

**BALLYCLARE HIGH SCHOOL**

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**Principal:** Dr M Rainey, BSc (Hons) PhD PGCE PQH (NI)

**Chairman of the Board of Governors:** Dr R McMillen, MPhil, MB, FRCOG

**Controlled Grammar School**

**(Non-denominational)**

**Age Range of pupils:** 11-18

**Admissions Number:** 186

**Enrolment Number:** 1210

**Open Night**

**The School will be open to parents and prospective new pupils on Monday 7<sup>th</sup> January 2019.**

**The Principal will speak at 6.30 p.m. and 8.00 p.m.**

**Parents are advised to record the Age Standardised Score awarded by AQE in the Common Entrance Assessments (CEA), together with the AQE Candidate Number, in Section C of the Transfer Form and attach the statement of result.**

- Parents should note that they will be required to produce documents verifying information pertinent to the School's Admissions Criteria after they have been notified of the offer of a place at the school.
- Parents/Carers who wish to apply to the School under Special Circumstances or Special Provisions should complete Form SC18 obtainable from the School or from AQE and attach it with appropriate documentation described in section 3.

**1 ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8**

**Respective functions of the Board of Governors and Principal in relation to Admissions to the school:**

In the event of the School being oversubscribed the Board of Governors has approved the criteria for admission described below and the task of applying these criteria, in order, has been delegated to the Principal by the Board of Governors. A sub-committee of the Board of Governors will consider Special Circumstances and Special Provisions. Decision-making powers have been delegated to this sub-committee by the Board of Governors.

Applications for those pupils who have sat the Common Entrance Assessment, administered by the Association for Quality Education, will be considered irrespective of the order of preference of schools they have expressed. The first criterion for selection for a place in Year 8 at Ballyclare High School will be the pupil's performance in the Association for Quality Education (AQE) Common Entrance Assessments (CEA). Consideration will also be given to those pupils claiming Special Circumstances and Special Provisions as defined below.

All children resident in Northern Ireland at the time of their proposed admission to the School will be selected for admission before any child not so resident.

Parents are advised to record the Age Standardised Score awarded by AQE in the CEA, together with the AQE Candidate Number, in Section C of the Transfer Form and attach the statement of result. Parents should note that they may be required to produce documents verifying information pertinent to the School's Admissions Criteria, after they have been notified of the offer of a place at the School.

1.1 Children who have taken the AQE CEA and been awarded a score by AQE (or had a score awarded as a result of Special Circumstances or Special Provisions) will be considered before other children.

1.2 The first 177 places from a total admissions number of 186 (i.e. 95% of the admissions number) will be allocated to pupils on the basis of the rank order of their scores in the AQE Common Entrance Assessments. Pupils achieving higher scores will be allocated places before those attaining lower scores. Where a number of pupils seeking the 177th place have attained the same score then all such pupils will be admitted up to the School's admissions number using the tie-breaker criteria listed in paragraph 1.6 below.

1.3 Following the allocation of the places as described in criterion 1.2 above, a pool of pupils will again be identified by rank order of their AQE CEA scores. No pupils will be admitted to this second pool with a score of less than 94. Again, those attaining higher scores will be allocated to the pool before those attaining lower scores. This pool will be drawn from pupils who have not yet been selected, but who are placed in rank order up to the 195th place (105% of the admissions number). If several pupils are eligible for the 195th place in this pool, having attained the same score, then all such pupils will be allocated to the pool. Children from this pool will be allocated places up to the School's admissions number of 186 by the application of the School's tie-breaker criteria listed in paragraph 1.6 below.

1.4 If, following the application of criteria 1.2 and 1.3 above, all available places have not been filled the remaining places will be allocated to pupils on the basis of the rank order of their scores in the AQE Common Entrance Assessments. Where a number of pupils seeking the 186th place have attained the same score then all such pupils will be admitted up to the School's admissions number using the tie-breaker criteria listed in paragraph 1.6 below.

1.5 If, following the application of criteria 1.2, 1.3 and 1.4 above all available places have not been filled the School will then consider for admission any pupils who have not taken the Common Entrance Assessment. The tie-breaker criteria listed in paragraph 1.6 below will be used to determine the allocation of the remaining places.

