal and Vice-Principals, 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 Admissions Criteria set out herein.

## ADMISSIONS CRITERIA

Applicants resident in Northern Ireland at the time of the proposed admission will be considered before all other applicants.

Applicants for entry to Year 8 in September 2024 will be admitted according to the following criteria and sub-criteria in the order specified below:

### 1. The Results of the SEAG Entrance Assessment will be ranked as follows: Band 1, Band 2, Band 3, Band 4, Band 5, Band 6

Applicants who have registered for and completed the Entrance Assessments in English and Mathematics administered by SEAG in the November 2023 series of tests. Such applicants will be admitted into Year 8 **in Band order** of priority beginning with applicants attaining Band 1 and followed by those in Bands 2, 3, 4, 5 and 6 in order of Band, or Applicants for whom Special Circumstances/Special Provision have been accepted by the authorised Sub-Committee of the Board of Governors and whose Band, in the opinion of the Board of Governors on the basis of the evidence provided to it, are deemed to be of equivalent ability to those being considered within the relevant band boundary.

If, in the application of criterion 1, there are more applicants who meet the Band under consideration than there are places available, such places will be allocated on the basis of the following sub-criteria in the order stated below:

Sub-criteria

- (a) Such applicants will be admitted by rank order of the Total Standardised Age Score attained in the SEAG Assessment tests (or the score deemed, in the opinion of the authorised sub-committee, for those regarding whom parental claims for Special Circumstances or Special Provision have been accepted), the highest scoring candidate being ranked first, the next highest candidate being ranked second, etc. Applicants will be admitted in rank order, up to the maximum of the College's admissions number (120).

If, on application of the sub-criteria, there remains oversubscription in the last sub-criterion which can be applied, applicants will be selected for admission on the basis of the initial letter of surname (as entered on the birth certificate or court order) in the order of letters set out below, as determined by a randomised selection:

**O, S, G, Mac, M, K, I, X, Mc, J, W, U, L, T, H, P, Y, R, Q, A, Z, D, F, E, O', B, C, V, N**

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used. Should two or more applicants have the same surname and forename and thereby qualify for the last available place(s), those applicants will be placed in rank order of eldest child by date of birth as stated on their Birth Certificate and admitted in this order.

Applicants will be admitted in rank order, up to the maximum of the College's admissions number (120).

### 2. Other applicants.

This criterion will apply to applicants who have not completed an Entrance Assessment in English and Mathematics administered by SEAG or who have not been accepted by the authorised Sub-Committee of the Board of Governors as attaining a Band under the Special Circumstances or Special Provisions procedures and will only be applied if places are remaining after the application of Criterion 1 and sub-criterion (a). If, in the application of Criterion 2, there are more applicants who satisfy the criterion than places available, places will be allocated in the order of letters set out below, as determined by a randomised selection:

**O, S, G, Mac, M, K, I, X, Mc, J, W, U, L, T, H, P, Y, R, Q, A, Z, D, F, E, O', B, C, V, N**

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames will be used. Should two or more applicants have the same surname and forename and thereby qualify for the last available place(s), those applicants will be placed in rank order of eldest child by date of birth as stated on their Birth Certificate and admitted in this order.

The Sub-Committee of the Governors, Principal and Vice-Principals will apply the criteria at the initial selection stage. Thereafter, the criteria will be applied by the Principal and Vice-Principals. A waiting list of pupils will be kept until Friday 20th September 2024. Thereafter, parents/guardians who wish their child to be considered, should a place become available, must make a new application.

### **Verification of information qualifying a child for a place in Lumen Christi College**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any Application Form/Online Transfer Form. All applicants should note that where an Entrance Assessment Result, and an address within an application qualifies the child for admission, then that information will be verified before students are admitted to Year 8 in the College.

The provision of false or incorrect information or the failure to provide verifying documents may result in the withdrawal of a place or the inability of the College to offer a place.

To enable the Board of Governors to verify an applicant's Band and/or Total Standardised Age Score in the Entrance Assessment in English and Mathematics, the Statement of Outcomes from the SEAG Entrance Assessment will be required.

To enable the Board of Governors to verify information regarding an applicant's address, the following documents in their original form must be supplied with the Online Transfer Form at the time of application.

any **two** of the following which shows the address at which the child is resident

- a bank or building society statement;
- a utility bill (for instance Electricity, Gas, Television Licence, Telephone);
- a current Driving Licence; Addressed Payslip; Mortgage statement; Rental agreement; Land and Property Services rate demand; Financial statement such as ISA, Pension or Endowment;
- a letter awarding Child Benefit to the child or another letter relating to this benefit.

Additionally, the following documents may be sought:

- The child's Birth Certificate, child's Passport or child's Adoption Certificate (for verification of name or date of birth, if required);
- Child's Medical Card;
- A letter awarding Child Benefit to the child or another letter relating to this benefit;
- A letter from a member of the Clergy, Solicitor or Public servant such as a Health or Education professional directly involved with the family. The verifier should know the family for at least two years.

