

## A. ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 (FORM 1) IN SEPTEMBER 2017

### General

- 1.1 The Board of Governors delegates the selection of pupils for admission to the School Admissions Committee, consisting of at least three members of the Board of Governors, the Principal (or his appointed Deputy) and one other member of the School's Senior Leadership Team.
- 1.2 **The Board of Governors of the School will not use as a criterion the position of preference given to the School on the Transfer Form, i.e. a child who has chosen Larne Grammar School in any position on the Transfer Form will be considered equally with those who have put the School first.**
- 1.3 It is the responsibility of parents/guardians to make sure that all relevant information is made available to the School either on or attached to the Transfer Form. **When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the Transfer Form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Form or attached to it.** Parents should note that the information contained within an application that qualifies the child for admission will require verification. The provision of false or incorrect information or the failure to provide information within the deadlines as set by the School can result in the withdrawal of a place.
- 1.4 Where applicable, 'sibling' is defined as another child of the family [Article 2(2) of the Domestic Proceedings (NI) Order 1980], to include: adopted/fostered children, half-brothers and sisters and orphaned cousins being brought up with a family.
- 1.5 In relation to Eldest Child, twins (or other multiples) will be treated as joint eldest.

### 2 If the School is over-subscribed, the following criteria for entry will apply, in the order stated:

- 2.1 The Board of Governors will consider children who are resident in Northern Ireland at the time of their proposed admission to the School before those who are not.
- 2.2 The Board of Governors will then consider children who have taken the Common Entrance Assessment ("CEA") administered by the Association for Quality Education ("AQE"). The Board of Governors will use the 'score' as awarded by AQE to a pupil in the CEA, subject only to the consideration of parent/guardian(s) claiming 'Special Circumstances' and/or 'Special Provisions' as defined below. **Places will be allocated in strict rank order of the scores, starting with the highest score and working in descending rank order, up to the Admissions Number (110). The score in the AQE CEA should be entered, along with the AQE Candidate Number, in Section C of the Transfer Form in the following format: 'AQE CEA score', followed by the score with the AQE Candidate Number in brackets. It is the responsibility of parents/guardians to make sure that the original notification received from AQE indicating their child's AQE CEA score is attached to the Transfer Form.**
- 2.3 If more than one child is eligible for the last remaining place(s) because they have equal scores, then the final place(s) will be allocated using the following criteria, in the order stated:
  - (i) children who have a sibling currently enrolled or accepted for admission in the School [state name(s) and Tutor Group(s)]
  - (ii) children who are the eldest child in the family to transfer to a Post-Primary School.
  - (iii) applicants will be ranked for acceptance on the basis of a computer-based process which will make use of the names of applicants as shown on their Transfer Forms.

The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the Transfer Form as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as written on the Transfer Form), and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the program, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available. Further details may be obtained from the Principal.

3. **If there are still places available after consideration of all the children who have taken the AQE CEA and been awarded a score by AQE, or awarded a score as a result of Special Circumstances and/or Special Provisions, the School Admissions Committee will consider for admission any children who have not taken the AQE CEA. These children will be allocated to the remaining places up to the School's Admission Number using the criteria outlined above in 2.3 in the order set out.**

### Special Circumstances and Special Provisions – General Information

The purpose of a claim for Special Circumstances and/or Special Provisions is so that a child can be assigned a score equivalent to that which he or she would have obtained in the AQE CEA under normal conditions. Consideration of a claim for Special Circumstances and/or Special Provisions consists of two parts: the first requires the consideration of whether there is sufficient material to permit a child to be considered as having special circumstances or attracting special provisions, or both; if a child is permitted to be considered as having special circumstances or as attracting special provisions or both, the second part of the consideration requires an educational judgement to be made on the

totality of the material presented to the School so that a mark equivalent to that which the child would have obtained in the AQE CEA under normal conditions can be awarded.

It is for parents/guardians to present all such material as they consider will assist the School in performing both parts of the consideration described above. All such material should be attached to the Transfer Form. It should be noted by parents/guardians that both parts of the consideration referred to involve an exercise in judgement and not precise calculation.

### **Educational Evidence to be provided in support of a claim for Special Circumstances and/or Special Provisions**

In reaching the education judgement needed to award the mark that the child would have obtained in the AQE CEA under normal circumstances, the School Admissions Committee will consider any material presented (and attached to the Transfer Form) by the parents/guardians. This material may include any or all of the following:

- i) The score awarded by AQE in the CEA;
- ii) The results for the child of any standardised tests conducted in Year 5, Year 6 and Year 7 and the results in any end of year tests in English and Mathematics in Years 5 and 6;
- iii) Comparative information from the Primary School, including the results, without names, for other children in the child's Year 7 class of any standardised tests conducted in Year 5, Year 6 and Year 7 and the results in any end of year tests in English and Mathematics in Years 5 and 6 and where available the respective CEA scores;
- iv) Any other relevant material.