### 1.6 Tie breaker criteria

- I. Children who have a sibling<sup>#</sup> enrolled in the School or been accepted for enrolment in 2019;
- II. Children who are the oldest child or the only child of the family\*;
- III. The next child in the rank order of the AQE score.
- IV. Where more than one child attained the same score then the oldest child will be accepted. In the unlikely event of two or more children having the same birthday, rank order will be determined on the basis outlined below:

(a) Children will be selected for admission on the basis of the initial letter of the surname as it appears on the birth certificate in the order used in the BT Telephone Directory for domestic users, 'BT order'.

(b) Where surnames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission using BT order.

(c) Where children have the same surname, the initial letter of the first forename, as it appears on the birth certificate, will be used for admission.

(d) Where the first forenames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission using BT order.

(e) Where no priority can be established by means of this direct alphabetical comparison (e.g. 'Alan' 'Alanna') the child with the shorter first forename will be prioritised for admission.

(f) Where children have the same first forename the child without any subsequent forename will be prioritised for admission.

(g) Where the application of (a) to (f) has not permitted priority to be established then (c) and (d) will be repeated with the substitution of 'second forename' for 'first forename'.

# Sibling being defined to include, for example, half brothers and sisters and children who are adopted or fostered.

\* Twins and other multiples who are eldest in the family are treated as joint eldest children.

## 2. Special Circumstances/Special Provisions

Where there are medical or other problems, which may have affected the child's performance in the AQE Common Entrance Assessments and which are supported by documentary evidence, then this evidence will be given consideration by a sub-committee of the Board of Governors. These problems are referred to as Special Circumstances.

However, where a child has already received special consideration through Special Access Arrangements from AQE for a medical or other problem the sub-committee of the Board of Governors will take into account the fact that

the applicant was granted Special Access Arrangements for those matters.

If a claim for the consideration of Special Circumstances is made in respect of a child's score in one assessment, the sub-committee of the Board of Governors will take into account where the child took all three assessments and that the child's score is based on the best two results.

The purpose of a claim for Special Circumstances and/or Special Provision is so that a child can be assigned a score equivalent to that which he or she would have obtained in the AQE Common Entrance Assessments under normal conditions. Consideration of a claim for Special Circumstances and/or Special Provision 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 provision, or both. If a child is permitted to be considered as having special circumstances or as attracting special provision 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 score equivalent to that which the child would have obtained in the AQE Common Entrance Assessments under normal conditions can be awarded.

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

**Parents/Carers who wish to apply to the School under Special Circumstances should complete Form SC18 obtainable from the School or from AQE and attach it with appropriate documentary evidence to the Transfer Form.**

### 2 i Details of medical or other evidence

Where it is claimed that a pupil's performance in the AQE Common Entrance Assessments has been affected by a medical or other problem it is the responsibility of the parents/carers to set out in the Form SC18 precise details of the problem and append evidence to corroborate the existence of the problem.

Where the problem is a medical one of short term duration which affected the pupil only at the time of the AQE Common Entrance Assessments the School will require evidence 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/carers should append appropriate independent evidence. It should be noted that independent evidence will carry greater weight.

### 2 ii Educational Evidence

- a) The score achieved in the Common Entrance Assessment.
- b) Objective documentary evidence should be provided by the parents/carers. This should include, where they exist, 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.
- c) It would be useful for the School to have additional comparative information from the Primary School. This should include the results for other (unnamed) pupils in the applicant'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.
- d) Any other relevant material. A sub-committee of the Board of Governors will consider the application for Special Circumstances. Where this is accepted, the sub-committee will determine a score for the child on the basis of the evidence available. Such children will then be considered, with all other applicants who have received an AQE CEA score, and the admissions criteria will be applied.

### 2 iii Special Provisions

Special provisions will apply for:

- a) children whose parents 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 Common Entrance Assessments, 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 Common Entrance Assessments, with the exception of those children who take up residence in Northern Ireland after the 16<sup>th</sup> September 2018.

