



BALLYCASTLE HIGH SCHOOL

PROSPECTUS

2009

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An Invitation to our Transfer Evening

The Transfer Meeting for the 2009/2010 Intake will be held on Tuesday, 6th January, 2009 at 7.30p.m.

All parents and guardians of children and prospective pupils due to transfer to secondary education in September 2009 are welcome.

For parents who are unable to attend this meeting arrangements can be made to visit the school at a mutually convenient time by telephoning the school.



The North-Eastern Education and Library Board provides general information about all secondary schools in its area in "*A Guide for Parents and Details of Secondary Schools*". They distribute copies of this booklet to the parents of children in their transfer year.

(Should parents not receive a copy they may obtain one from the Transfer Officer of The North-Eastern Education and Library Board, County Hall, 182 Galgorm Road, Ballymena, Co. Antrim.)

THE AIMS OF BALLYCASTLE HIGH SCHOOL

Our purpose:

To give the pupils the opportunity to develop a positive self-image and the capacity to live as independent motivated adults who have the ability to function effectively as contributing members of society.

This is to be achieved by:

- (a) Developing to the full the potential of each pupil.
- (b) Creating an ethos in which staff and pupils can work together in an atmosphere of enjoyment, endeavour and mutual respect.
- (c) Ensuring that pupils possess the necessary skills in numeracy, literacy and communication which they will require to be effective members of society.
- (d) Providing pupils with sufficient vocational, economic and political understanding to be active participants in society.
- (e) Enabling pupils to maximise their academic potential.
- (f) Encouraging an active awareness of aesthetic values.
- (g) Fostering the capacity to respect the opinions of others.
- (h) Enabling pupils to use and adapt to the opportunities which advances in technology will offer.
- (i) Nurturing an understanding and appreciation of the culture of this and other societies.
- (j) Developing a positive approach to the use of leisure time through both curricular and extra-curricular opportunities.
- (k) Providing the skills, understanding and knowledge which will aid the acquisition of a reasoned set of personal values.
- (l) Developing an understanding and appreciation of the factors which contribute to a healthy life style.

PRINCIPAL

Mr. W. C. Harpur, M.Sc., P.G.C.E.

Telephone:

33 Rathlin Road, Ballycastle, Co. Antrim. BT54 6LD

Fax.

Ballycastle 028 2076 2254

E-Mail:

Ballycastle 028 2076 3688
info@ballycastlehigh.ballycastle.ni.sch.uk

Office Hours:

8.30am - 5.00pm Mon – Thur & 8.30am - 4.15pm Fri

TEACHING STAFF

PRINCIPAL

Mr. W.C. Harpur

M.Sc., P.G.C.E. (New University of Ulster, Coleraine)

VICE-PRINCIPAL

Mr. I Williamson

B.Ed (Queen's University and Stranmillis College, Belfast)

D.A.S.E. (Queen's University, Belfast)

SENIOR TEACHERS

Mr. J.T. Andrews

M.Sc., (University of Ulster), B.A., (Trinity College, Dublin),
Dip.Ed.,(Queens University, Belfast), Dip G. & C. (Ulster Polytechnic, Jordanstown)

Mrs. I.E. Kerr

Certificate in Education, (Sheffield College of Education)

TEACHERS

Mr. C.W. McMaster

B.A.(Hons),(Queens University, Belfast), M.A., (New University of Ulster),
Dip.Ed.,(Queens University, Belfast)

Mrs. E.A. McNay

Certificate in Education, (Gloucestershire College of Education)

Ms. J. Houston

B.A. (Hons), (University of Central Lancashire)
P.G.C.E. (Liverpool John Moore's University)
Certificate in Education, (Queens University, Belfast)

Mr. J. Farrell

B.Ed., (Queens University, Belfast)

Mr. J.E. McPeak

B.A. (Hons), P.G.C.E. (University of Ulster)

Miss N. McBride

B.Sc (Hons), M.Phil. (University of Ulster), PGCPSE (Open University)

Miss C.G. Hutchinson

B.Ed. (Hons), (Queens University and Stranmillis College, Belfast)

Mrs. C. E. Stewart

B.A.(Hons), P.G.C.E.,(Queens University, Belfast)

Mrs. L. C. Elliott

B.A.(Hons) (Anglia Polytechnic University)
P.G.C.E. (Roehampton Institute)

Mrs. R.F. Topping

B.A. (Hons) (University of Ulster)
P.G.C.E. (University of Ulster)

Mrs. A. Moody

B.A. (Hons) (Liverpool John Moore's University)

Mrs. R. Clarke

B.A. (Hons) (University of Ulster)
P.G.C.E. (Queen's University, Belfast)

Mr. D. McClelland

B.Sc. (Hons) (University of Ulster)
P.G.C.E. (University of Ulster)

Mrs. L. Palmer

B.A. (Hons) (Open University)
ARCM (Royal College of Music), ALCM, LLCM (London College of Music)
P.G.C.E. (Birmingham Institute of Education)

Mrs. R. L. Martin

M.A. (Hons) (University of Glasgow)
P.G.C.E., Cert. Sen. (Queen's University, Belfast)

Mr. M. Rafferty

B.A. (Hons) (University of Ulster)
P.G.C.E. (University of Ulster)

Mr. L. Kearney

B.A. (Hons) John Moores University
P.G.C.E. John Moores University

Miss M. Brown

B.A. (Hons) University of Ulster
P.G.C.E., University of Wales Institute, Cardiff

Miss J. Elliot

B.A. (Hons) University Of Ulster
P.G.C.E. (University of Sheffield)

Miss G. Wilson

B.Sc (Queen's University, Belfast)
P.G.C.E (Queen's University, Belfast)

Miss D. Magee

B.Th. (Queen's University, Belfast)
P.G.C.E. (Queen's University, Belfast)

Miss L. McBride

B.Sc (University of Ulster, Coleraine)
P.G.C.E. (Queen's University, Belfast)

Mrs H. Dalzell

B.A. (Hons) University of Ulster, Coleraine
LL.B. (Hons) De Montfort University, Leicester

AUXILIARY AND ANCILLARY STAFF

SENIOR EXECUTIVE OFFICER

Mrs. D. E. Boyd

SCHOOLS MEALS SUPERVISOR

Mrs. A. Elder

CLERICAL OFFICER

Miss H. Brown

SCIENCE TECHNICIAN

Mr. G. Colgan

LIBRARY MEDIA RESOURCES ASS./FIRST AID

Mrs. O. McMullan

GROUNDSPERSON

Mr. J. Hill

I.T. & TECHNOLOGY TECHNICIAN

Mr. J. McClelland

CLASSROOM ASSISTANTS

Mrs. M. Watson, Mrs. A Gormley,
Mrs. C. Corr, Mrs K McCormick, Mrs. J.
Dooley, Miss L. Brogan

CARETAKER

Mr. A. Tompkin

SUPERVISORY ASSISTANTS

Mrs. R. Hargie, Mrs. F. Quigg,
Miss S. Quigg, Ms. A. McCaughan

GENERAL ADMIN ASSISTANT

Mrs L Donovan

BOARD OF GOVERNORS

Chairman:

Mr. B. J. Dillon, B.A., M.Ed., Cert.Ed., D.A.S.E., D.M.S.,
8 Drumavoley Park, BALLYCASTLE, Co. Antrim. BT54 6PE

Telephone:

Ballycastle 028 2076 2359

PARENT REPS

Mrs. S. Reynolds, 97a Fivey Road, STRANOCUM, Ballymoney BT53 8JJ

Mrs. J. Kane, 28 Lagavara Road, BALLINTOY, Ballycastle BT54 6NG

Mrs. J. Glenn, 103 Moyarget Road, BALLYCASTLE BT54 6HL

Mrs. J. Poots, 50 Stroan Road, DERVOCK, Ballymoney BT53 8BZ

NORTH-EASTERN EDUCATION AND LIBRARY BOARD REPS

Mr. B. Dillon, B.A. M.Ed. Cert.Ed. D.A.S.E. D.M.S. 8 Drumavoley Park, BALLYCASTLE BT54 6PE

Mr. J. D. Hamill, 21 Market Street, BALLYCASTLE BT54 6DS

Mr. P. Powell, 3 Dunamallaght Crescent, BALLYCASTLE BT54 6PP

Mr. R. A. McIlroy, 174a Straid Road, BUSHMILLS BT57 8SW

TRANSFEROR REPS

Mr. A. McLernon, 4 Cedar Avenue, BALLYCASTLE BT54 6DE

Mr. E. C. Redmond, 18 Atlantic Avenue, BALLYCASTLE BT54 6AL

Rev. Dr. G. Brown, 11 Cedar Avenue, BALLYCASTLE BT54 6DE

Mr. F. H. Girvan, B.Sc. D.A.S.E., 47 Moyle Road, BALLYCASTLE BT54 6LG

Rev. D. Palmer, B.A., M.Sc., The Rectory, 12 Novally Road, BALLYCASTLE BT54 6HB

TEACHER REPS

Mrs. I. Kerr, Cert.Ed., 194 Straid Road, BUSHMILLS BT57 8XW

Mr. J. McPeak, B.A., P.G.C.E., 12 Woodvale Road, PORTSTEWART BT55 7HY

An Introduction to Ballycastle High

We are a Controlled 11-18 School of around 340 pupils, catering for both boys and girls. The school provides an appropriate education for pupils from across the full range of ability. We aim to provide sound education on modern lines in order to prepare pupils for further education or to take their place directly in the world as good citizens. Pupils are valued as individuals, and the staff aims to help them to maximize their full potential both in educational and personal terms. The school lies in the area administered by the North-Eastern Education and Library Board.

Details of School Day

The school is open to pupils from 8.30a.m. Registration commences at 9.00a.m. and school finishes each day at 3.30p.m.

Details of School Year

Autumn Term

1st September 2009 – 22nd December 2009

Mid-term Holiday - 27th October 2009 – 30th October 2009

Spring Term

4th January 2010 – 26th March 2010

Mid-term Holiday 15th February 2010 – 16th February 2010

St Patrick's Day – 17th March 2010

Summer Term

12th April 2010 – 30th June 2010

May Day 3rd May 2010

May Public Holiday 31st May 2010

Please note - only pupils in Year 8 (new intake) and Years 13 and 14 should attend school on Tuesday 1st September 2009. School re-commences on Wednesday 2nd September for pupils in all other years.

The Organisation of the Curriculum

Year 8 pupils are placed in classes according to reports from contributory Primary Schools and our own internal assessment. The placing of pupils is subject to review during their school career and their progress is continually monitored. Any pupils who have not fully developed their basic skills in literacy and numeracy are given special help to enable them to overcome deficiencies and prepare them to integrate fully into the school programme.

The school is implementing all statutory requirements of the Revised Northern Ireland Curriculum. In the first three years the following subjects are offered: Art, English, French, Geography, History, Learning for Life and Work, Home Economics, Mathematics, Music, Physical Education, Religious Studies, Science and Technology. While the courses in Religious Studies are non-denominational in character, parents, who on grounds of religious conscience, wish to have their children excused may do so having made prior written application to the Principal.

The revised post-primary curriculum includes the recent addition of Learning for Life and Work, (made up of Employability, Personal Development, Local and Global Citizenship) Home Economics and Religious Education. Additionally it includes the following Areas of Learning: Language and Literacy, Mathematics and Numeracy, Modern Languages, The Arts, Environment and Society, Physical Education, Science and Technology. Throughout the revised curriculum there will be greater emphasis on developing the skills and capabilities of young people.

Instrumental tuition is available from tutors provided by the North-Eastern Education and Library Board for pupils who show a musical aptitude.

After three years following a basic common curriculum **all** pupils enter courses which, followed for two years, lead to the General Certificate of Secondary Education examinations.

Pupils in Years 11 and 12 study English, Mathematics, Science, (Additional Science, Additional Applied Science), Religious Studies, Physical Education, French, History or Geography (or both) Art, Music, English Literature, Technology, Diploma in Digital Applications (DiDA), Construction, Learning for Life & Work, Business Studies and Home Economics to G.C.S.E. level. Some pupils enter for the music examinations of the Associated Board. Where choices are to be made, they are taken following consultations between parents and teachers.

Those pupils who wish to remain at school and have reached the required standard, pass into the Sixth Form where courses are followed leading to the General Certificate of Education – Advanced Level.

In Sixth Form provision is made jointly with Cross and Passion College and pupils may study the following subjects to Advanced Level: English Literature, Mathematics, Geography, French, Physics, Chemistry, Biology, Applied Science, Art, Home Economics, History, Music, Religious Studies, Business Studies, ICT, PE, Leisure Studies, Psychology and Health and Social Care. 'A' level Construction, Engineering and Digital Media are offered in collaboration with the Northern Regional College. All sixth formers have the opportunity to complete Level 3 Key Skills qualifications in Communication and some may take Application of Number.

It is our intention that pupils in Ballycastle High School can follow courses which suit both their own needs and abilities. On leaving school pupils may proceed directly into employment or enter universities, colleges of education, agricultural colleges etc.

Pastoral Care

Year Tutors are senior members of staff who are responsible for the individual and collective needs of pupils in each year group. The experience and expertise of these teachers is a central feature of the carefully planned counselling and advice service which is available to all pupils throughout their school career. In the event of problems or difficulties, pupils should consult immediately with the most relevant member of staff, i.e. Subject Teacher, Registration Teacher or Year Tutor. The Principal and Vice-Principal are also readily available for consultation and assistance.

Special Needs

A member of staff has been appointed as Special Educational Needs Co-ordinator to oversee special needs provision in the school. This teacher, depending upon need and availability, will arrange in-class support and/or group tuition. The school aims to provide an environment within which pupils with special needs will feel valued, encouraged and challenged to show progress not only in basic literacy and numeracy but in subjects across the entire curriculum.

Careers Guidance

Careers is an integral element of Living for Life and Work and will be dealt within this subject and at all levels throughout school.

In Year 10 the Year Tutor will explain to the pupils the choices for Key Stage 4 and the implications of those choices, as well as the relevant issues that should be considered in the decision-making process.

