

## Admissions criteria for entry September 2022 to 2023

### St Mary's College

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**Principal:** Mr Brendan McGinn

**Chairperson of the Board of  
Governors:** Mrs Gay Durkan

### Voluntary Maintained Secondary School

Girls

**Age Range:** 11 – 18

**Admissions No:** 130

**Enrolment No:** 825

**Roll:** 870

### Open day (virtual)

**Saturday 15th January  
2022 (10am)**

**(More details to follow  
on our Social Media &  
Website)**



## 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, 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 2022-2023

As currently required by the law, priority will be given to pupils normally resident in Northern Ireland, before children who normally reside elsewhere. In the event of over-subscription, the following criteria, which was drawn up by the Board of Governors of St Mary's College, will be applied in the order set down, to select pupils for Year 8 entry in 2022/23.

1. Pupils whose sister(s), half-sister(s), step sister(s) or foster sister(s) are presently or were formerly enrolled at the school.
2. Pupils who presently reside in the following parishes (in no particular order) and who have chosen St Mary's College as their first preference school.

**Ardmore**

**Claudy (Cumber Upper & Learmount)**

**Culmore**

**Faughanvale**

**Glendermott/Waterside (St Columba's, Chapel Road, Immaculate Conception, Trench Road, St Mary's, Newbuildings)**

**Holy Family, Ballymagroarty**

**Our Lady of Lourdes (Steelstown)**

**St Mary's (Creggan)**

**Strathfoyle, Strathfoyle/Enagh Lough**

**Templemore (St Eugene's, St Columba's Long Tower)**

**Three Patrons (St Patrick's Pennyburn, St Brigid's Carnhill, St Joseph's Galliagh)**

3. Pupils presently resident in the above named parishes (in no particular order) who have chosen St Mary's College as their first preference all ability school.
4. Pupils presently resident in the above named parishes (in no particular order).
5. Pupils who are presently resident in other parishes in Northern Ireland.

Sister to be defined as 'girls who at the date of their application, have a sister of the family currently or previously enrolled at the school'.

The permitted admission number for Year 8 as determined by the Department of Education for the academic year 2022/2023 is 130.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the Transfer Form (or on-line equivalent as directed by the Education Authority / Department of Education). Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Form (or online equivalent). Examples of such information include the child's name as it appears on the birth certificate and whether the child has sisters attending the school.

In the event of over-subscription in any one criterion when applied in the order set, the selection of available places will be carried out using a method of random selection.

The following random selection process will be applied in the event of over subscription in any of the criteria listed based on the initial letter of the pupil's surname as stated on her long birth certificate in the order set out below.

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

**The order was determined by a random selection of the letters of the alphabet witnessed by Board of Governors.**

In the event of surnames beginning with the same initial letter, the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames, the alphabetical order of the initials of the forename will be used. In the event of forenames beginning with the same initial letter, the subsequent letters of the forename will be used in alphabetical order. In the event of identical surnames and forename, the initial of the second forename will be used. If any of these applicants do not have a second forename, they will be placed ahead of those with a second forename. If applicants have identical surnames and forenames they will be placed in rank order of eldest child by date of birth as stated on their birth certificate and admitted in this order.

If, after this process, any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application/transfer form. All applicants should note that all information within an application that qualifies a child for admission will be verified before the child is admitted to the College. The provision of false or incorrect information or the failure to provide verifying documents within the deadlines set may result in the withdrawal of a place or the inability of the College to offer a place. Original verification documents are required.

To enable the Board of Governors to verify the applicant's address the following documents, in their original form, must be supplied within the timeframe set by St Mary's College following a provisional offer of a place. In on-line applications please follow the requirements as set out in the online guidance provided; electronic copies of the required documentation will suffice.

1. To verify the applicants name and date of birth:
  - the long version of the applicant's birth certificate.
2. To verify the applicant's address any **two** of the following:
  - A current letter awarding Child Benefit, Tax credit or Universal credits in respect of the applicant or another letter relating to this benefit.
  - The applicant's Medical Card showing the applicant's current normal place of residence.
  - A current bank, post office, Credit Union or Building Society statement which shows the address at which the applicant is resident.
  - A current utility bill (e.g. electricity, gas, television licence, telephone) which shows the address at which the applicant is resident.

Please note that other documents equally capable of verifying your information, or other equally capable means of verification, will be considered at the discretion of the Board of Governors. If, therefore, you are unable to provide the specific documents listed above, please contact St Mary's College to establish how you can verify your application.

Your provision of these documents is essential if we are to offer your child a place at St Mary's College. By law, St Mary's College's Board of Governors has a duty to verify the important information within your child's application in order to ensure that it has applied its admissions criteria correctly and that the admissions process is accurate and fair. The provision of false or incorrect information or the failure to provide information within the deadlines set by post-primary schools can result in

the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicants transfer form.

**The school's policy on the consideration of applications after the transfer procedure concludes.**

The published criteria (1-6) will be applied to late applications to Year 8 or where new information has been provided (**after 18th May 2022**) in order to place these applicants in the correct position on the waiting list after those already on the waiting list but ahead of those resident outside Northern Ireland. This waiting list will be in place until 30th June 2022. Should a vacancy arise, the published criteria will be applied to select the pupil at the top of our waiting list.

## Procedures for operating a waiting list for admission to year 8 in 2022/23

The Transfer Process will conclude on **18th May 2022**. St Mary's College retains a waiting list for admissions where a place becomes available outside the normal admissions process.

The waiting list will be drawn up in accordance with St Mary's College Admissions Criteria 2022-23 as outlined above. In the event of a place becoming available the pupil at the top of the list will be offered a place.

On 1st September 2022, a new waiting list will be drawn up, replacing the previous one, consisting only of those who have

- appealed for admission to Year 8 in St Mary's College in 2022-23 or
- have applied to the Exceptional Circumstances Body for admission in 2022-23 or
- have made known that they wish to remain on the waiting list after 1st September 2022.

The rank order of the new waiting list will follow that laid out in our Admissions Criteria 2022-23. The waiting list will cease to operate after **30 June 2023**.

## Numbers of applications and admissions

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2019/2020	130	180	155*
2020/2021	130	145	133*
2021/2022	130	127	127*

\*includes statemented pupils

## Admission criteria for entry to years 9 – 12

For admission to years 9-12 please complete an AP1 form and contact the school directly.