### **SPECIAL CIRCUMSTANCES**

The School has academic performance as its main criterion, subject only to the consideration of medical or other problems which may have affected performance in the AQE CEA and which are supported by documentary evidence of a medical or other appropriate nature. Such 'medical or other problems' are commonly referred to as 'Special Circumstances'.

Please note: If a claim for the consideration of Special Circumstances is made in respect of matters for which Special Access arrangements were granted for a child, the School Admissions Committee will take into account the fact that the child was granted Special Access arrangements for those matters.

Parents/Guardians who wish to apply to the School under Special Circumstances should complete Form SC16, obtainable from the School, stating the precise reason why they believe the child should be considered for Special Circumstances and attach it with appropriate evidence, to the Transfer Form.

#### ***Details of Medical or other problems***

Where it is claimed that a child's performance in the AQE CEA has been affected by a medical or other problem, it is the responsibility of the parents/guardians to set out in Form SC16 the precise details of the problem and append evidence to corroborate its existence.

Where the problem is a medical one of short term duration which affected the child only at the time of the AQE CEA, parents/guardians should be aware that the School Admissions Committee will attach greater weight to evidence indicating that the child was examined by a medical practitioner in relation to the illness at the time of the assessments.

Where the problem is of a non-medical nature, the parents/guardians should set out in the Form SC16 precise details of the problem and append any appropriate evidence.

The School Admissions Committee will consider the application for Special Circumstances. Where this is granted, the School Admissions Committee will determine, on the basis of the information available, an appropriate AQE CEA score for the child. Such children will then be considered with all the other children who have received an AQE CEA score and the admissions criteria applied.

### **SPECIAL PROVISIONS**

Special Provisions will apply for:

- a) children whose parents/guardians wish them to transfer from schools outside Northern Ireland;
- b) children who have received more than half their primary education outside Northern Ireland;
- c) children entered for the AQE CEA, who because of unforeseen and **serious** medical or other problems which are supported by appropriate independent documentary evidence, were unable to participate in any of the assessments.

**Note: It is expected that all those seeking admission should sit the AQE CEA, with the exception of children who took up residence in Northern Ireland after 9 September 2016.**

Parents/Guardians who wish to apply to the School under Special Provisions should complete Form SC16, obtainable from the School, stating the precise reason why they believe the child is eligible for consideration under Special

Provisions and attach it with appropriate evidence to the Transfer Form. Parents/Guardians who are applying for Special Provisions under category a) must do so by 3 May 2017.

The School Admissions Committee will consider the application for Special Provisions. Where this is granted, the School Admissions Committee will determine, on the basis of the information available, an appropriate AQE CEA score for the child. Such children will then be considered with all other children who have received an AQE CEA score and the admissions criteria applied.

#### **DUTY TO VERIFY**

**Parents/Guardians should note that the information contained within an application that qualifies the child for admission will be verified.**

**The Board of Governors, therefore, reserves the right to require such supplementary evidence as it may determine to support or verify information on any Transfer Form.**

**This information will be requested from successful children shortly after they have been notified of their allocation of a place at the School.**

**Parents should also note the provision of false information or incorrect information or the failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of the school to offer a place.**

#### **B. ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 (FORM 1) FOLLOWING COMPLETION OF THE TRANSFER PROCEDURE**

The school's policy on the consideration of applications after the Transfer Procedure concludes towards the end of May 2017 is available directly from the school or can be accessed on the school website at [www.larnegrammar.org.uk](http://www.larnegrammar.org.uk).

Should a vacancy arise after the completion of the Transfer Procedure at the end of May 2016 all applications for admission to Year 8 that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June of the year following application.

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

The names of all applicants will be automatically added to the list. Parents/guardians should contact the School if they wish for their child's name to be removed from the list.

If the application is made by a child who arrived in Northern Ireland after the transfer process has been concluded and the School Admissions Committee determines that the child is suitable to be admitted, the School will then seek Department of Education approval to admit the child as an additional place. If such approval is given, the child will be admitted.

#### **Applications and Admissions**

<b>Year</b>	<b>Admissions No</b>	<b>Total Applications All Preferences</b>	<b>Total Admission</b>
<b>2014/15</b>	<b>110</b>	<b>135</b>	<b>110</b>
<b>2015/16</b>	<b>110</b>	<b>125</b>	<b>110</b>
<b>2016/17</b>	<b>110</b>	<b>156</b>	<b>110</b>

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