The pupils in Year 12, in addition to having Learning for Life and Work and access to their Year Tutor, will be interviewed by the Careers Officer from the local Training and Employment Agency. Careers plans are discussed with individual pupils, parents, the Principal and the Year Tutor at individual interviews in February, following the mock examinations.

Work Shadowing is organised for those who return to school in Year 13, when the pupils will go on placement for a week in April/May to a mutually agreed work site.

On a regular basis school pupils are given the opportunity to participate in special conferences related to industry under the auspices of "Industry Matters".

School Facilities

The school building provides a range of facilities for all subjects in the curriculum. There has been a continuous programme aimed at developing these facilities in order that recent and current innovations in education can be implemented. The school has four Information Technology suites equipped with ninety eight internet linked computers so that pupils may have individual access to a machine. In addition, the Mathematics, Science, Technology, Art, Music, English and Careers Departments are equipped with internet linked personal computers. Thanks to recent investment in I.T. equipment the school now has one modern computer for every three pupils.

The school buildings are maintained to a very high standard in terms of decor and cleanliness. Considerable effort has been made around the school to display pupils work; photographic and other records of local and school history and items of artistic interest and merit. Our picturesque grounds are well maintained and provide excellent recreational opportunities.

Board of Governors

The Board of Governors plays an increasingly important role in the administrative and curricular life of the school. A new Board is appointed every four years and it includes representatives from the Education and Library Board, Parents, Teachers and Transferors.

The Governors present an Annual Report on the work of the previous school year each autumn term. The most recent report was published in November, 2008. A copy of the report is available on request from the school.

In the event of a parent or guardian having a complaint that they feel the Board of Governors is failing to fulfil its obligations under the Education Reform Order in relation to the provision of the Northern Ireland Curriculum, they should initially discuss the matter with the school principal and ask the school to look into the matter. If the matter is still not resolved and the parent feels the school is acting unreasonably or in some way not meeting its duty in relation to the Curriculum they will be able to take the complaint to an independent tribunal which the North-Eastern Education and Library Board will set up to deal with complaints.

Attendance

Regular attendance at school, as well as being essential if an individual is to maximise his/her progress, is a statutory obligation. Certificates recording periods of unbroken attendance are awarded by the school.

A school day consists by statute of two half days. Rolls are called daily.

School begins punctually at 9.00 a.m. each morning with an Assembly and continues until 3.30 p.m. Lunch is taken between 12.55 and 1.40 p.m. Pupils are expected to be punctual for school and all classes.

When, through illness or other cause, a pupil is absent for one session or more an explanatory note must be brought on the day of return, signed by the parent or guardian and stating the reason for absence. The pupil's class should be noted on such letters. In the event of infectious or contagious disease the Principal must be informed immediately and the pupil must not return to school until a doctor's consent has been obtained.

Parents should make every effort not to take pupils for holidays during term time bearing in mind that absence from school can hinder progress and have a detrimental effect on internal and external examination results. Teachers will not prepare work for pupils who go on holiday during term time however they will prepare work for pupils absent on long term illness.

Meals



The school canteen operates on a cafeteria system and breakfasts and lunches are served daily to all pupils who require them.

Pupils who wish to bring packed lunches should eat them in the school dining room. Only pupils who go to their own home for lunch are permitted out of school during the lunch period.

Transport

The Transport Officer of the North-Eastern Education and Library Board is in charge of all transport arrangements. The North-Eastern Education and Library Board should be informed of the boarding stage of each pupil for transport, and passes are issued by the school to pupils on behalf of the Board in September. Pupils may not use their passes at any time other than on their scheduled bus. All pupils must board and disembark from the buses at the school. No responsibility will be accepted for pupils who do not conform to this rule. Parents are reminded that it is their responsibility to ensure that children are instructed to behave in a fitting manner on public transport. In the event of a pupil losing a bus pass a replacement may be obtained from Ulsterbus at the Coleraine Office on payment of the appropriate fee.

Books and Stationery

Pupils are provided with text books and stationery at school through the North-Eastern Education and Library Board. These remain the property of the Board and should be looked after carefully. It is strongly recommended that pupils should carry all their books and stationery in a suitable school bag or case.

The Library



The Library aims to provide a comprehensive service for both the study and recreational needs of pupils. The school is fortunate in that the Library is staffed by a Library Assistant. This ensures prompt and easy access to the wealth of information available in the stock of approximately 5000 books.

In order to sustain pupils' interest and keep up to date, a number of these are exchanged twice a year. In addition the Library has three internet linked computers with associated printers, and a wide selection of reference materials on compact discs.

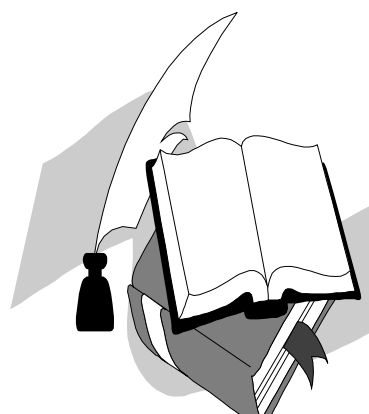
The use of video recorders and televisions are being replaced by the use of DVDs and Smart Boards

Property

A pupil's property, including all articles of clothing, should be clearly marked with the owner's name. Pupils should not leave money or articles of value in the cloakrooms, classrooms or changing rooms. Pupils should avoid bringing valuables or large sums of money to school, and any money brought to school for necessary payments should be paid in early in the school day.

Every effort is made to protect the pupils' property, however, the school cannot accept any responsibility for its loss or damage.

Homework



Homework is an important training in self discipline. A reasonable amount to complement and reinforce the work done in the classroom is set during the week. It is graduated according to the pupil's age and capacity. The time for its completion is unlikely to exceed two hours for first and second year pupils; two and a half hours for third and fourth year pupils, and three hours for fifth and sixth year.

Each pupil will be provided with a student planner to note the homework to be done for each day. Parents are requested to check the student planner against the homework being done and help the staff to see that homework is carefully and honestly done. Parents are requested to sign the planner each week.

It is important that pupils should be given privacy, quietness and reasonable facilities for study at home. Homework should be presented on time, excuses for non-production of homework must be in writing - from the parent or guardian.

Discipline

The school has an established Disciplinary Policy and a policy in relation to Bullying.

Good discipline in Ballycastle High School is based on positive relationships. Discipline problems are avoided by adopting the following strategies:

- consciously fostering a sense of personal worth in all pupils
- encouraging a sense of mutual respect between staff and pupils and among pupils themselves
- creating a well-planned, well-taught and interesting curriculum
- creating a pleasant well-equipped learning environment
- promoting a wide range of extra-curricular activities
- providing a well-organised and effective system of pastoral care
- maintaining close contact between home and school.

The good discipline which pertains in Ballycastle High School can be explained partly by these policies, partly by the quality of children and staff in the school and partly because it is a small school. Clearly it is easier for a child to gain a sense of personal worth in a small school. In the unlikely event however of there being serious misbehaviour the school will follow the procedures for the suspension and expulsion of pupils as laid down by the North-Eastern Education and Library Board.

Copies of the Board procedures are available from the school or the Board itself.

Physical Education and Sport.



