

## ST COLMAN'S HIGH & SIXTH FORM COLLEGE

52 Crossgar Road

Ballynahinch

BT24 8XR

Telephone No: 028 9756 2518

Email : [info@stcolmanshs.org](mailto:info@stcolmanshs.org)

Principal: Mrs J King

Vice Principal: Mr C Rice

Chairperson Board of Governors: Mr T McCusker

## MAINTAINED SECONDARY SCHOOL

Age Range: 11-19

Admissions Number: 95

Enrolment Number: 550

### OPEN EVENT INFORMATION

St Colman's High & Sixth Form College is excited to announce our upcoming Open Events on Monday 22nd and Tuesday 23rd January 2024. These special days will offer prospective Year 8 and Post-16 students, along with their parents, a unique opportunity to experience our college through an engaging and informative tour.

To ensure a personal and informative visit, appointments are necessary and can be booked for the following scheduled times:

**Monday, 22nd January from 5:30 pm to 7:30 pm**

**Tuesday, 23rd January from 9:30 am to 11:30 am**

**or 12:30 pm to 2:30 pm**

We ask that you secure your spot by making an appointment, which can be done online via our website

[www.stcolmans.co.uk](http://www.stcolmans.co.uk) or via telephone 028 9756 2518

Additionally, we will provide various information points accessible via our website and our Facebook Page (St Colman's High & Sixth Form College). Our staff will be on hand to take telephone calls, offering further details and answering any questions you may have about our college and the educational experience we offer.

### 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 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 FOR ENTRY INTO YEAR 8 IN ST COLMAN'S HIGH AND SIXTH FORM COLLEGE

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on Tuesday 30 January 2024 at 12noon (GMT), and an application submitted by the closing date of Thursday 22 February 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on Thursday 22 February 2024 and up to 4 pm on Monday 4 March 2024 will be treated as a late application, this is also the last date and time for processing a change of preference in exceptional circumstances. After 4 pm on 31 January 2023 no applications will be processed until after the close of procedure on Wednesday 15 May 2024.

The following rules or criteria will apply if the number of applicants exceeds the number of places available. The criteria are set down in the order in which they apply.

1. Applicants who reside within or attend **any primary school** within the parishes of Magheradroll, Dromara, Drumbo/Carryduff or for whom St Colman's is the nearest suitable school.
2. Applicants who reside within or attend **any primary school** within neighbouring parishes (including Annahilt, Drumbeg, Killaney, Killmore, Loughinisland, Saintfield) or for whom St Colman's is the nearest suitable school.
3. Applicants with a sibling currently attending the school.
4. Tiebreaker: Applicants will be selected for admission based on initial letter(s) of surname (as entered on Birth Certificate) in the order set out below:

This order was determined by random selection.

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

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 initial followed by the subsequent letters of the forenames (first then second) as per the birth certificate will be used. Where names cannot be separated by this process children will be accepted by date of birth with preference given to the oldest.

**NB It is the responsibility of the parents to ensure that the Transfer Application informs the school authority about any of the above relevant factors.**

#### **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 deadlines given by the school, 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**

St Colman's High & Sixth Form College does not operate a waiting list policy.

#### **APPLICATIONS AND ADMISSIONS TO YEAR 8**

| <b>Year</b>    | <b>Admissions No</b> | <b>Total Applications<br/><i>i.e. All preferences *</i></b> | <b>Total Admissions*</b> |
|----------------|----------------------|---|--------------------------|
| <b>2021/22</b> | 95                   | 103   | 99                       |
| <b>2022/23</b> | 101                  | 108   | 105                      |
| <b>2023/24</b> | 95                   | 101   | 96                       |

\* Includes statemented pupils.

#### **ADMISSION CRITERIA FOR ENTRY TO YEARS 9-12**

A pupil may be accepted into the school provided this would not exceed the enrolment number or prejudice the efficient use of the school's resources, for example require an increase in the existing provision of teaching groups or practical classes. Preference may be given to those pupils who already have a sibling in attendance at the school.