

2022 PROSPECTUS



BELIEVE **ACHIEVE** SUCCEED





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WELCOME

I am very proud and privileged to be the Principal of Abbey Community College. Our school is a happy place where everyone is encouraged and supported to succeed, in an ethos of respect for self and others. Our young people are valued and supported by their teachers, and know that they 'go the extra mile' for them, time and time again.

My vision for our school is that all students will have access to a seven year learning opportunity with a wide variety of academic, vocational and extra-curricular experiences available to them.

Our College motto, **Believe, Achieve, Succeed** is the foundation of all we do. As a child centred school, our students are encouraged and supported to aim high, work hard, value the opportunities we give them and strive to be their best, in all aspects of school life. From Year 8, students have a personalised learning journey, ensuring they are well prepared for Higher Education, Further Education or employment in this ever changing world.

I hope you enjoy reading this prospectus and find it insightful and informative. Should your child decide to join the Abbey Community College family, I look forward to meeting you in person and working in partnership with you to ensure that your child has the very best opportunities for success.

Maria Quinn
Principal



BELIEVE

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Abbey Community College is a controlled, non-selective, co-educational, all-ability 11-19 school with an enrolment of up to 820.

MISSION STATEMENT

Our shared vision for **Abbey Community College** is to work together to build positive relationships and attitudes in a safe and secure environment, where every individual is valued, respected, cared for, supported and encouraged to achieve their full potential.

AIMS

At **Abbey Community College** we aim to:

- Work together to build positive relationships to create a welcoming, secure and caring environment;
- Be respectful, trustworthy and hardworking;
- Develop a sense of pride and ownership in all aspects of school life;
- Work with parents to guide, support and facilitate the needs of every student;
- Provide a broad, balanced curriculum, tailored to the abilities and aspirations of all our students;
- Create opportunities for everyone to fulfil their potential.

CORE VALUES

Our core values underpin all aspects of daily life at Abbey Community College and are the cornerstones of our student Rewards System.

AMBITION • EQUALITY • RESPECT • RESPONSIBILITY



UNIFORM

As ambassadors for **Abbey Community College** all students are expected to take pride in their personal appearance by wearing the correct school uniform at all times and complying with all aspects of the College Uniform Policy.

PASTORAL CARE

As an inclusive, caring and child centred school **Abbey Community College** strives to enhance and supports the personal, social and academic development of each individual student in all aspects of College life. All staff play an important role, both within and beyond the classroom, ensuring that all students are given every opportunity to reach their full potential regardless of ability or background.

There is an Induction Programme for Year 8 students in the summer term before they enrol at Abbey Community College. This eases the transition from primary school and helps them to begin making friends. This continues with parental interviews in August, to begin building those important home school relationships, and into September, as students familiarise themselves with facilities on site, meet staff and their peers. Each student will have a Class Tutor who meets them daily and is the first point of contact for parents. The Heads of Year 8 monitor and support all aspects of student progress and development.

Post 16 Mentors attached to each class provide valuable support and guidance for students in the first weeks and months. They meet students regularly and become a friendly face in the corridor, playground,

the canteen and on the buses. They help Year 8 students to settle in and answer questions.

Heads of Year and Class Tutors for each year group provide care and support for students of all ages. Individual students meet their Class Tutor daily, developing positive relationships and establishing a direct contact for Parents & Guardians. They have oversight of all aspects of academic, personal and social development and support learners towards success. Valuable partnership with a range of external agencies provide support for our young people when needed.





CHILD PROTECTION AND SAFEGUARDING

All members of **Abbey Community College**, students, staff and parents have a key role to play in the safeguarding of our young people. A senior member of staff, Mrs C. McNaghten is the Designated Teacher responsible for Child Protection and Safeguarding. She is supported in the role by Deputy Designated Teachers, Mr D. Laney, Mr S Smyth and the Principal, Mrs Quinn.

A copy of the Child Protection and Safeguarding Policy is available on the website or on request from the College Office. A Parent / Guardian wishing to discuss a concern about their child's safety should contact the Principal.



