



LIMAVADY GRAMMAR ADMISSIONS CRITERIA

Admissions to Year 8 in September 2018

The Board of Governors has approved the criteria described below and has delegated the task of applying these criteria to the Principal. Decisions in respect of “Special Circumstances” and “Special Provisions” are taken by the Admissions Committee of the Board of Governors (hereinafter referred to as the ‘Admissions Committee’) to whom decision-making powers have been delegated by the Board of Governors of the School. Further reference, therefore, to the Board of Governors may imply the Admissions Committee or the Principal.

The Board of Governors will NOT give priority to applications according to the preference in which they place the School on 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 at the time of application.

What criteria must a child meet to gain entrance to Limavady Grammar School?

If the number of applications is greater than the Admissions Number determined by The Department of Education, the following criteria shall be applied in the order set down below:

- 1 Children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the School before any child not so resident.
- 2 Children who have taken the Common Entrance Assessment administered by AQE, subject only to the consideration of applications claiming ‘Special Circumstances’ and ‘Special Provisions’ as defined below.

Places will be allocated in strict rank order of the Age Standardised Scores, starting with the highest score and working in descending rank order. Parents/Guardians of applicants are advised to record the Age Standardised Score awarded by AQE and the AQE Candidate Number in Section C of the Transfer Form and attach the original statement of result to the Transfer Form.

If two or more pupils are eligible for the final remaining place or places because they have equal Age Standardised Scores, then the following sub-criteria shall be applied in the order set down:

- (a) Normal transfer age pupils;
- (b) Pupils with a sibling*₁ currently enrolled at the School (**state name(s) and registration groups in Section C of the Transfer Form**) OR pupils who are the eldest child*₂ in the family;
- (c) Oldest pupils first (established by date of birth as entered on Birth Certificate or Adopted Children’s Register);
- (d) Children will be selected for admission on the basis of the initial letter of the surname as it appears on the Birth Certificate or Adopted Children’s Register, in the order used in the BT Telephone Directory for domestic users, ‘BT order’;
- (e) 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;
- (f) Where children have the same surname, the initial letter of the first forename as it appears on the Birth Certificate or Adopted Children’s Register will be used for admission;



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- (g) 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;
- (h) Where no priority can be established by means of this direct alphabetical comparison (eg 'Alan' 'Alanna') the child with the shorter first forename will be prioritised for admission;
- (i) Where children have the same first forename the child without any subsequent forename will be prioritised for admission;
- (j) Where the application of (d) to (i) above has not permitted priority to be established then (g) and (h) will be repeated with the substitution of 'second forename' for 'first forename';
- (k) The School wishes to continue its tradition of accepting children from a wide catchment area, irrespective of the proximity of their homes from the School. If, however, it becomes necessary to make a final selection, priority will be given to the child who lives closest to the School. Distance will be measured in a straight line distance from the child's home to the front entrance of the School's main administrative building, using an Ordnance Survey Northern Ireland web distance measurement tool. Home will be taken to mean the child's address as entered on the Transfer Form.

If there are still places available after all the children who have taken AQE's Common Entrance Assessment have been considered the above criteria (labelled a-k) shall be applied, in the order set down, to children who have not taken the Common Entrance Assessment administered by AQE.

*₁ Sibling – defined as 'child of the family'. This covers children fostered, adopted or half-brothers and sisters and orphaned cousins being brought up with a family.

*₂ Eldest child – defined as "children who at the date of their application, are the eldest child of the family to be eligible to apply for admission to the School". This wording covers "only" children and is also intended to treat twins (or other multiples) as joint eldest.

SPECIAL CIRCUMSTANCES AND SPECIAL PROVISIONS

Claims for consideration for a child under Special Circumstances and Special Provisions shall be examined and decided upon **before the application of any of the Admissions Criteria**.

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 Common Entrance Assessment 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's Admissions Committee so that a mark equivalent to that which the child would have obtained in the AQE Common Entrance Assessment 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. It should be noted by parents/guardians that both parts of the consideration referred to involve an exercise in judgement and not precise calculation.



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Educational Evidence which could support a claim for Special Circumstances and/or Special Provisions

In reaching the educational judgement needed to award the mark that the child would have obtained in the AQE Common Entrance Assessment under normal circumstances, the Admissions Committee will consider any material presented (and attached to the Transfer Form) in support of the application. This material may include any or all of the following:

- (i) The score achieved in the AQE Common Entrance Assessment;
- (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;
- (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;
- (iv) Any other relevant material.

The onus is on the parents/guardians to ensure that a copy of Form SC17 (obtainable from the School or AQE) together with all supporting evidence, is attached to the Transfer Form at the time of application.

SPECIAL CIRCUMSTANCES

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

Parents/Guardians who wish to apply, on behalf of their child, to the School under 'Special Circumstances' should complete Form SC17 obtainable from the School or AQE and attach it, with appropriate documentary evidence, to the Transfer Form. Parents/Guardians should note that where there is independent evidence available it should be supplied.

The onus is on the parents/guardians to ensure that a copy of Form SC17 (obtainable from the School or AQE) together with all supporting evidence, is attached to the Transfer Form at the time of application.

Please note:

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

Details of Medical or Other Problems which could contribute to a claim for Special Circumstances

Where it is claimed that a pupil's performance in AQE's Common Entrance Assessment has been affected by a medical or other problem, **it is the responsibility of the parents/guardians to set out in the Form SC17 the precise details of the problem and attach documentary evidence of its existence to the Transfer Form. This should be noted also in Section C of the Transfer Form.**

Where the problem is a medical one of short term duration which affected the child only at the time of the AQE Common Entrance Assessment, parents/guardians should be aware that the school 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.