The aim of the school's programme of Physical Education is to encourage all pupils to participate in physical activity and gain enjoyment from it through timetabled lessons and extra-curricular activities. Facilities are hired to enhance the programme, such as -

- The Astro Turf Hockey Pitch - Quay Road, Ballycastle
- Tennis Courts - Mary Street, Ballycastle
- The Marine Hotel Country Club (pool and exercise suite) - North Street, Ballycastle

All pupils are expected to take part in the school's programme which consists of the following activities at either Key Stage 3 or Key Stage 4.

Aerobics	Dance	Outdoor Pursuits -
Athletics	Football	Canoeing, hill-walking
Badminton	Fitness	Netball
Basketball	Gymnastics	Swimming
Cricket	Hockey	Trampolining

Pupils should be properly attired for physical activity. In the case of a pupil being physically unable to take part, a medical statement and/or letter from the parent or guardian should be supplied.

Extra-curricular activities take place at lunch time and after school where the emphasis is on taking part.

Athletics Club	Dance Club
Tennis Club	Football Club
Girls' Hockey Club	Boys' Hockey Club
Fitness Club	Community Police Rambles
The Duke of Edinburgh's Award	

Pupils are also encouraged to apply for courses and scholarships, e.g.

Spirit of Enniskillen
Rotary Youth Leadership
North-East School of Sport
Outdoor Pursuits Courses - Bushmills Residential and Outward Bound
Ireland Scholar Athletics Games
Ocean Youth Club

Clubs and Societies

Scripture Union, Science Club, Choir & Drama Society all function at various times during the school year.

Travel

The various clubs and societies within school frequently organise visits or tours within Northern Ireland and abroad. Educational visits to several foreign countries have been a feature of school life during the last 15 years.

Youth Club

The school Youth Club operates on Wednesday and Thursday evenings. Its activities are mainly recreational and social. It is organised by a school Youth Tutor assisted by a group of fully trained staff. It adds a most useful dimension to school life in the opportunity for involvement in activities related to both the local and more distant communities of young people.

School Minibus

The school minibus is a privately owned and maintained vehicle. It is financed mainly from funds generated within school and provided directly or indirectly by pupils and their parents. The co-operation of parents and pupils in financing this vehicle, which facilitates many extra-curricular activities, has been an important feature of school- home liaison. The vehicle is fully equipped with seat belts for every passenger.

ADMISSIONS CRITERIA SCHOOL YEAR 2009 - 2010

For Year Eight Pupils

The School will follow the procedure below in processing the First Year Intake. Places will be allocated in the following order:

1. To Direct Transfer pupils, i.e. those not participating in the Transfer Testing Procedure from *contributory primary schools, irrespective of academic attainment.
2. To Direct Transfer pupils from other primary schools in the catchment area. (Moyle Council District).
3. To those who have participated in the Transfer Testing Procedure (irrespective of attainment level in the Transfer Tests), from contributory primary schools.
4. To those who have participated in the Transfer Testing Procedure (irrespective of attainment level in the Transfer Tests), from primary schools in the catchment area.
5. To Direct Transfer pupils from other primary schools beyond the catchment area.
6. To those who have participated in the Transfer Testing Procedure (irrespective of attainment level in the Transfer Tests), from primary schools beyond the catchment area.

In the event of over-subscription pupils will be admitted in the order of priority above and the following precise criteria will be applied in the implementation of Numbers 3, 4, 5 and 6.

Preference will be given:

- (a) To those who have family relationships with the school; siblings, mother, father or cousins (in that order).
- (b) To those whose home address is closest to the school as measured by public road/footpath.

Newly arriving pupils in the catchment area who have not attended local primary schools will be considered when applications are received depending on the stage at which the procedure has reached.

Children resident in N. Ireland at the time of their proposed admission will be selected before any child not so resident.

Applicants should note that they may be required to produce documents verifying their address.

***CONTRIBUTORY PRIMARY SCHOOLS**

Armoy Controlled Primary School

Ballycastle Integrated Primary School

Dunseverick Controlled Primary School

Bushvalley Controlled Primary School

Knockahollet Controlled Primary School

Straidbilly Controlled Primary School

Where the number of applications falls below the permitted number of places they will be accepted by the Principal without reference to the Board of Governors. Where applications exceed available places the allocation may be referred to the Board of Governors for decisions.

For Transfer to Ballycastle High School from Other Schools (Other than at Normal Initial Intake) Years 8 To 12

A pupil will be considered for entry where:

1. Pupils and parents agree to abide by all rules and conditions of the school.
2. It can be shown that the educational/vocational needs of the pupil seeking admission will be fulfilled by the education provided in the school.
3. Admission of a pupil will not place unreasonable demands on the resources of the school in terms of teacher time, accommodation or supervision.
4. The school's curricular provision matches that in the source school to the degree that a full course in keeping with the statutory requirements can be fulfilled.
5. Admission of the pupil would not result in the school's approved enrolment being exceeded.

Reports and information from previous schools or other relevant agencies must be made available to inform a decision based on the above criteria.

The criteria for transfer may be applied by the Principal on behalf of the Board of Governors.

In the Event of Over-Subscription

Preference will be given to those:

- (1) Who have a sibling or former family relationship with the school.
- (2) To those living in closest proximity to the school.
- (3) Children resident in N. Ireland at the time of their proposed admission will be selected before any child not so resident.

Criteria for Admission to A Level Courses

1. The educational/vocational needs of the pupil seeking entry to post GCSE provision will be the fundamental consideration in the process of assessing suitability to enrol subject to the following:
 - a) a pupil will be considered for enrolment provided the school does not exceed its enrolment number as determined by DENI
 - b) a pupil may be accepted into the school provided this would not prejudice the efficient
 - i. use of the school's resources
 - ii. provision of education in the school
 - c) academic achievement - the applicant should have obtained a minimum of four GCSE's at A* - C and more normally a minimum points score of 36, where grades A, B and C are worth 10, 8 and 6 respectively
 - d) level of industry must demonstrate a potential to benefit from a post GCSE course of study – this will be assessed by reference to monthly test performance, Middle School reports and attendance records.
 - e) approach to schoolwork, peers and staff - this will be assessed by reference to school records
2. A pupil who intends to take a combination of A level and/or other courses will be required to have commensurate levels of attainment that demonstrate their potential to cope successfully with the proposed course.
3. A pupil proposing to transfer from another school would be expected to meet the above criteria.

All applications for admission to the school should be made on NEELB form AP1 and submitted to the school office.

In the Event of Over-Subscription

Preference will be given to those:

- (1) Who have a sibling or former family relationship with the school.
- (2) To those living in closest proximity to the school.
- (3) Children resident in N. Ireland at the time of their proposed admission will be selected before any child not so resident.

School Policies and Procedures

Any changes to policies or procedures during the current school year will be notified to parents in writing. Copies of school policies are available to parents upon written request.

School Rules

An orderly school is a pre-requisite for efficiency in all its activities and is to the mutual benefit of all its users. All pupils will adhere to school rules.

Each member of the school staff is part of the discipline structure in school with his/her own authority, but the ultimate authority is in the hands of the Principal.