CURRICULUM

At **Abbey Community College** our team of highly skilled and experienced staff, create high quality learning experiences for students of all abilities across the curriculum, which motivates them towards success.

By developing a wide range of skills, knowledge and understanding, students are able to make informed decisions about their future. The curriculum offers a broad and balanced experience, to challenge and support all individuals towards achieving their full potential and progressing towards a wide variety of educational and career opportunities.

Students are encouraged to work both independently and with others, to think for themselves, make decisions and develop high levels of skill in Literacy, Numeracy and ICT across a wide variety of subject areas.

ASSESSMENT & REPORTING TO PARENTS

Students' progress and achievement is assessed by teachers formatively throughout the academic year and targets are set to help students identify how they can improve their work. Summative assessments take place during a Winter and Summer Internal Exams. Students are supported with in their learning to ensure they achieve their potential, across all ability ranges. Student progress and achievement is formally reported to Parents / Guardians through a Parents' Evening for each Year Group and the annual school report. Interim progress reports are also issued throughout the year.

KEY STAGE 3

At Key Stage 3 all students have an equal opportunity to follow a challenging and exciting curriculum which meets the requirements of the Northern Ireland Curriculum.

LIBRARY

Regular access to the Library in timetabled classes fosters an interest in, and love of, reading. Resources in the Library promote independence and the development of valuable research skills to support students with all aspects of their learning across the curriculum. Homework Club is based in the library every day after school.



ART & DESIGN **DRAMA**
ENGLISH **GAMES** **GEOGRAPHY**
HISTORY **HOME ECONOMICS**
ICT **LEARNING FOR LIFE &**
WORK **MATHEMATICS** **MUSIC**
PHYSICAL EDUCATION
RELIGIOUS EDUCATION
SCIENCE **SPANISH**
TECHNOLOGY & DESIGN

KEY STAGE 4

In striving to comply with the Entitlement Framework at Key Stage 4 we collaborate with Newtownabbey Learning Community. A wide range of academic and vocational subjects are offered to meet the aspirations of all students through a combination of GCSE and Level 2 qualifications. Where appropriate, students can have the opportunity to enter exams in their native language.



ART & DESIGN **BUSINESS**
COMMUNICATION SYSTEMS
BUSINESS STUDIES **CAREERS**
CHILD CARE **CREATIVE**
iMEDIA **ENGINEERING**
ENGLISH LANGUAGE &
LITERATURE **GEOGRAPHY**
HEALTH & SOCIAL CARE
HISTORY **HOSPITALITY**
ICT **LEARNING FOR LIFE &**
WORK **MATHEMATICS** **MEDIA**
STUDIES **OCCUPATIONAL**
STUDIES **PERFORMING ARTS**
PHYSICAL EDUCATION
PRINCE'S TRUST
PUBLIC SERVICES **RELIGIOUS**
EDUCATION **SCIENCE**
SPANISH **SPORTS STUDIES**
STATISTICS
TECHNOLOGY & DESIGN
TRAVEL & TOURISM

POST 16

Post 16 students have the opportunity to study a variety of academic and vocational courses at A Level and Level 3, linked to their future aspirations and in response to an ever changing society and economy.

A separate prospectus is available for Post 16 students detailing the learning opportunities available.

Copies of statutory documents relating to the curriculum can be obtained on request through the College Office.

Any complaints regarding the curriculum should be made in writing to the Principal.

APPLIED SCIENCE ART & DESIGN BUSINESS STUDIES CREATIVE iMEDIA ENGLISH LITERATURE LIFE & HEALTH SCIENCE HEALTH & SOCIAL CARE ICT PUBLIC SERVICES SCIENCE SPORTS STUDIES TRAVEL & TOURISM

An Enrichment Programme enables students to develop their skills and interests beyond the classroom and into the community. Activities include:

DUKE OF EDINBURGH AWARD SURVIVAL COOKERY BASIC FIRST AID LITERACY SUPPORT HOLIDAY SPANISH GCSE ENGLISH GCSE MATHS CHARITY FUNDRAISING



Food Bank



Anti-Bullying Week

SOME OF OUR PAST CHARITY WORK...



