

LUMEN CHRISTI COLLEGE

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Principal: Mrs Siobhan McCauley, B.A. PGCE M.Sc. PQH

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: 860

Open Day 2023

Prospective pupils and parents are warmly invited to the College on

Tuesday 31st January 2023 4.00pm – 6.30pm

Principal's Address at 4.00pm & 6.00pm

ADMISSION OF PUPILS TO YEAR 8 IN SEPTEMBER 2023

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

Entrance Test Results

The Board of Governors has determined that admission to Lumen Christi College in 2023 will be by the outcomes of Entrance Assessments. All applicants who wish to be considered for admission should sit an English and Mathematics test administered by GL Entrance Assessment on Saturday 12th November 2022 or the Supplementary GL Entrance Assessments on Saturday 10th December 2022.

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 grade and combined standardised age score achieved in the GL Entrance Assessments and attach to the form, the original copy of the Statement of Results issued by the Assessment Centre which must include the combined standardised age score.

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 must have registered their claim for consideration under Special Circumstances with the school (SCR) by 2.00p.m. on Wednesday 14th December 2022 and then submit Form SC1 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 SP1 form which must be submitted directly to the College no later than 2.00 p.m. on Friday 17th February 2023 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 2023 will be admitted according to the following criteria and sub-criteria in the order specified below:

1 The results of the GL Entrance Assessment will be ranked as follows: A, B1, B2, C1, C2, D.

Applicants who have registered for and completed the GL Entrance Assessment in English and Mathematics for the Post-Primary Transfer Consortium in the November / December 2022 series of tests. Such applicants will be admitted into Year 8 **in grade order** of priority beginning with grade A and followed by grades B1, B2, C1, C2 and D or Applicants for whom Special Circumstances/Special Provision have been accepted by the authorised Sub-Committee of the Board of Governors and whose grade, 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 grade boundary.

If, in the application of criterion 1, there are more applicants who meet the grade 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:

- (a) Such applicants will be admitted by rank order of the combined standardised age score attained in the GL-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:

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

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 a GL Entrance Assessment in English and Mathematics for the Post-Primary Transfer Consortium or who have not been accepted by the authorised Sub-Committee of the Board of Governors as attaining a grade 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-criteria (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:

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

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 22nd September 2023. 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 grade and/or combined standardised age score in the GL Entrance Assessment in English and Mathematics for the Post-Primary Transfer Consortium Entrance Assessment, the results slip from the PPTC 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 grade and/or the combined standardised age score of a child who is eligible for consideration. Any adjustment to a grade/score will be based on a tariff according to the nature of the Special Circumstances applicable at the time of the test using the grade/score attained on that day.

Applicants claiming that medical or other problems affected the performance of their child in the GL Entrance Assessments should have submitted an application for such on the College's Registration Form for Special Circumstances (SCR) by 2.00 pm on Wednesday 14th December 2022 to the Centre at which the applicant sat the GL Entrance Assessments and should attach the College's Special Circumstances Claim Form (SC1) 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.lumenchristcollege.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 GL Entrance Assessments and that the pupil's ability is genuinely higher than that indicated by the grade and/or combined standardised age score. Where a problem is a medical one of short-term duration which affected the pupil only at the time of the GL 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 GL 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 (SC1), a copy of which may be obtained from the College or downloaded from the College website at <http://www.lumenchristcollege.co.uk> Supporting documentary evidence should 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) those pupils moving/recently moved to Northern Ireland whose parents/guardians wish them to transfer to post-primary schools from outside Northern Ireland; or
- (ii) pupils who prior to 10th December 2022 have received more than half of their primary education outside Northern Ireland; or
- (iii) pupils who, due to long-term illness, unforeseen circumstances, serious medical or other problems, were unable to take the GL Entrance Assessments or Supplementary Entrance Assessments.

Parents seeking admission for their child under Special Provisions arrangements should contact the College directly in the first instance and must complete an SP1 form available from the College.

For those children for whom Special Provision applies, who are moving to Northern Ireland and/or are currently in Primary 7 in Northern Ireland, claims for Special Provision must be submitted directly to the College using the SP1 form, no later than **2.00 p.m. on Friday 17th February 2023**. Parents/guardians should return the appropriate documentation stating the case for eligibility under this category directly to Lumen Christi College and in addition detailed within the Online Transfer Form.

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 (SP1), 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 GL Entrance Assessments and to submit appropriate documentary evidence in support of their claim.

VOLUNTARY SUBSCRIPTION

We ask parents for a voluntary subscription of £100 per family to assist in the provision of additional facilities and equipment.

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
2020/2021	120	187	124
2021/2022	120	199	124
2022/2023	120	164	125

ADMISSION CRITERIA FOR ENTRY TO YEARS 9 – 12

Admissions criteria for entry to Years 9-12 is available directly from the college.