

**DOMINICAN COLLEGE**

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Web-site: [www.dominicancollege.org.uk](http://www.dominicancollege.org.uk)

Principal: Mrs L Catney BSc PGCE PQH (NI)

Chair of Board of Governors: Mrs Sheila Crea

**Voluntary Grammar School  
Girls Grammar  
Denominational**

Age Range: 11-18

Admission No: 150

Enrolment No: 1050

**OPEN DAY**

Open Day will be on Saturday 20<sup>th</sup> January 2024 from 9.30am – 1.00pm.

Principal's address at 9.30am and 11.00am.

A prospectus and further information will also be available on our website. [www.dominicancollege.org.uk](http://www.dominicancollege.org.uk)

To PARENTS/GUARDIANS naming Dominican College as a preference on your child's Transfer Application.

**SEAG ENTRANCE ASSESSMENT RESULTS**

In assessing academic ability, Dominican College will use the **BAND** awarded to pupils completing the SEAG Entrance Assessment on **Saturday 11<sup>th</sup> November 2023** and **Saturday 25<sup>th</sup> November 2023**, as specified by the school. Parents/Guardians must state the **BAND** achieved on the online Transfer Application and must upload a copy of the statement of results which they will receive on **Saturday 27<sup>th</sup> January 2024**, to the Portal on the EA website.

**SPECIAL CIRCUMSTANCES**

Any parent/guardian claiming Special Circumstances must complete the **SC Form** in the Special Circumstances Pack, available from Dominican College or on our school website. The **SC Form**, together with the independent documentary evidence which corroborates the claim for Special Circumstances, must be uploaded with the Transfer Application to the Portal on the EA website, by **Thursday 22<sup>nd</sup> February 2024**. Please refer to the "**Claiming Special Circumstances - A Guide for Parents and Guardians**" document which is available from Dominican College or on our school website.

**SPECIAL PROVISIONS**

For those currently in P7 in primary schools in Northern Ireland, claims for Special Provisions should be made on the **SP Form** and uploaded with the Transfer Application to the Portal on the EA website, along with independent, verifiable documentary evidence, as appropriate, by **Thursday 22<sup>nd</sup> February 2024**. The **SP Form** is available from Dominican College or on our school website. After this date, claims for Special Provisions should be made directly to Dominican College and the Admissions Office of the Education Authority, no later than **4pm on Monday 4<sup>th</sup> March 2024**. Please refer to the "**Claiming Special Provisions - A Guide for Parents and Guardians**" document which is available from Dominican College or on our school website.

Further details on Special Circumstances and Special Provisions are outlined in the Admissions Policy.

**ADMISSIONS POLICY**

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

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 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.

It is the responsibility of the parents/guardians to ensure that they supply, on/with the Transfer Application, all the information required to enable the Board of Governors to apply the admissions criteria.

## **NOTES ON SPECIAL CIRCUMSTANCES**

Please read the "Claiming Special Circumstances - A Guide for Parents and Guardians" document, available from Dominican College or on our school website, before completing an application for Special Circumstances.

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

Where it is claimed that an applicant's performance in the SEAG Assessment has been affected by a medical or other problem, it is the responsibility of the parents/guardians to set out in the online Transfer Application, using the SC Form, the precise details of the problem and append/upload independent evidence to corroborate its existence.

Where the problem is a medical one of short term duration which affected the applicant only at the time of the assessment, the school will require the production of evidence that the applicant was examined by a medical practitioner in relation to the illness, at the time of the assessment.

Where the problem is of a non-medical nature the Parents/Guardians should append/upload appropriate independent evidence.

If a claim for special circumstances is made in respect of matters for which access arrangements were granted, or could have been granted had they been made 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 for these matters.