Helping Hands



Aware NI

EXTRA-CURRICULAR ACTIVITIES

At **Abbey Community College** the educational experience of our young people is not just confined to the classroom or the normal school day. Before school, at lunchtime and after the school day ends, students have the opportunity to become involved in a variety of sporting and other activities which give valuable academic, personal and social development experiences. The range of activities available are:

- Abbey Adventurers
- Art
- Basketball
- Badminton
- Cookery
- Debating
- Dodge Ball
- Duke of Edinburgh
- Eco Club
- eSports
- Film Club
- Fitness Club
- Football
- Hockey
- Keyboard Club
- Marvel Club
- Netball
- Rugby
- Running Club
- Science Club
- Technology Club
- Ukulele Club
- Vocal Club
- Walking Club

Bridge Youth Club operates for local young people of all ages in the evenings over the course of the week creating additional opportunities for personal and social development and leisure activities.



Rock Climbing



Basketball Club

SOME OF OUR EXTRA CURRICULAR ACTIVITIES...



Fitness Club



Football

STUDENT LEADERSHIP

HEAD BOY AND HEAD GIRL

Prefects are chosen from Sixth Form based on their conduct, work ethic and contribution to school life. From within the Prefects in Year 14 a Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl are selected. They are significant role models for others and play a major part in school events.

GEMMA O'NEILL HEAD GIRL

'Being Head Girl at Abbey Community College has been an amazing experience. I've always aimed to push myself to do the best I can in school and I have approached my role with a similar mind-set. The level of support and encouragement I have received from my teachers throughout my GCSE years enabled me to achieve outstanding grades. I have similar aspirations this year at A Level in the hope that excellent results will lead me to success in the future. Anyone considering joining Abbey Community College, will be supported, challenged and nurtured throughout their time here.

One of the best parts of the Head Girl role is being able to organise events and raise money for our chosen charity, Helping Hand. When organising these events, I have had the opportunity to develop many of my skills and increased my confidence for everyday life. As a Sixth Form team we work together and plan fundraising events which is a welcome break from studying and creates a great team spirit.

I am privileged to be the Head Girl as it has provided me with many opportunities and helped build my confidence and I hope it will be of benefit in a future career.'

CARSON BASSETT HEAD BOY

'When I joined Sixth Form, I was given the opportunity to apply for the role of Prefect which has enabled me to support staff and students in a variety of ways.

For me being a Prefect has meant having a good work ethic, a positive and outgoing attitude and the willingness to help others. This subsequently gave me the opportunity to apply for the role of Head Boy for this year. I wanted to put myself forward for the role because I saw it as an opportunity to represent the school and allow me to give something back to the teachers who have helped me develop into the person I am today.

I recognise that my role as Head Boy is an honour and entrusts me to be a positive role model and represent the school in all aspects of my duties. In my role I am not just an individual, I am part of a team with the Head Girl, Deputy and a team of Prefects who can support us and help us organise and fulfil our duties. The Student Leadership Team leads a large group of Prefects allowing everyone to share their views and ideas. Very recently we have organised a very successful raffle for the charity Helping Hands.

I am really thankful for having been given the opportunity to be Head Boy, I feel supported by staff and I am also encouraged by them to do my best. So far, I have had a lot of fun and enjoyment in the role and believe the experience will support me greatly in the future.'

OUR NEW BUILD



The Education Authority's proposals for a new post-primary school on the land at Three Mile Water Playing Fields, Doagh Road, went out for public consultation in November and are due to be submitted for full planning approval to Antrim & Newtownabbey Borough Council in early 2022.

This amazing design has taken shape over the past year, with input from the Senior Leadership Team and staff to maximise the full potential of the site. The 21st century facilities for Abbey Community College will benefit all of our students and the local community. We can't wait to see it come to life and to welcome our students and their families through its doors.

