

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2018

In this document -

"Board" means Board of Governors;

"Certificate" means the School's Certificate of Verification, duly completed, signed and dated;

"eldest child", "only child" and "first child" include each child of a multiple birth and each child where two or more children of the same family, one of whom is the eldest, are applying to Year 8;

"Form" means Transfer Form;

"parent" includes any person who has parental responsibility for the applicant;

"Principal" includes, where the Principal is absent or otherwise unavailable, the Vice-Principal or other person for the time being performing the duties of Principal;

"School" means Rathmore Grammar School;

"Entrance Assessment" means the GLA Entrance Assessment of the Post Primary Transfer Consortium

1. It is the policy of the Board, when assessing applications for admission to the School, to give due consideration to accepting pupils of proven academic ability and achievement. The Board will give priority in selection:

first to applicants resident in Northern Ireland at the time of their proposed admission before any applicant not so resident; and

secondly to applicants who have sat the Entrance Assessment, apart from applicants to whom Special Provision apply.

2. When considering applications for admission to the School, the Board will allocate to each applicant grade A, B1, B2, C1, C2 or D according to the procedures outlined in paragraphs (a), (b) and (c) below.

(a) Normal Procedure: To applicants who have sat the GLA Entrance Assessment apart from those referred to under Special Circumstances in paragraph (b), the Board will allocate the actual Entrance Assessment grade issued by GLA Assessment.

(b) Special Circumstances: Applicants in this category will be judged on the medical and academic evidence made available to the School and put into a grade category as if they had participated in the Entrance Assessment under normal circumstances.

- **Details of Medical or other Problems:**

Where it is claimed that a pupil's performance in the Entrance Assessment has been affected by a medical or other problem, independent evidence of its existence **must** be provided to the School.

Where the problem is a medical one of short term duration, which affected the pupil only at the time of the Entrance Assessment, the school will require the production of evidence that the pupil was examined by a medical practitioner in relation to the illness.

Where the problem is of a non-medical nature, the parent should set out in the School's Special Circumstances Claim Form precise details of the problem and append any appropriate evidence to corroborate its existence.

- **Details of Educational Evidence**

Sufficient objective documentary evidence must be provided by the parents and verified by the Primary School to enable the Admissions Committee to reach a decision.

Parents are entitled to obtain their children's educational records from schools (see No. 2 below) by virtue of statute and if needed by means of a Freedom of Information request.

The following information should be provided on Form SC1 in relation to the applicant.

1. All the applicant's school standardised test results in English/Literacy and Mathematics/Numeracy from the beginning of the Key Stage 2 period:
 - all test results must be dated and verified by the Primary School;
 - results from all tests should be accompanied by the name of the standardised test and the supplier of

the test;

- results should include scores for English/Literacy and Mathematics/Numeracy;

Copies of the applicant's school reports for P5, P6 and P7.

Any other relevant educational material.

2. The Board of Governors will also require parents to provide additional comparative information in respect of standardised test scores (for Years 5, 6 and 7) relating to the other pupils (without names) in the applicant's Primary 7 class.
3. The Primary School's comments on the pupil's academic achievements in relation to the standardised tests taken during Key Stage 2.

It is emphasised that the onus is on the parents to ensure that the above information is provided to the school. Failure to provide such information may result in the school being unable to consider the application for Special Circumstances.

Applicants considered under Special Circumstances will be judged by the evidence made available to the school and awarded a grade accordingly. The existence of special circumstances **DOES NOT** in itself lead to automatic admission to the school. Each case is considered on its own merits by the Board of Governors. Please note that judgement of the importance of documentation forwarded in support of Special Circumstances will be at the discretion of the Admissions Committee.

Parents claiming that medical or other problems affected the performance of their child in the School's Entrance Assessment must have submitted an application for such by **2.00pm on Friday 15 December 2017 to the Centre, at which the applicant sat the Entrance Assessment.**

NOTE ON SPECIAL CIRCUMSTANCES

Special Circumstances allow for a post examination adjustment to the grade of a child who is eligible for consideration. Special Circumstances can only seek to go some way to assist the child affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in the assessment.

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 Admissions Committee will take into account the fact that the child was granted Special Access arrangements for these matters.

Requests for Special Circumstances must be made by **2.00pm on Friday 15 December 2017**. The decision as whether to take such circumstances into consideration will not be taken at this time by Rathmore Grammar School but the school will confirm receipt of the initial claim to the parent/guardian. This confirmation must be attached by the parent/guardian to the Transfer Form along with full, supporting documentary evidence when an application is made for post primary transfer for the child.

It is the responsibility of parents to ensure that such claims and all verifying information are included on the form and attached to the Transfer Form and forwarded to the school via the relevant Education Authority in February 2018.