### **Educational Evidence**

Sufficient objective documentary evidence must be provided by the Parents/Guardians applying for Special Circumstances and be uploaded with the online transfer application, to enable the Board of Governors to reach a decision. The following **must** be provided:

- 1. Results of all standardised tests in English/Literacy and Mathematics/Numeracy taken by the applicant in Key Stage 2. These should be CAT4 (Verbal and Quantitative) and/or PTE and PTM Standardised Age Scores (SAS).**
- 2. All test results must be accompanied by the name of the standardised test supplier and verified by the Primary School Principal (ie signature, School stamp/school headed notepaper)**

***Parents may provide any other relevant educational evidence from the Primary School.***

Applicants considered under Special Circumstances will be judged on evidence made available to the school and awarded a Band accordingly. The Board of Governors, applying the College's Special Circumstances Protocol, will convert the standardised test results supplied by the applicant and provide a Band equivalent for the applicant. (Special Circumstances Protocol available on request)

These Bands will be considered with those of all other applicants who received a Band and the admissions criteria applied.

NB: The existence of special circumstances DOES NOT in itself lead to automatic admission to Dominican College, or an adjustment to the Band attained. Each case is considered on its own merit by the Board of Governors.

It is emphasised that the onus is on the Parents/Guardians to ensure that the above information is provided by the Primary School. Failure to provide such information may result in the school being unable to consider the application for Special Circumstances.

Parents should be aware that they have a statutory right to obtain information on their own child from their Primary School. Further information on parents' rights can be obtained from the Information Commissioners Office ([www.ico.gov.uk](http://www.ico.gov.uk)).

### **NOTES ON SPECIAL PROVISIONS**

*Please read the "Claiming Special Provisions - A Guide for Parents and Guardians" document, available from Dominican College or on our school website, before completing an application for Special Provisions.*

Special Provisions may be made by the Board of Governors for applicants:

1. who have received more than half of their primary education outside Northern Ireland (based on the time from the start of Primary 1, 1<sup>st</sup> September 2017, to 28<sup>th</sup> February 2024, i.e. more than 3 years and 3 months); or
2. wishing to transfer to a post-primary school that uses the SEAG Entrance Assessment, from a school outside Northern Ireland; or
3. who, due to serious medical or other problems, which are supported by appropriate documentary evidence or for a demonstrably valid reason, also supported by 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.

Applicants in categories 1 & 2, who wish to apply under Special Provisions do not need to take the SEAG Entrance Assessment or the supplementary assessment unless their parents/guardians so wish, in which case the SEAG Entrance Assessment Band obtained would also be considered.

The Board of Governors will consider all the verifiable educational evidence supplied with the SP Form and may require an assessment of an applicant's abilities to be carried out by a suitably qualified person or body approved by the school. (The school will make direct contact with parents to make arrangements for an assessment where required.) Where Dominican College is not your first preference school and you have sat an acceptable Special Provisions test in another school, Dominican College reserves the right to use the results from that Special Provisions test to assess the applicant's abilities.

It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in one or both of the SEAG Entrance Assessment tests and to submit appropriate documentary evidence which must be uploaded with the online Transfer Application.

The Board of Governors will consider each application for Special Provision. Where this is granted, the Board of Governors, applying the College's Special Provisions Protocol, will determine, on the basis of the information available, an appropriate Band equivalent for the applicant. Such applicants will then be considered with all other applicants who have received a SEAG Assessment Band and the Admissions Criteria applied. (Special Provisions Protocol available on request)

### **ADMISSIONS CRITERIA FOR ENTRY TO YEAR 8 IN SEPTEMBER 2024**

Applicants resident in Northern Ireland at the time of their proposed admission will be selected for admission before any child not so resident can be selected.

The Board of Governors of Dominican College will consider all claims for Special Provisions and Special Circumstances. Where a claim is accepted, the Board of Governors will assign a Band to the applicant. Those applicants will then be considered along with all other applicants who have received a Band through SEAG Assessment, and the admissions criteria applied.

The Board of Governors will apply the following criteria for admissions in September 2024, in order of priority as set down below. If after the application of a criterion, there remain more applicants than places available, the next criterion is applied.

### **ADMISSIONS**

Applicants will be ranked in order of the Band attained in the SEAG Assessment, the Band awarded under Special Provisions, or the Band awarded under Special Circumstances, namely 1, 2, 3, 4, 5 and 6.