THE NEXT CHAPTER FOR ABBEY COMMUNITY COLLEGE



WHAT IS PROPOSED?

- A modern, state of the art, purpose-built education facility, with classrooms to support c.820 students.
- Sports facilities will include 5 tennis / basketball courts, Sports Hall and Fitness Suite
- Three grass pitches & one synthetic pitch
- Dedicated off street parking for parent and separate bus drop-off zones
- Cycle parking and pedestrian walkways to take advantage of the green corridor and cycle network

PREFECTS

Senior Prefects and Prefects fulfil a valuable role in school as a link between the students and staff, by modelling expected standards of conduct and in promoting the school to the local community. The roles significantly enhance a student's CV and are particularly valuable when applying to university, higher education and employment.

Students have the opportunity to develop their leadership skills through being a Mentor or involvement with the Student Council. They also help with lunch and break-time supervision, assemblies and other school events.

MENTORING

Sixth Form students have the opportunity to support and mentor Junior School students on a regular basis through a variety of activities.

STUDENT COUNCIL

The Student Council is central to the student voice at Abbey Community College and gives all students the opportunity to be consulted on a variety of issues. Sixth Form members are given the opportunity to lead the Student Council having received training on how to conduct elections and lead meetings. Each Year Group is represented at meetings bringing ideas and suggestions from the respective Year Council.





CAREERS EDUCATION & WORK EXPERIENCE

Careers Education is an integral part of the college curriculum offering experiences for students to explore job opportunities and make informed decisions for the future. A range of events inside and outside the classroom give students insight into a variety of potential jobs and career routes. This is delivered through a taught programme and supplemented by organised events and visits.

In Year 10, students are supported with their Key Stage 4 choices by encouraging them to consider their strengths, skills, and qualities. This is followed up by interviews involving students, parents, and teachers so they can make informed choices.

In Year 11 and 12 students follow a Preparation for Work programme and are supported by an interview with a DfE Careers Advisor. Year 12 also take part in an Interview Skills Day. Both Year 12 and Year 13 students undertake a week's Work Experience which is a valuable opportunity to experience the world of work and is often influential in decision making for the future. Careers Education continues to be increasingly significant for Post 16 students as they explore University and Further Education options alongside those for Apprenticeships and employment. They attend university Open Days and Higher Education Conventions and are given comprehensive guidance with application procedures and support for employment. Post 16 students are also given the opportunity to have an individual careers interview (with the DfE advisor) which helps them make key decisions about the future.



CAREER READY

For the past three years Abbey Community College has been involved in the UK wide 'Career Ready' programme which has immense potential to support student learning and aspiration.

A group of Year 13 students is given the opportunity to participate in a comprehensive mentoring programme with key business representatives. Students engage in a variety of individual and group activities which support the development of skills and qualities for the workplace. They also visit their mentors at work, gaining a unique and invaluable insight into their work environment and key responsibilities. Highlights have been a summer internship with Citibank and this year a virtual week with PwC.

Key partners: Citibank, PwC, Kainos, Santander, Hendersons, HMRC, PA Consulting Group, Union Colours Ltd, Sensata Technologies, Lehding Services Design Ltd, Deloitte and Kainos.



COLLEGE HIGHLIGHTS

Over the past year there were many things of merit, here are just some of our headlines:

- 100% of our Year 12 students achieved 5+ A*-C grades at GCSE level (or equivalent)
- 90% of our Year 14 students achieved 3+ A*-E grades at A Level (or equivalent)
- Year 8 was oversubscribed for the fourth consecutive year
- Major ICT investment – school have provided all Post 16 students with their own personal laptop
- Four new 'state of the art' classrooms opened in September 2021
- The project for the construction of our new school continues to move forward positively

FACILITIES

Abbey Community College students and staff work together in a modern building which has been well maintained and regularly updated in recent years.

Access to a 3G pitch nearby supports the delivery of the Physical Education and sports programme.