This should be attached to the Transfer Form with appropriate evidence. A sub-committee of the Board of Governors will consider the application for Special Provisions. Where this is accepted, the following procedure will apply:

- a) A sub-committee of the Board of Governors will also consider any accredited assessments, and any assessment information supplied by the child's Primary School (see 2ii above);
- b) A sub-committee of the Board of Governors will determine a score for the applicant. Such children will then be considered, along with all other children who have received an AQE CEA score and the admissions criteria will be applied.

**Parents/carers who wish to apply to the School under Special Provisions should complete Form SC18 obtainable from the School or AQE stating the precise reason why they believe the applicant is eligible for consideration under Special Provisions.**

### **3. Admission to Year 8 (First Year) after 1st September 2019**

Should a place become available between 18<sup>th</sup> May 2019 and 31<sup>st</sup> August 2019 then all applicants will be considered including those who applied after 18<sup>th</sup> May and the applicant with the highest AQE score will be selected. Applicants with the same AQE score will be selected using the tie-breaker criteria in section 1.6. Those applicants who did not sit the AQE test will be considered only if a place remains after applicants with an AQE score have been considered.

Parents/carers who wish to have their child considered for admission in the event of a place becoming available after 1<sup>st</sup> September 2019 should refer to the policy for Admissions Outside the Transfer Procedure.

Should the Board of Governors, or a sub-committee, determine that a child, who has arrived in Northern Ireland after the Common Entrance Assessment has concluded, is suitable for a place and the School's admissions number has been reached then an additional place will be requested from the Department of Education.

### **4. It is the responsibility of the parents/carers to provide all the information relevant to the application of these criteria.**

The Board of Governors reserves the right to reject an application for a place in Year 8 at the School if it becomes aware of:

- (a) any material irregularity in the application made by the applicant to the Association for Quality Education Limited in connection with the prescribed test or
- (b) any falsification of any documents submitted to the Association for Quality Education Limited in connection with the prescribed test or
- (c) any material breach of the conditions on the part of the applicant or his parents or guardians relating to the prescribed test.

### **5. VERIFICATION OF INFORMATION PROVIDED BY APPLICANTS**

Applicants should note that the information contained within an application that qualifies the applicant for admission may 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 Application Form/Transfer Form. This information will be requested from successful applicants on or shortly after 31<sup>st</sup> May 2019 when they have been notified of their allocation of a place at Ballyclare High School.

Applicants 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.

**Number of Applications and Admissions**

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2016/17	186	219	186
2017/18	186	186	186
2018/19	186	222	186

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

#### ADMISSION OUTSIDE OF THE TRANSFER PROCEDURE

In the event of the School being oversubscribed the criteria listed below will be used to select those pupils for whom places may be offered.

Applications should be made in writing using an AP1(R) form. Those who have applied previously will have their application held open until 1st May of the year of their application, at which time it will be deemed to have lapsed.

All those seeking admission will be required to provide academic reports from their present School.

Preference will be given to applicants when places are available in the year group to which they are applying. Normally the maximum number of places available is 186 in each of Years 9 to 12. In some cases the number of places is higher because of successful appeals in Year 8 or because of statemented children in the year group. The task of applying these criteria is delegated to the Principal:

1. Reports from the previous school must satisfy the Principal that attendance (above 90%) behaviour and punctuality are all satisfactory unless documented medical or other evidence provides an acceptable explanation.
2. Children who have applied before 1st June will be considered before other children.
3. Children will be ranked according to their present School report on the basis of 20 marks for attainment, 10 for effort, 10 for disciplinary record and 10 for extra-curricular contribution.
4. If there are more applicants with the same score than places available in a particular year group then the following tie-breaker criteria will be used:
  - a. children who have a sibling currently enrolled at the School;
  - b. the age of the child, preference being given to the oldest child;
  - c. if two or more children have the same birthday then rank order will be determined on the basis of alphabetical order of surname and, if necessary forenames, as outlined in the published tie-breaker criteria for admission to Year 8.

Preference may be afforded to applicants who have a particular talent to bring to the school.

Please contact the School Office in the first instance if you wish to advance an application for admission.

# Sibling being defined to include, for example, half brothers and sisters and children who are adopted or fostered.