(c) Special Provision for:

- (i) applicants whose parents wish them to transfer from schools outside N. Ireland;
- (ii) applicants who have received more than half of their primary education outside N. Ireland;
- (iii) applicants whose educational provision to date has been negatively affected by serious medical or other problems which are supported by independent verifiable documentary evidence and who were unable to take either of the GLA Entrance Assessments.

Parents must indicate to the School the precise reason why the pupil did not sit the Entrance Assessment, providing appropriate documentary evidence.

The Admissions Committee may request an assessment of the candidate's abilities to be carried out by a suitably qualified person or body approved by the School. Applicants will be judged on this assessment and

on any other academic evidence made available to the School and put into a grade category as if they had participated in the Entrance Assessment.

Applicants from **(c)(i)** and **(c)(ii)** above who wish to apply for Special Provision may, if their parents wish, sit the Entrance Assessment in which case the grade obtained would be considered.

Parents applying for Special Provision must attach to the Transfer Form a copy of the school's Special Provision Form SP1 (available directly from the school or for download from the school website at <http://www.rathmoregrammarschool.org>) detailing precisely why they are applying for Special Provision. This form may be attached to the Transfer Form or thereafter sent directly to the school up to the 1 March 2018.

The Admissions Committee will consider each application for Special Provision. Where this is granted, the Admissions Committee will determine, on the basis of the information available, an appropriate grade equivalent for the applicant. Such applicants will then be considered with all other applicants who have received a GLA Entrance Assessment grade and the Admissions Criteria applied.

3. Subject to the terms of paragraphs 1 and 2 above, the Board will give priority in selection to applicants with grade A before those with grade B1, to applicants with grade B1 before those with grade B2, to applicants with grade B2 before those with grade C1, to applicants with grade C1 before those with grade C2 and to applicants with grade C2 before those with grade D, irrespective of the order in which parents have expressed preferences for schools.
4. When the number of applicants exceeds the approved admissions number the Board will, subject to the terms of paragraph 3 above and paragraph 5 below, consider applicants who have been allocated the same grade and will:
 - on the basis of the information which has been recorded on the Form or attached to the Form, allocate these applicants to the relevant group(s) (i) to (iv) below; **(Please note that if the additional information and/or the Certificate requested for groups (i) to (iii) is not provided the applicant will be allocated to group (iv).)** and
 - give priority in selection to groups (i) to (iii) in the order set out:

Groups of Applicants:

- (i) whose brother or sister is a present or past pupil of the School; **(Name and year of present pupil and name/maiden name and dates of attendance of past pupil must be given.)**
- (ii) whose brother or sister is an eldest child who achieved grade A and applied to the School but was not selected; **(Certificate of Verification for unselected eldest child must be provided.)**
- (iii) who are the eldest child in a family to have achieved a grade A or the particular grade being considered or the only child in a family to have achieved a grade A or the particular grade being considered; **(Certificate of Verification must be provided).**

*twins and other multiples who are eldest in the family and have each achieved a Grade A or the particular grade being considered are treated as joint eldest children.

- (iv) who are not allocated to any of the groups (i) to (iii) above.

If oversubscribed in Criterion (iii) priority will be given to applicants:

- (a) in receipt of Free School Meals Entitlement: "entitled to Free School Meals" will mean applicants who are listed on the Education Authority register as entitled to Free School Meals at the date on which their parent or guardian has signed their post-primary Transfer Form or at any date up to and including 2 May 2018.

- (b) whose parent is a member of the permanent staff of the School or is due to take up such an appointment; (Name of parent and position on the staff of the School **must** be given.)
- (c) the remaining applicants will then 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.

If oversubscribed in Criterion (iv) 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.

Twins and children of other multiple births

Where twins and other children of multiple births are participants in the computer based process of determining rank order as described below, the procedure will be conducted as set out but, on completion of the computer process, the ranking number of the second and any subsequent child of the multiple birth will be changed to that number immediately after the ranking number of the first child and the ranking number of all other applicants whose ranking was higher than that of the first child will be changed accordingly as a result.

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.

- 5. Applicants who have a Statement of Special Educational Needs as defined in DENI circular 2009/7 will have their applications dealt with by the Education Authority under separate arrangements and are supernumerary to the school's admissions and enrolment numbers.

6. WAITING LIST POLICY

Should a vacancy arise after 18 May 2018 all applications for admission to Year 8 that were initially refused, new 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 2019. The school will contact you in writing if your child gains a place in the school by this method.

Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.

DUTY TO VERIFY

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 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.

The Certificate required for Groups of Applicants (ii) and (iii) and an Admissions Criteria Check-list compiled by the Board to assist parents in completing the Form are available from the School. If it is found, whether prior to enrolment or post-enrolment, that false information has been given in support of an application, the school will not offer the child a place or will withdraw the offer of a place if it has already been made.

Applications and Admissions

Year	Admissions No	Total Applications All Preferences	Total Admission
2015/16	180	237	180
2016/17	180	229	180
2016/17	180	275	180