Whilst these things are all very important we believe that a successful school is about much more than buildings and equipment. It is about people; students and staff who treat each other with respect, support and encourage each other to be the best they can be at all times.





SUPPORTING LEARNING

Our child centred approach ensures that all students have the opportunity to be both challenged and supported to achieve their full potential during their seven years at Abbey Community College.

Should the need arise, students can have access to our Specialist Provision for Learning, Autism or Nurture classes. This is through the allocation of a Statement of Special Educational Needs by the Education Authority. A team of highly skilled and experienced staff put a range of support strategies in place to ensure that each individual is given every opportunity to progress and learn.

ATTENDANCE & PUNCTUALITY

All students are expected to come to school on time each day and strive to have full attendance. This ensures that valuable learning opportunities are not missed and each individual can make maximum progress.

Attendance and punctuality are monitored closely by parents/guardians through the use of the SIMs Parent App that provides live attendance data. Weekly notifications are also sent out on the App summarising attendance.

A designated phone line is available daily to report attendance and punctuality issues to a member of the office staff. The whole school level of attendance for 2020/21 was 89%.

HOME LEARNING

We believe that homework is a valuable means of supporting and enhancing learning beyond the confines of the school day. This enables students to develop good study habits, independence and take responsibility for their own learning.

The Student Planner helps students develop the organisational skills to plan their work and meet deadlines. Teaching staff use the SIMS Parent App to record homework tasks, this enables parents to see what has to be done and monitor its completion.

All staff have developed best practice in working online allowing students access to learning and resources at home. Google Classroom is the online platform used by all subject areas where students can submit work remotely and receive feedback.



CELEBRATING SUCCESS

Through our assemblies and rewards system we take every opportunity to acknowledge academic achievement and highlight the many successes of our students in sport and other extra-curricular activities. Our Annual Prize Giving is a significant event which enables families and members of the community to celebrate with us.

ASSEMBLIES

Our school community comes together regularly in:

- Year Assemblies
- Junior, Senior and Upper School Assemblies
- Whole School Assemblies

These events give us the opportunity to develop our school ethos, celebrate success and pray together.

RELIGIOUS EDUCATION

All students in Years 8-12 study Religious Education as part of their core curriculum and have the opportunity to achieve a formal qualification at GCSE level.

Parents who wish to withdraw their child from Religious Education or assemblies should consult the Principal to make alternative arrangements.

COLLEGE POLICIES

Copies of all college policies including Charging and Remission, Special Educational Needs & Inclusion and Anti Bullying are available on request through the Office or can be downloaded from the website.





STUDENT TRANSPORT

An extensive transport network serves Abbey Community College on Bridge Road. A designated school bus service is provided for students to travel to and from school. Each morning buses come from Rathcoole directly to the front door. At the end of the day buses take students on the return journey to the following destinations:

**RATHCOOLE RATHFERN
CARNMONEY MOSSLEY GREENISLAND BELFAST**

The Metro Bus service also covers an extensive area including:

**SHORE ROAD RATHCOOLE WHITEABBEY VILLAGE
DOAGH ROAD CIRCULAR / JORDANSTOWN ROAD
CARNMONEY OLD CARRICK ROAD MOSSLEY
UPPER & LOWER STATION ROAD GREENISLAND**

HEALTH & WELLBEING

To promote health and wellbeing, students are encouraged to make healthy decisions in all aspects of their lives both in and outside school. Our catering facilities provide students and staff with a range of healthy hot and cold food and drink choices during the school day. The consumption of fizzy and high energy drinks during the school day is not permitted.

The Learning for Life and Work and Class Tutor programmes aim to holistically develop the skills which will enable every student to make appropriate, healthy lifelong decisions and become responsible contributors to our evolving society. Drugs Education and RSE policies ensure that all students have the knowledge and skills to enable them to make safe and healthy lifestyle choices both during their time at school and into the future. Effective partnerships with a variety of professional agencies and services support all aspects of student health and wellbeing.