All members of the school staff community will be treated with courtesy and respect. Disorderly conduct on the part of pupils coming or going from school by bus or in the streets is the responsibility of parents and may be investigated by the relevant authorities. In any enquiry the school will assist the relevant authorities.

In the interests of our school environment, litter should be placed in the bins provided. Where wilful damage to the school property is involved the school reserves the right to inform the police. For their own safety, pupils are not allowed to go into town or leave school before the regular time without a permanent or temporary pass issued by the Principal.

Permanent passes are given to those who go home for lunch.

Temporary passes will only be issued for a substantial reason (i.e. for something which could not be done outside school hours) and at the written request of a parent or guardian.

Health Education and Drugs

As required by the NEELB, the school has a clearly established policy dealing with Drugs Education and related problems which may arise. This Drugs Policy is one element of the School's Health Education Policy.

By drugs the school means a range of legal and illegal substances such as solvents, cannabis, alcohol, cocaine, cigarettes etc.

We aim to enable our pupils to make healthy informed choices by:

- (a) providing opportunities for pupils to acquire knowledge and understanding about the dangers of drugs
- (b) providing opportunities for pupils to be equipped with the attitudes and skills they need to avoid misuse of drugs
- (c) enabling any pupil who is misusing drugs or who has concerns about the misuse of drugs, to seek help
- (d) providing staff with appropriate information and training to allow them to handle drugs education, related issues and incidents
- (e) supporting staff in the development of schemes of work and programmes which include drugs education
- (f) encouraging partnership between parents and school.

The school subscribes, along with all other secondary schools in the North Antrim area, to the procedures in dealing with drugs related incidents in schools. A copy of which is available from the school.

Mobile Phones

Mobile phones are part of everyday living and the school recognises that many parents and pupils find them extremely useful. Mobile phone usage need not be a problem and the following code formally states the accepted practice in this school. However, they can be misused within a school environment and pupils are expected to comply with the following code for possession of phones in school:

- Mobile phones must be switched off during class time. Teachers have the authority to confiscate phones which are causing a nuisance. These phones can be collected from the school office at the end of the day. Repeated offences, or other inappropriate use of mobile phones, will be dealt with by means of the school discipline procedure.
- Mobile phones must **never** be taken into a room where public examinations are taking place.
- A pupil is never asked to ring home on behalf of the school nurse requesting that a parent collect him/her because of illness. In the event of a pupil becoming ill responsibility for contacting parents rests with the school nurse.
- Mobile phones must never be used to send threatening or unpleasant messages, or take photographs of pupils
- The school cannot accept liability for loss of or damage to pupils' phones.

Reports

These are issued twice a year for each pupil in years 8, 9, 10 and 11. A Christmas report is issued for pupils in years 13 and 14. Parents of year 12 pupils will receive a report following the mock examinations in January. Reports are posted by the school for the attention of parents. At the end of the summer term all pupils' parents, except those taking external examinations, receive a report. These are the main and most important reports on pupils' school life and parents are requested to consider them carefully.

Industry Reports and Test Reports

A constant check is kept on the work of each pupil. Approximately twice a term class teachers assess the efforts of each pupil in their particular subject. Those whose work is deemed to be unsatisfactory will be put on report and parents are informed. The pupil is given a card to be signed in class by the teacher and at home by the parent over a two week period. This is done to try and ensure that all pupils work to the best of their ability. In Years 8 – 10, pupils who do exceptionally well, receive congratulatory letters.

Contact with Parents

Every effort is made to maintain close contact with parents, who should not hesitate to get in touch with the Principal on any matter affecting the welfare, progress or development of their children. It is more convenient if appointments are made by telephone; appointments can be arranged during school hours or at other times.

Consultations can be made with other relevant members of staff through the Principal as and when they are needed.

Meetings with parents are organised on several occasions during the school year. These are usually for the parents of students in individual year groups but from time to time meetings may be on a wider basis.

Other interviews of a personal nature may be held with parents and/or pupils to discuss progress or matters of concern. These can be initiated by either the school or the parent.

Parental Concerns

We wish to maintain the excellent home-school communication that exists at present and if a parent is concerned about any aspect of their child's education or welfare they should contact the school office and an appointment will be arranged.

Prize Distribution

An Annual Prize Distribution is organised specially for parents to come and learn something of the work and activities of the pupils in the school in the previous year. Prizes, certificates and other awards are distributed on that occasion.

Parents' Association

A Parents' Association exists and all parents are encouraged to join. The aims of this Association are to:

- encourage parents to take an active interest in the welfare of the school
- to assist with various projects undertaken by pupils from time to time
- to further social interchange between parents and pupils.

The Association has greatly assisted the school in the provision of prizes and additional resources and facilities which would not otherwise have been available.

Uniform

It is essential that each pupil should wear school uniform. It has many advantages to commend it. Pupils should be proud of their school and its uniform and appear in school daily, neat, tidy and clean. Parents are requested to co-operate in seeing that their children help to sustain the high standards which exist.

A scheme for assistance in the purchase of school uniform, games and physical education clothing is operated by the North-Eastern Education and Library Board. Further details are available directly from the Board or the Principal will advise if required.

The official Sixth Form school tie can be purchased only from the school office.

All school uniform and P.E. uniform will be supplied by:

S & T Moore, 11 Bridge Street, Coleraine

R. H. Gault, Church Street, Ballymoney

Selma's Casual Wear, Ann Street, Ballycastle

O'Neills, Ann Street, Ballycastle will supply PE uniform only

Boys Uniform

Black Blazer with school badge

Black trousers

White shirt

School tie

Grey Jumper

Black socks

Black shoes

Girls Uniform

Black blazer with school badge

Grey knee length skirt with four 6 inch pleats.

Turquoise blouse – reverse collar and short sleeves.

Royal blue V-neck jumper

Plain black tights or grey knee length socks.

Black shoes

Grey school trousers may be worn instead of skirt

Physical Education Kit

Boys

Football boots
Socks - black
School shorts
Boys school PE shirt
Shin guards - essential for Football and Hockey
Gym shoes or trainers with a rubber sole
Towels are essential for showers

Boys and girls tracksuits are available from the school suppliers as an optional piece of PE clothing.

Girls

Black socks
School skirt or school shorts
Girls school PE shirt
Gym shoes or trainers with a rubber sole

OPTIONAL FOR BOYS AND GIRLS

Black school outdoor coat with fleece lining and school badge available from school suppliers.
(To be worn over blazer)

School scarf – turquoise, royal and black stripe available from school suppliers. (No other scarf may be worn)

Hair should not interfere with vision and should be kept tidy. Extreme hair styles or make up are not permitted.

Jewellery should not be worn with the exception of a plain stud in the lower ear lobe.

For practical and safety reasons, jewellery must not be worn.

Voluntary Parental Contribution

All parents will be asked annually to contribute a sum towards the school's extra curricular activities. This sum is a voluntary contribution arising from the school's Charges and Remissions Policy. The Board of Governors has indicated a sum of £5.00 per family for the year 2009/2010 would be appropriate.

Activities arranged during school hours by a third party

There may be occasions when an outside organization arranges an activity to take place during school hours and parents ask the school to grant their children leave of absence to join the activity. The Third Party would be able to levy charges direct on the parents in return for the services provided. The school would not take part in the transaction but staff members may be released to accompany a group of pupils.