- A. First preference will be given to those applicants who have attained Band 1 in the SEAG Assessment or have been awarded Band 1 under Special Provisions or have been awarded Band 1 under Special Circumstances.

- B. If places remain after all Band 1 applicants have been admitted, priority will be given to those applicants who have attained Band 2 in the SEAG Assessment or have been awarded Band 2 under Special Provisions or have been awarded Band 2 under Special Circumstances.
- C. If places remain after all Band 2 applicants have been admitted, priority will be given to those applicants who have attained Band 3 in the SEAG Assessment or have been awarded Band 3 under Special Provisions or have been awarded Band 3 under Special Circumstances.
- D. If places remain after all Band 3 applicants have been admitted, priority will be given to those applicants who have attained Band 4 in the SEAG Assessment or have been awarded Band 4 under Special Provisions or have been awarded Band 4 under Special Circumstances.
- E. If places remain after all Band 4 applicants have been admitted, priority will be given to those applicants who have attained Band 5 in the SEAG Assessment or have been awarded Band 5 under Special Provisions or have been awarded Band 5 under Special Circumstances.
- F. If places remain after all Band 5 applicants have been admitted, applicants who have attained Band 6 in the SEAG Assessment or have been awarded Band 6 under Special Provisions or have been awarded Band 6 under Special Circumstances will be admitted.

In the event of the number of applicants in a category under consideration (i.e. Bands 1, 2, 3, 4, 5, 6) exceeding the number of places available, priority will be given to pupils using the Sub Criteria below in the order set down below.

#### **SUB CRITERIA**

1. Applicants who have a sibling\* (see note below) currently enrolled at Dominican College, or a sibling who has already been selected under the current transfer procedure. (Please state the name, year group and years attended of the sibling(s)).  
*If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 2.*
2. Applicants who had a sibling\* (see note below) previously enrolled at Dominican College. (Please state the name, year group and years attended of the sibling(s)).  
*If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 3.*
3. Applicants who are the eldest girl of the family to be eligible to apply for admission to Dominican College. This criterion covers only children, and the Board of Governors will treat twins or other multiples as joint eldest.  
Applicants who consider that this criterion applies to them (as the 'eldest' girl of the family), must provide a verifying letter written on headed notepaper, and signed by one of the following, who is not a member of the child's family:
  - Primary school principal
  - Family doctor
  - Parish priest/member of clergy known to the familyIf an applicant has an elder sibling who did not gain entry to Dominican College in previous years due to applying to Dominican College and not gaining entry, she shall be considered with all eldest girls (evidence must be provided).  
*If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 4.*
4. Applicants who are entitled to Free School Meals\*\* (see note below)  
*If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 5.*
5. Applicants who are a Child Looked After.\*\*\* (see note below)  
*If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 6.*
6. Applicants who are enrolled at the following feeder primary schools (no priority will be given to any particular school);