Our School Nurse project, in partnership with the NHSCT, supports the health and wellbeing of everyone in our school community. A variety of groups and activities promote positive health messages and experiences. We also have a team of qualified First Aiders on-site each day. To assist our pastoral team, we have appointed a School Social Worker who supports our student's health and wellbeing, implementing preventative work around the themes of attendance, safeguarding, behaviour support and linking in with external agencies.



PARENTAL PARTNERSHIPS

The role of Parents/Guardians in supporting our students towards success cannot be underestimated. Our partnership is key to ensuring that each individual student achieves their full potential. We ask for your support in the following ways:

- Encourage your child to attend regularly and on time
- Ensure that your child wears their uniform and takes pride in their appearance
- Attend meetings and Parent Evenings to discuss your child's progress
- Contact us if there are issues or concerns that may affect your child
- Support the completion of homework and sign the Student Planner each week

College staff are welcoming and approachable. Through our 'Open Door' policy you can make contact with us by telephone or in person should the need arise. We maintain strong communication links with our families through the use of the SIMS Parent App, our website, Facebook and Twitter.

The Friends of Abbey group was established to bring together parents, friends and staff to raise funds for the College and to be an important consultation group.

Prospective parents are welcome to visit during the school day. Should you wish to do so please make an appointment by contacting the College Office.



TRIPS & VISITS

A variety of trips and visits are organised by staff throughout the year to support key aspects of learning and create opportunities for students to have new experiences and enhance their personal development. Recent school trips include the ski trip to Austria, football trip to Liverpool and the Health & Social Care visit to Prague.

INTERNATIONAL DIMENSION

Over the past five years a particularly exciting development is the unique opportunity for Post 16 students at Abbey Community College to apply for a summer placement working as a Camp Counsellor at an activity camp in the USA. This gives our young people a fantastic experience of a lifetime, to live abroad, meet new friends and develop their leadership, communication and organisational skills.

We have also been involved in the Antrim and Newtownabbey Borough Council student exchange programme to Gilbert, Arizona. This unique experience gives a life-changing opportunity to travel and experience another culture and lifestyle. We hope others choose to apply in the future.



#campUSA



#chenawanda



STUDENT DESTINATIONS

To date, a significant number of our young people have secured places on a range of undergraduate courses such as Art, Biomedical Engineering, Biomedical Science, Business Management, Communication and Counselling, Computer Science, Criminology with Forensic Science, Digital Media, Education, Early Childhood Studies, Hospitality Management and Tourism, Nursing, Physical Education, Sport and Teaching. They have progressed to study at various Higher Education institutions such as Queen's University, Ulster University, University of Brighton, University of Cumbria, Liverpool John Moore's, Stranmillis University College, Belfast Metropolitan College and Northern Regional College.

Others progressed to a variety of Further Education courses at Belfast Metropolitan College, Northern Regional College, secured an apprenticeship, took up training opportunities or made the transition directly into employment in their chosen field.

A SCHOOL IN THE COMMUNITY

As 'a school at the heart of the community with the community at the heart of the school' Abbey Community College works in partnership with parents, local education providers, business and community based groups to build opportunities for community education, sports participation and family support.

As an active member of Newtownabbey Learning Community, collaboration with other local schools and Northern Regional College enhances the curriculum by providing students with access to a wide range of academic and vocational courses at Key Stage 4 and Post 16.

Positive relationships with local primary schools through THRIVE Rathcoole and Monkstown, have created opportunities for collaboration, staff development and shared learning experiences. Strategic partnerships have been developed with a variety of local business and community groups to support learning, achievement and personal development in variety of ways.