Child Protection Policy

We, in Ballycastle High School, have a primary responsibility for the care, welfare and safety of the pupils in our charge.

We aim to provide a caring, supportive and safe environment in which individuals are valued for their unique talents and abilities, so that all our young people can learn and develop to their full potential.

One way in which we seek to protect our pupils is by proactively helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

All our staff and volunteers have been subject to appropriate background checks. The staff of our school has also adopted a Code of Practice for our behaviour towards pupils.

The purpose of the procedures on Child Protection is to protect our pupils by ensuring that everyone who works in our school - teachers, non-teaching staff and volunteers - has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our school.

Identifying signs of possible abuse

Because of their day-to-day contact with individual children, school staff - especially teachers, but also non-teaching staff, are particularly well placed to observe outward symptoms of abnormality or change in appearance, behaviour, learning pattern or development. Such symptoms may be due to a variety of other causes, including bereavement, domestic violence or other changes in family circumstances, or drug, alcohol or solvent misuse. Sometimes however they may be due to child abuse. Symptoms may give rise for concern but are not in themselves proof that abuse has occurred.

Bullying

Bullying is a highly distressing and damaging form of abuse and will not be tolerated. Members of staff, both teaching and ancillary, are conscious of the potential for bullying and will take immediate steps to prevent or stop it happening. Parents of a pupil who suffers bullying, or whose child exhibits bullying behaviour, will be personally contacted immediately such behaviour has been investigated and identified.

Any complaint by a parent that their child is, or may be, being bullied will be fully investigated, if necessary, by the designated teacher for child protection, and team action will be taken.

The sanctions taken against a pupil who exhibits this type of anti-social behaviour will depend on the individual case, but will include the loss of any privileges or position of responsibility he/she holds in the school. His/her ongoing behaviour will be carefully monitored until the staff is satisfied that a normal pattern of social interaction has been established.

School procedures in suspected cases of child abuse

The procedure when the school has concerns, or has been given information, about possible abuse by anyone other than a member of the school's staff-

Beyond initial clarification it is not the responsibility of teachers to carry out investigations into cases of suspected abuse, or to make extensive enquiries of members of the child's family.

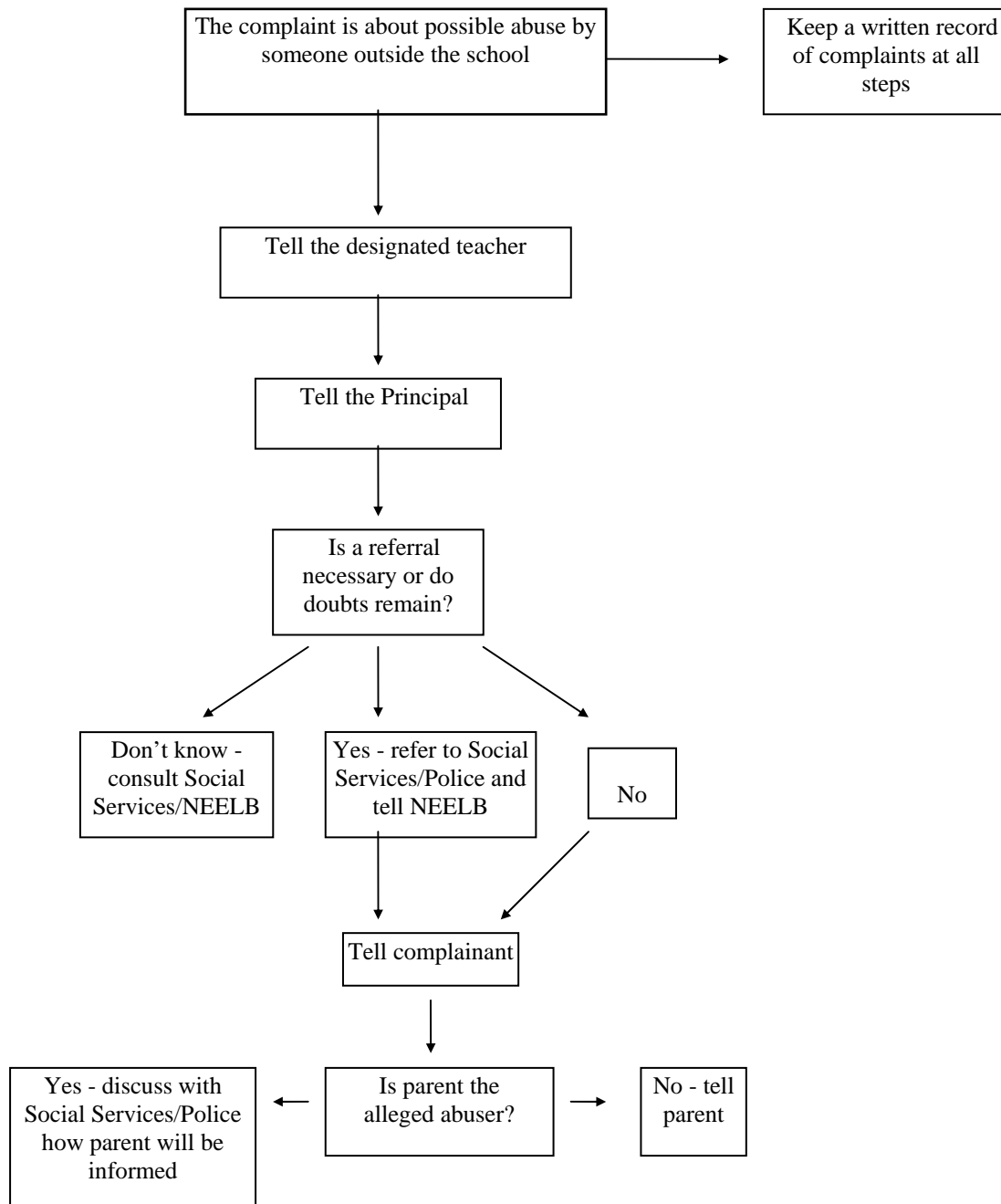
When a complaint has been made or signs of possible abuse noticed-

1. The person receiving the complaint should clarify and make a note of this information and must then inform the designated teacher;
2. The designated teacher must notify the Principal and together they will decide, taking advice as necessary, if the information is such that the matter should be referred immediately to the Social Services or Police;

- The person who made the complaint or noticed signs of possible abuse will be advised as soon as possible by the Principal or designated teacher whether or not the complaint has been referred to an investigating agency.

Figure 1

Procedure where the school has concerns, or has been given information, about possible abuse by someone other than a member of the school staff.



Procedures to be followed when a complaint is made about possible abuse by a member of the school staff

Beyond initial clarification it is not the responsibility of teachers to carry out investigations into cases of suspected abuse.

When a complaint has been made-

1. The person receiving the complaint must immediately inform the Principal;
2. The Principal will seek discreet preliminary information from the person making the complaint;
3. Having satisfied himself that a complaint has indeed been made the Principal
 - will inform the designated teacher who will initiate the record of the complaint
 - decide after consultation with the appropriate NEELB officer as to whether or not there is sufficient substance in the allegation to warrant further action and;
 - consult the Chairperson of the Board of Governors.