Abbots Cross P.S	Holy Rosary P.S	St Joseph's P.S (Antrim)
Antrim P.S	Holy Trinity P.S	St Joseph's P.S (Belfast)
Ashgrove P.S	John Paul II PS (Belfast)	St Joseph's P.S (Crumlin)
Ballyhenry P.S	Ligoniel P.S	St Joseph's P.S (Lisburn)
Ballymacrickett P.S	Lowwood P.S	St Kevin's P.S
Ballymacward P.S	Mercy P.S	St Macnissi's P.S
Ballysillan P.S	Mossgrove P.S	St Malachy's P.S
Ben Madigan Prep.	Mount St Michael P.S	St Mary's On The Hil P.S
Bunscoil an Tsleibhe Dhuibh (Belfast)	Oakwood Integrated P.S	St Mary's P.S (Belfast)
Bunscoil Bheann Mhadagain	Our Lady of Lourdes P.S	St Mary's P.S (Kircubbin)
Bunscoil Phobal Feirste	Our Lady Queen of Peace	St Mary's Star of the Sea P.S
Carrs Glen P.S	Our Lady's Girls P.S	St Matthew's P.S
Cavehill P.S	Scoil An Drochid	St Michael's P.S
Christ the Redeemer P.S	Scoil Na Fuiseoige	St Nicholas' P.S
Cliftonville Integrated P.S	Seaview PS	St Oliver Plunkett P.S
Crumlin Integrated P.S	Springfield PS (Belfast)	St Patrick's P.S
Elmgrove PS (Belfast)	St Anne's P.S	St Patrick's P.S (Ballynahinch)
Fairview P.S (Ballyclare)	St Bernards P.S (Belfast)	St Paul's P.S
Gaelscoil Eanna	St Bernard's P.S (Glengormley)	St Peter's P.S
Gaelscoil Ghleann Darach (Crumlin)	St Bride's P.S	St Teresa's P.S
Gaelscoil Na Bhfal	St Clare's P.S	St Therese of Lisieux P.S
Glengormley Integrated P.S	St Colman's (Lambeg)	St Vincent de Paul P.S
Greenisland P.S	St Colman's P.S (Dromore)	Templepatrick P.S
Hazelwood Integrated P.S	St Comgall's P.S	Whiteabbey P.S
Holy Child P.S	St James P.S	Whitehead P.S
Holy Cross Girls P.S	St John the Baptist P.S	
Holy Family P.S	St Joseph's Holland Drive	

*If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 7.*

7. If after consideration of the above criteria there remain more applicants than places available, places will be allocated by date of birth as identified on the applicant's birth certificate, supplied along with the online application. Priority will be given to the oldest applicant.

*If after consideration of this criteria, there remain more applicants than places available, places will be allocated on the basis of Criteria 8.*

8. If after consideration of the above criteria, there remain more applicants than places available, places will be allocated on the basis of the initial and subsequent letters of the applicant's surname followed by the initial and subsequent letters of the applicant's forename(s) (as entered on the birth certificate). This letter order was determined by random computerised selection and verified by the Board of Governors.

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

\*A "sibling" is regarded as a "child of the family", as defined by DE in circular 2016/15.

\*\* "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 or Guardian has submitted their post-primary Transfer Application, or any date up to and including 4<sup>th</sup> March 2024.

\*\*\* A Child Looked After is defined by the Children (NI) Order 1995 as children 'who are in the care of a Trust or who are provided with accommodation by a Trust.' (Accommodation may be in a residential home, residential school, foster placement or in a family placement with a relative or occasionally at home.)

**Please Note:**

When considering which applicants 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. Parents should therefore ensure that **all** information pertaining to their child and relevant to the school’s admission criteria is stated on the Transfer Application or uploaded with it. An example of such information includes: whether the child has a sibling currently enrolled at Dominican College or is the eldest girl of the family eligible to transfer to mainstream post-primary education.

**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 POLICY**

The names of all unsuccessful applicants will be automatically placed on the waiting list. Parents/Guardians should contact the school in writing if they wish their daughter’s name to be removed from the waiting list.

Should a vacancy arise after 18<sup>th</sup> May 2024, all applications, on the waiting list, for admission to Year 8 including: applications 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 30<sup>th</sup> June 2025.

The school will contact parents in writing if their child gains a place in the school by this method.

**Applications and Admissions**

Year	Admissions No	Total Applications <i>All preferences</i>	Total Admissions
<b>2021/22</b>	160**	253	164*
<b>2022/23</b>	153**	184	153
<b>2023/24</b>	160**	185	162*

\*includes children who were admitted to the School with a statement of special educational needs and children admitted on appeal.

\*\* temporary variation granted for admission of an additional 10 places.

**VOLUNTARY CONTRIBUTION**

There is no Capital Fee payable, but we ask parents/guardians for a voluntary contribution of £120 per annum (payable at £10 per month if desired) to assist with the provision of additional facilities and equipment.

**Admission criteria for Years 9 to 13** is available on the school website, or by contacting the school directly.