ARMY CADETS BARNARDOS CAREER READY CITIBANK DANSKE BANK HENDERSON GROUP HMRC IFA IRFU MONKSTOWN BOXING CLUB MONKSTOWN VILLAGE CENTRE NACN NETBALL NI PRINCE'S TRUST PSNI PwC QUEEN'S UNIVERSITY ROYAL MARINES SENSATA SPORT CHANGES LIFE START 360 STEM AMBASSADORS STRANMILLIS UNIVERSITY THRIVE ULSTER UNIVERSITY UNION COLOURS W5

ADMISSION INTO YEAR 8

Respective functions of the Board of Governors and Principal in relation to Admissions to Abbey Community College

The Admissions Criteria for Abbey Community College have been agreed by the Board of Governors. The application of the criteria has been delegated to the Admissions Sub Committee which includes the Principal. When considering students for admission, the Board of Governors will **only** take into account information which is detailed on or uploaded with the online application form.

CRITERIA FOR ADMISSION OF STUDENTS

1. Applicants resident in Northern Ireland, at the time of their proposed admission, will be selected for admission before any applicant not so resident may be selected.
2. Applicants who, at the date of their application, have a child of the family* currently enrolled at the school.
3. Applicants who, at the date of their application, are the eldest child of the family** eligible to apply to a non-selective, mainstream, post-primary school.
4. Applicants who, at the time of their application, have a parent employed within the school.
5. Applicants who live closest to Abbey Community College as decided by digital measurement of a straight line from the front door of their home to the front door of the school using the map on www.spatialni.gov.uk and an Ordnance Survey Spreadsheet to calculate distance in metres. All addresses **must** be verified by proof of address e.g. Utility Bill.
6. In the event of oversubscription students will be admitted by a criterion that prioritises applicants where the letters of their surname (as entered on a Birth Certificate) places them on a rank established by the random selection of letters in the order set out below:

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

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.

DUTY TO VERIFY

Applicants should note that it is their responsibility to ensure that they provide documents to verify information pertinent to the school's admission criteria when submitting their Transfer Application online. It must be written on headed notepaper and signed by one of the following who is **not** a member of the applicant's family:

- A medical practitioner
- A member of the clergy or equivalent
- A solicitor
- A primary school principal

The provision of false or incorrect information or the failure to provide verifying documents by the required deadline may result in the withdrawal of a place.

ADMISSIONS TO YEAR 8 AFTER 1 SEPTEMBER 2022

Parents wishing to have their child considered for admission after 1 September 2022 should write to the Principal clearly stating this. In the event of a vacancy the above criteria will be applied to these applications.

	2019/20	2020/21	2021/22
Applications for Year 8	169	182	168
Admissions into Year 8	140	145	141

This does not include children who were admitted to the school with a statement of special educational needs.

APPLICATIONS FOR ADMISSION OTHER THAN YEAR 8

When applications are received for year groups 9-14, the enrolment numbers in each year group will be considered alongside student numbers in practical groups. If these numbers are at maximum levels, a waiting list will be compiled.

Each application will be considered by the Admissions Committee of the Board of Governors

In the event that there are more applicants than places available, the following criteria will be considered in this order:

1. Applicants who, at the date of their application, have a child of the family* currently enrolled at the school.
2. Applicants who live closest to Abbey Community College as decided by digital measurement of a straight line from the front door of their home to the front door of the school using the map on www.spatialni.gov.uk and an Ordnance Survey Spreadsheet to calculate distance in metres. All addresses must be verified by proof of address e.g. Utility Bill.
3. In the event of oversubscription students will be admitted by a criterion that prioritises applicants where the letters of their surname (as entered on a Birth Certificate) places them on a rank established by the random selection of letters in the order set out below:

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

If there are no places available, Parents / Guardians will be asked in writing if they wish their child's name to be added to the waiting list. The list will expire at the end of the academic year on 31 August 2023.

GUIDANCE NOTES

* Child of the family – brother, sister, step-brother, step-sister, adopted/fostered child or child living permanently in the same household.

** Eldest Eligible Child – child is the oldest child in the family eligible to transfer to post primary school e.g. an only child, the oldest child applying for a mainstream post-primary place, the child is more than 7 years younger than their next sibling, the family has moved into the area and this is the first child eligible to apply to the school.



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