In the light of advice taken the Principal, in consultation with the Chairperson of the Board of Governors, will decide that either;

- a) the allegation is apparently without substance and no further action is necessary;

or

- b) an immediate referral to the Social Services or the Police is warranted;

or

- c) the allegation concerns inappropriate behaviour which needs to be considered under the disciplinary procedures.

Role of the Designated Teacher

Designated Teacher: Mrs. I. E. Kerr

Deputy Designated Teacher: Mr. I. Williamson

In all cases of suspected abuse members of staff should report the information to the designated teacher.

Procedure to be followed by the designated teacher in the event of suspected abuse:

- the designated teacher should immediately inform the Principal and where appropriate refer these cases to or consult with Social Services.
- any allegation by a child that he/she is suffering or has suffered abuse should immediately start the reporting procedures.
- where the designated teacher is suspected of abuse, the Principal should be informed immediately and the normal reporting procedures should be put in place.
- where the Principal is suspected of abuse, the designated teacher should report the matter to Social Services, the Police and the chairperson of the Board of Governors.

Charges and Remissions Policy

This policy came into operation on 1st April, 1992. The Board of Governors are required to determine and keep under review a Charges and Remissions Policy in respect of the charges it proposes to make for any Optional Extra or Board and Lodging. (Article 131 Paragraph (1) Education Reform (N.I.) Order 1989.

An optional extra is an activity or provision organised or arranged by a Board or the school in which pupils participate voluntarily on the basis of parents willingness and ability to meet the associated costs. An optional extra is with two exceptions (Public Examinations and Music Tuition) all education or transport which is provided by the Board of Governors wholly or mainly outside school hours and which is not specifically required to meet the Board of Governors statutory duty to deliver any component of the Northern Ireland Curriculum or an approved public examination. There is no obligation on school authorities to provide optional extras.

Where the Board of Governors has decided to provide an optional extra the charge on the parents of participating pupils will be based on the full per capita cost. The Board of Governors may decide to subsidise part of the cost of the activity out of school funds.

Optional Extras

1. Tuition in the playing of a Music Instrument

This will normally be provided through the N.E.E.L.B. Music Service and will be subsidised within the financial resources available. If provided by any other service or outside school hours charges will be made which will include a proportion of the cost of the teacher giving the tuition. These charges will not be remitted.

2. Educational Activities

Charges will be made in respect of all activities which take place wholly or more than 50% outside school hours when the child's participation has been agreed in advance by the parent.

The charge will include the cost of travel, entrance fees, materials, books and equipment and, where appropriate, board and lodgings, tuition fees and insurance cover. There will be **no** remission of these charges.

3. Transport

A charge will be made when a pupil makes use of transport, other than transport provided by the Education and Library Board to attend an activity. This charge will be based on the full economic cost.

There will be **no** remission of this charge.

Public Examination Entries

There will be no charge for entering any approved public examination if the school has prepared the pupil for that examination. Charges will be made in respect of a pupil's entry for any examination for which he or she has not been prepared by the school or for the resit of a GCSE/GCE 'A' level module examination. There will be no remission of these charges.

(The School will pass on to parents any charge which may arise as the result of a parent's request to have a pupil's examination result scrutinized. There will be no remission of this charge).

Practical Subjects

Charges will be made for ingredients and materials needed for courses in practical subjects provided by the school where parents indicate, in advance and in writing, a wish to receive the finished product - as an alternative the parents may provide the ingredients and/or materials. There will be **no** remission of charges.

Board and Lodging

Where a school activity involves pupils spending a night or nights away from home, a charge for board and lodgings will be made. Where such a residential trip is considered an "Optional Extra", this charge will **not** be remitted.

Where a residential trip is inside school hours or is outside school hours but must be provided free under Article 128 Paragraphs 2 & 4, parents in receipt of Income Support or Family Credit are entitled to have these charges remitted when they declare and give evidence of their circumstances. Such parents may make a voluntary contribution towards the cost of the residential trip.

General

- (a) This policy will operate for the financial year April 2009 to March 2010 and will be subject to monitoring and review.
- (b) This charging and remissions policy only relates to charges which may be made by the school or N.E.E.L.B. and does not relate to any educational activity where charges are levied by a third party.
- (c) No charge made in respect of individual pupils will exceed the actual cost of providing the optional extra to that pupil. Charges will not include an element of subsidy.
- (d) The school reserves the right to cancel any activity arranged under the terms of this "Charges and Remissions Policy".
- (e) The Reform Order permits the school to ask all pupils to make a voluntary contribution to defray the costs of any educational activity.

APPENDIX

Examination Results

Ballycastle High School has always published its full examination results at the Annual Prize Distribution. The Department of Education no longer publishes the Performance Indicator booklet but directed schools to include external examination performance statistics in their publications to parents.

There were 48 pupils in year twelve in the school year 2007/08. As a non-selective post-sixteen School, Ballycastle High School has pupils from the full academic spectrum. Some pupils will have taken the transfer tests and obtained higher grades, others will have obtained lesser grades. Many pupils will not have taken the transfer tests at all; some pupils have special education needs. The school policy is to offer every pupil the opportunity to take a full range of external examinations, irrespective of ability. In the current year there was a 100% entry in G.C.S.E. Some pupils took non-G.C.S.E. examinations.

50% of pupils obtained five or more grades A* - C

40% of pupils obtained between one and four grades A* - C

90% of pupils obtained more than five A* - G

98% of pupils gained between one and four passes A* - G

It is remarkable in an all ability school that 98% of pupils obtained between one and four G.C.S.E. grades in the range A* to G.

At Advanced Level 100% of our students qualified for courses in Higher Education.

Overall, the results from this school are testimony to the diligence of our pupils, the professionalism of our teachers and the support and encouragement of our parents.

- The following tables present the attainment of our pupils in 2007/8 public examinations at:
 - A Level
 - GCSE
 - Key Stage 3

Year 13 and Year 14 Pupils

Number of Pupils in Years 13 and 14 on 31st October 2007 60
Number of these with a statement of special educational needs 0

AS Level

Number of Pupils taking AS GCE examinations	% of those Pupils Achieving 1 or More at Grades A - E
29	97

A Level

Number of Pupils taking A Level GCE examinations	% of those Pupils Achieving		
	3 or More Passes at Grades A-C	2 or More Passes at Grades A-E	1 or More Passes at Grades A-E
31	41	100	100