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If the claim is for other than a medical problem, it is the responsibility of the parents/guardians to set out precise details of the problem on the Form SC17 and to provide appropriate, documentary evidence to corroborate its existence.

In both such cases, it will be the responsibility of the parents/guardians to provide the School's Admissions Committee with evidence which reflects the child's academic ability.

In assessing a claim for Special Circumstances the Admissions Committee of the Board of Governors will first of all determine, on the basis of all the documented evidence made available to it at the time of reaching its decision, if the claim is to be upheld. Only if the claim is upheld will the Admissions Committee then make a final decision on whether or not (and by how much) the Age Standardised Score awarded by AQE and attained by the child should be adjusted. Any revised score will then be placed at the appropriate point within the rank order of all the children who have been awarded an Age Standardised Score. The Admissions Criteria shall then be applied.

SPECIAL PROVISIONS

Special Provisions will apply to children who fall into any one of the following categories:

- (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 Common Entrance Assessment, who, because of unforeseen and **serious** medical or other problems which are supported by appropriate documentary evidence, were unable to participate in any or all of the assessments.

In all three such cases, it will be the responsibility of the parents/guardians to provide the School's Admissions Committee with evidence which reflects the child's academic ability. Parents/Guardians should note that where there is independent evidence available it should be supplied.

Note: It is expected that, other than children who took up residence in Northern Ireland after 09 September 2017, all those seeking admission should sit the AQE Common Entrance Assessment.

Parents/Guardians who wish to apply to the School under Special Provisions should complete Form SC17 obtainable from the School or AQE, stating the precise reason why they believe the child is eligible for consideration under Special Provisions. This should be attached to and sent, with the Transfer Form, with appropriate documentary evidence.

The onus is on the parents/guardians to ensure that a copy of Form SC17 (obtainable from the School or AQE) together with all supporting evidence, is attached to the Transfer Form at the time of application.

The Admissions Committee will consider the application for Special Provisions. Where this is accepted, the following procedure will apply:

- (a) The Admissions Committee will consider any documentary material which will enable it to make an educational judgement as to what the candidate would have obtained in the AQE Common Entrance Assessment had Special Provisions not been applied.
- (b) The Admissions Committee will determine, on the basis of all the available assessment information, an appropriate Age Standardised Score for the child. This score will then be placed at the appropriate point within the rank order of all the children who have been awarded an Age Standardised Score by AQE. The Admissions Criteria shall then be applied.



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SPECIAL EDUCATIONAL NEEDS

The procedures for children in receipt of a Statement of Special Educational Needs will operate outside the normal Open Enrolment procedures, in order to ensure that such children are provided with the most appropriate school placement. Further advice may be obtained from the Education Authority (Western Region).

NOTE TO PARENTS/GUARDIANS

It is the responsibility of parents/guardians to ensure that the Transfer Form is completed in full and that all relevant information is recorded on, or attached to, the Transfer Form by the date of receipt by the School.

If the Board of Governors becomes aware of

- (a) any material irregularity in the application made by the child to AQE in connection with the prescribed test, or
- (b) any falsification of any documents submitted to AQE in connection with the prescribed test, or
- (c) any material breach of the conditions on the part of the child or his/her parents or guardians relating to the prescribed test,

it reserves the right to reject the application, to the School, of such a child.

THE VERIFICATION OF INFORMATION PROVIDED

- Parents/Guardians should note that the information contained within an application that qualifies the child for admission may require to be verified.
- The Admissions Committee 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 children on or shortly after 19 May 2018 when they have been notified of their allocation of a place at the School.
- Parents/Guardians should also note that the provisions 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.

ADMISSIONS FOLLOWING THE CONCLUSION OF THE TRANSFER PROCESS UNTIL 31 AUGUST 2018

WAITING LISTS

A waiting list consisting of applications on behalf of children who have sought admission but have been unsuccessful will operate following the conclusion of the Transfer Process (**19 May 2018**). Should a place become available then decisions will be taken by applying the Year 8 Admissions Criteria to those pupils who have been unsuccessful in their application.

NEW APPLICATIONS

Parents/Guardians who wish their child to be considered for admission in the event of a place arising after the conclusion of the Transfer Process (19 May 2018) and before 1 September 2018 should, in the first instance, write to the Principal stating this. An acknowledgement will be issued and advice on how to proceed will be given. If a place(s) becomes available before 1 September 2018 and there are more children seeking admission than there are places available then decisions will be taken by applying the Year 8 Admissions Criteria to those pupils seeking admission at the time the place(s) becomes available. Should the Admissions Committee determine that a child, who has arrived in Northern Ireland after the Transfer Process has been concluded and is seeking admission to the



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School, is suitable for admission, and all places have been allocated, it will seek the approval from the Department of Education to admit the child through the allocation of an additional place.

ADMISSION INTO YEAR 8 AFTER 1 SEPTEMBER 2018

A waiting list consisting of applications on behalf of children who have sought admission but have been unsuccessful will operate after 1 September 2018. In addition other parents/guardians who wish their child to be considered for admission in the event of a place arising after the beginning of the school year should, in the first instance, write to the Principal stating this. An acknowledgement will be issued. If a place(s) becomes available after 1 September 2018 and there are more children seeking admission than places available, then decisions will be made by applying the Year 8 Admissions Criteria to those pupils seeking admission at the time the place(s) becomes available.

NUMBERS OF APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2015/2016	130	151	130 +2 SEN
2016/2017	130	150	130+1 SEN
2017/2018	130	157	130+1 SEN

Signed _____ *R Alcorn* _____ (Chairman of the Board of Governors)

Date _____ *270917* _____

Signed _____ *NJ Madden* _____ (Principal)

Date _____ *270917* _____

Date for Review October 2018 or earlier if required