Where, for exceptional reasons, a particular document cannot be supplied, the Board of Governors may accept verification by means of alternative, suitable documentation. Parents/Guardians are strongly advised to have such documents ready for submission to the Board of Governors upon request.

### Special Circumstances

Special Circumstances allow for a post-examination adjustment to the Band and/or the Total Standardised Age Score of a child who is eligible for consideration. Any adjustment to a band/score will be based on a tariff according to the nature of the Special Circumstances applicable at the time of the test using the band/score attained on that day.

Applicants claiming that medical or other problems affected the performance of their child in the SEAG Entrance Assessments **MUST** attach the Special Circumstances Claim Form (SC) onto the Online Transfer Form at the time of application to the College. The procedure for making an application for Special Circumstances, the guidance booklets and application forms are contained within the College's Special Circumstances Pack available directly from the College or for download from the College website at <http://www.lumenchristiccollege.co.uk>

Independent, supporting documentary evidence such as medical or social reports **must** show that medical or other problems directly influenced the outcome of the SEAG Entrance Assessments and that the pupil's ability is genuinely higher than that indicated by the Band and/or Total Standardised Age Score. Where a problem is a medical one of short-term duration which affected the pupil only at the time of the SEAG Entrance Assessments, the College will require the production of evidence that the pupil was examined by a medical practitioner in relation to the illness at the time of the SEAG Entrance Assessments. Where the problem is of a non-medical nature, the parents/guardians must set out the precise details of the problem and append any appropriate independent evidence to the Online Transfer Form.

It is **the responsibility of the parents/guardians** to ensure that information regarding the existence of any relevant factors is given on the College's Special Circumstances Claim form (SC), a copy of which may be obtained from the College or downloaded from the College website at <http://www.lumenchristiccollege.co.uk> Supporting documentary evidence must also include a report from the primary school on the applicant's educational attainment with special reference to English and Mathematics **and must include all the pupil's standardised test results for years 5, 6 and 7, where applicable, in Literacy and Numeracy.**

**No information will be sought by the College directly from the primary school.**

**AN APPLICANT WHO APPLIES FOR ACCESS ARRANGEMENTS FOR THE ENTRANCE TEST CANNOT THEN APPLY FOR SPECIAL CIRCUMSTANCES FOR THE SAME REASON.**

### Special Provision

Special Provision applies to:

- (i) pupils who have received more than half of their primary education outside Northern Ireland, i.e. more than three years and three months from the start of Primary 1 (1<sup>st</sup> September 2017) to 28<sup>th</sup> February 2024); or
- (ii) those pupils moving/recently moved to Northern Ireland whose parents/guardians wish them to transfer to post-primary schools from outside Northern Ireland; or
- (iii) pupils who, due to serious medical or other problems, which are supported by appropriate documentary evidence, were unable to sit the SEAG Entrance Assessments or has an estimated outcome because they only sat one of the two Entrance Assessments.

Parents/guardians seeking admission for their child under Special Provisions arrangements must contact the College directly in the first instance and must complete an SP Form available from the College. They must also obtain the documentary evidence necessary to support their claim and submit this together with the SP Form directly to the college no later than **2.00 p.m. on Friday 9<sup>th</sup> February 2024**. Parents/guardians should return the appropriate documentation stating the case for eligibility under this category directly to Lumen Christi College and, in addition, provide these details and supporting documentation within the Online Transfer Form in the EA portal.

**All applicants who meet Special Provision requirements must have an assessment of their academic ability. The College will arrange and conduct an educational assessment.**

**If applying for Special Provision, parents/guardians must submit on the Online Transfer Form the precise reasons for applying for Special Provision and submit to the school by the date above:**

- **The copy of the College’s Special Provision Form (SP), detailing precisely the reasons why the applicant is applying for Special Provision;**
- **A report (in original form) from the primary school on the academic ability of the applicant which should include, where possible, all standardised test results in Literacy and Numeracy taken in Primary 5, 6 and 7 together with any recent primary school reports;**
- **Outcome of the Educational Assessment conducted on behalf of the College (when available).**

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 submit appropriate documentary evidence in support of their claim.

### VOLUNTARY SUBSCRIPTION

The College asks parents for a voluntary subscription of £100 per family to assist in enhancing the provision of additional activities which enrich the pupil experience that otherwise could not be financed from the school budget.

### WAITING LIST POLICY

Lumen Christi College retains a waiting list for admissions to the college where a place becomes available outside the normal admissions processes. The school’s policy on the consideration of applications is available directly from the school.

#### NUMBERS OF APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
<b>2021/2022</b>	120	199	124
<b>2022/2023</b>	120	164	125
<b>2023/2024</b>	120	163	121

#### ADMISSION CRITERIA FOR ENTRY TO YEARS 9 – 12

**Admissions criteria for entry to Years 9-12 is available directly from Lumen Christi College.**