Year 13 and Year 14 AS and A Level Results by Subject

AS Level

Subject	Number of Pupils Entered	% Achieving Grades:						
		A	B	C	D	E	U	X
Art	7	0.0	14.3	14.3	14.3	14.3	42.9	-
Biology	6	0.0	0.0	33.3	16.7	50.0	0.0	-
Business Studies	3	33.3	0.0	33.3	33.3	0.0	0.0	-
Chemistry	4	25.0	0.0	25.0	50.0	0.0	0.0	-
English Literature	13	7.7	7.7	30.8	15.4	7.7	0.0	-
French	1	0.0	0.0	100.0	0.0	0.0	0.0	-
Geography	4	0.0	0.0	0.0	75.0	25.0	0.0	-
Health & Soc Care	6	8.3	50.0	41.7	0.0	0.0	0.0	-
History	12	0.0	16.7	25.0	33.3	16.7	8.3	-
ICT	13	0.0	0.0	15.4	15.4	30.8	38.5	-
Leisure & Tourism	2	50.0	0.0	0.0	50.0	0.0	0.0	-
Mathematics	2	50.0	0.0	0.0	50.0	0.0	0.0	-
Music	1	0.0	100.0	0.0	0.0	0.0	0.0	-
Physics	4	0.0	50.0	0.0	0.0	50.0	0.0	-
Religious Studies	2	50.0	50.0	0.0	0.0	0.0	0.0	-
Science	9	0.0	55.6	33.3	11.1	0.0	0.0	-
Sports/PE Studies	4	0.0	25.0	50.0	25.0	0.0	0.0	-

A Level

Subject	Number of Pupils Entered	% Achieving Grades						
		A	B	C	D	E	U	X
Art & Design	4	0.0	25.0	0.0	0.0	50.0	25.0	-
Biology	9	33.3	22.2	33.3	11.1	0.0	0.0	-
Business Studies	5	20.0	40.0	0.0	40.0	0.0	0.0	-
Chemistry	4	0.0	75.0	0.0	25.0	0.0	0.0	-
English Literature	9	11.1	11.1	77.8	0.0	0.0	0.0	-
French	1	0.0	0.0	100.0	0.0	0.0	0.0	-
Geography	9	33.3	22.2	22.2	22.2	0.0	0.0	-
Health & Soc Care	2	50.0	50.0	0.0	0.0	0.0	0.0	-
History	13	15.4	7.7	38.5	23.1	15.4	0.0	-
ICT	10	0.0	10.0	10.0	10.0	30.0	30.0	-
Mathematics	5	20.0	20.0	40.0	20.0	0.0	0.0	-
Physics	2	0.0	0.0	50.0	0.0	0.0	50.0	-
Religious Studies	4	25.0	50.0	25.0	0.0	0.0	0.0	-
Science	7	0.0	0.0	42.9	14.3	42.9	0.0	-
Sports & PE Sts	3	33.3	0.0	33.3	33.3	0.0	0.0	-

Year 13 and Year 14

Other Examinations

Number of Pupils in Final Year of Course	% Achieving Passes in 1 or More Subjects
9	89

Name of Awarding Body	Qualification (inc Stage etc.)	Number in Final Year of Course	% Achieving Qualification
CCEA	GCSE Mathematics	6	83
CCEA	GCSE English	3	100

Year 12 Pupils

Number of pupils in Year 12 on 31st October 2007 48
 Number of these with a statement of special educational needs 0

Overall Results in GCSE

Year	% Entered for 5 or more GCSEs	% Entered for 1-4 GCSEs	% Achieving 5 or more Grades A*-C	N. Ireland Average
2008	100	0	51	45
2007	100	0	49	40
2006	100	0	44	40
2005	100	0	42	40

G.C.S.E. Results by Subject

Subject	Number of Pupils Entered	% Achieving Grades:									
		A*	A	B	C	D	E	F	G	U	X
Art and Design	17	11.8	5.9	0.0	29.4	11.8	0.0	17.6	23.5	0.0	0.0
Business Studies	24	0.0	8.3	8.3	12.5	16.7	8.3	0.0	16.7	20.8	8.3
Construction	18	0.0	16.7	16.7	11.1	22.2	5.6	11.1	11.1	5.6	0.0
Technology and Design	18	0.0	0.0	33.3	38.9	11.1	5.6	11.1	0.0	0.0	0.0
English	46	0.0	2.2	17.4	23.9	10.9	19.6	15.2	4.3	6.5	0.0
English Literature	24	0.0	12.5	20.8	41.7	12.5	4.2	8.3	0.0	0.0	0.0
French	24	0.0	8.3	29.2	4.2	16.7	29.2	0.0	8.3	0.0	4.2
Geography	14	0.0	28.6	14.3	0.0	0.0	14.3	14.3	0.0	28.6	0.0
History	15	6.7	26.7	20.0	26.7	6.7	0.0	0.0	0.0	13.3	0.0
Home Economics	10	0.0	0.0	10.0	30.0	10.0	0.0	0.0	20.0	30.0	0.0
Mathematics	47	0.0	8.5	10.6	23.4	21.3	10.6	12.8	6.4	4.3	2.1
Music	8	0.0	0.0	0.0	25.0	25.0	12.5	25.0	0.0	12.5	0.0
Office Technology	12	0.0	8.3	8.3	16.7	25.0	8.3	25.0	8.3	0.0	0.0
Personal & Social Educ	47	0.0	10.6	25.5	42.6	12.8	4.3	2.1	2.1	0.0	0.0
Religious Studies	46	0.0	2.2	6.5	13.0	10.9	0.0	0.0	8.7	47.8	10.9
Science Double Award (1 st Subject)	19	15.8	15.8	21.1	26.3	21.1	0.0	0.0	0.0	0.0	0.0
Science Double Award (2 nd Subject)	13	0.0	0.0	23.1	46.2	0.0	7.7	15.4	7.7	0.0	0.0
Science Single Award	14	0.0	0.0	7.1	28.6	35.7	21.4	0.0	7.1	0.0	0.0

U: Pass grade not achieved

X: examination not attempted

Year 12 Pupils

Other Qualifications

% of Year 12 Pupils Entered	% Achieving Success
25	100

Name of Awarding Body	Qualification (inc Stage etc.)	Number in Final Year of Course	% Achieving Qualification
CCEA	Occupational Studies	12	100

% of Year 12 Pupils Achieving No GCSE Passes or Other Qualification
0

Year 10 Pupils

Number of pupils in Year 10 on 31st October 2007 60
Number of these with a statement of special educational needs 2

KEY STAGE 3 RESULTS - LEVEL 5 AND ABOVE

	Ballycastle High School			N. Ireland Summary		
	English	Maths	Science	English	Maths	Science
External Tests	83.4	66.1	72.9	49.1	48.2	39.0
Teacher Assessment	65.9	58.3	50.9	77.8	73.0	47.5

KEY STAGE 3 RESULTS - LEVEL 6 AND ABOVE

	Ballycastle High School			N. Ireland Summary		
	English	Maths	Science	English	Maths	Science
External Tests	41.0	13.6	35.6	17.2	16.6	15.3
Teacher Assessment	27.9	25.6	21.8	51.3	50.2	28.2

SCHOOL LEAVERS' DESTINATIONS 2007/08 (FROM YEARS 12, 13 AND 14)

Number of Leavers 2007/08	Destinations- % of Leavers to					
	Higher Education	Further Education	Another School	Jobskills	Employment	Other/Unknown
65	40	17	2	29	12	0

ANNUAL ATTENDANCE RATE(ALL PUPILS)

Total days attended by all pupils on roll as % of total possible days of attendance - **90%**

INFORMATION ABOUT APPLICATIONS AND ADMISSIONS

SECONDARY (NON-GRAMMAR) SCHOOLS

Year of Admission	Number of Applications	Number of Admissions
2006/2007	55	55
2007/2008	63	63
2008/2009	62	62

