

CARRICKFERGUS GRAMMAR SCHOOL
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Headmaster: Mr K W Mulvenna MEd BA PGCE PQH
Chairperson of the Board of Governors: Mr M Smith BSc MBA CEng MIET



Est 1962

**Controlled Grammar School
(Non-denominational)**
Age Range of pupils: 11-18
Admissions Number: 116
Enrolment Number: 800

OPEN EVENING: Thursday 26 January 2017: 6.30 pm - 9.00 pm

Principal's Address: 8.30 pm

By invitation through Primary Schools and local press
Carrickfergus Grammar School is a member of *Carrickfergus Learning Community*

To parents/guardians naming Carrickfergus Grammar School as a preference on your child's Transfer Form

Entrance Test Results

Please ensure that you enter the score awarded by the Association for Quality Education in Section C of the Transfer Form in the following format:

'AQE CEA score', followed by the score

The original statement of result should also be attached to the Transfer Form.

Special Circumstances and/or Special Provisions

If you are making a claim for your child to be considered under Special Circumstances or Special Provisions please note that you are required to provide documentation as detailed in the Admissions Criteria below, and attach it to the Transfer Form.

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

Carrickfergus Grammar School is a coeducational Controlled Grammar School with an Enrolment Number of 800 and an Admissions Number of 116. In the event of the School being oversubscribed the Board of Governors has approved the criteria set out below and has delegated the task of applying these criteria to the Admissions sub-Committee. All admissions decisions, including those in respect of applications for "Special Circumstances" and "Special Provisions" are taken by the Admissions sub-Committee. Any subsequent reference to the Board of Governors, therefore, may imply the Admissions sub-Committee. The Board of Governors will first consider for admission to Year 8 children who have taken the *Association of Quality Education (AQE) Common Entrance Assessment (CEA)* and been awarded an age-standardised score as issued by AQE, subject only to the consideration of those applications claiming "Special Circumstances" and/or "Special Provision" as defined below. Any subsequent reference to score refers to this age-standardised score as issued by AQE. Carrickfergus Grammar School will not use as a criterion the position of preference given to the School by the Parent/Guardian on the Transfer Form; in other words those who have chosen Carrickfergus Grammar School as a second preference school will be considered on the same grounds as those who have chosen the School as their first preference.

ADMISSIONS CRITERIA TO BE APPLIED TO ALL APPLICATIONS FOR ENTRY INTO YEAR 8

The Board of Governors has determined that 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/Guardians should ensure that they record the Score awarded by AQE, together with the AQE candidate number, in Section C of the Transfer Form. Parents must also attach to their application the original notification of results received from AQE.

Parents/Guardians should note that they may be required to produce documents verifying information pertinent to the School's Admissions Criteria.

If the number of applications is greater than the Admissions Number, the following criteria shall be applied progressively in the order set out below.

1. Children who have taken the AQE Common Entrance Assessment and been awarded a score by AQE, or awarded a score by the Admissions sub-Committee in accordance with the arrangements for Special Circumstances or Special Provisions as set out below, will be considered before other children. If the number of applications is greater than the number of places available, children will be placed in strict rank order of AQE CEA scores, highest to lowest.
2. Places up to the School's Admission Number of 116 will be allocated to children on the basis of the rank order of their respective scores in the AQE CEA, those achieving higher scores being allocated places before those who have achieved a lower score. If the point is reached whereby more children are tied on equal AQE CEA scores than there are places remaining, then these children will be allocated places up to the School's Admissions Number of 116 by application of the criteria listed in paragraph 4 below.
3. If there are places which remain to be allocated after consideration of all the children who have taken the AQE CEA and been awarded a score by AQE, or awarded a score in accordance with the arrangements for Special Circumstances or Special Provisions, then the Board of Governors will consider for admission any children who have not taken the AQE CEA. These children will be allocated places up to the School's Admissions Number of 116 by the application, if required, of the School's admissions criteria as set out in Paragraph 4 below.

4. If as specified above the number of applications exceeds the number of available places, children will be allocated a place by applying the following criteria progressively in the order set down below. If the Admissions Number is exceeded by the application of a particular criterion, then the remaining criteria will be used in turn as necessary to reduce the number of children still being considered for places until the correct Admissions Number is reached:
- Children who, at the date of their application, have another child of the family¹ currently enrolled at the school;
 - Children of whom another child of the family¹ (e.g. a sibling or twin) qualified under Criteria 1-4 above for admission into Carrickfergus Grammar School in the current admissions year;
 - Children¹ who are the eldest² child or only child of the family¹ to be eligible to be accepted for enrolment in the School in September 2017;
 - Children attending one of the School's contributory Primary Schools³ as listed below;
 - Children ranked by date of birth as entered on the Birth Certificate or Adopted Children's Register, with the eldest being admitted first;
 - In the unlikely event, in the application of criterion (v) above, of two or more children having the same birthday, children will be selected for admission on the basis of a random selection process determined by the Board of Governors and overseen by the Principal. Each application to be considered at this stage will be allocated a random number electronically generated within "Microsoft Excel"; the applications will then be ranked in numerical order, with higher numbers having preference over lower numbers.

¹ "child of the family" will be interpreted in accordance with Annex 2 of Department of Education Guidance to Principals and Boards of Governors of all Grant-Aided Schools on the Procedure for Transfer from Primary to Post-Primary Education and will include, for example, half-brothers and half-sisters, together with children who are adopted or fostered.

² "eldest child" will be interpreted in accordance with Annex 2 of Department of Education Guidance to Principals and Boards of Governors of all Grant-Aided Schools on the Procedure for Transfer from Primary to Post-Primary Education. Twins and other multiples who are the eldest in the family are treated as joint eldest.

³ The School's contributory Primary Schools are:

| | | | |
|-----------------------|---------------------|-------------|------------|
| Abbots Cross | Acorn | Ashgrove | Ballycarry |
| Carrickfergus Central | Carrickfergus Model | Earlview | Eden |
| Glengormley Int | Greenisland | Islandmagee | Kilcoan |
| King's Park | Mossley | Mullaghduh | Oakfield |
| Silverstream | St. Nicholas' | Straid | Sunnylands |
| Victoria | Whiteabbey | Whitehead | Whitehouse |
| Woodburn | Woodlawn | | |

SPECIAL CIRCUMSTANCES/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, 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 may 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. All such material should be attached to the Transfer Form. It should be noted by parents that both parts of the consideration referred to above involve an exercise of judgement and are not matters for precise calculation.

GENERAL INFORMATION ON EDUCATIONAL EVIDENCE TO BE PROVIDED IN SUPPORT OF 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 CEA* under normal circumstances the Admissions sub-Committee will consider any material presented by parents/guardians and attached to the Transfer Form. This material may include any or all of the following:

- The score awarded in the *AQE CEA*;
- 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;
- Comparative information from the child's Primary School. This may include the results for other children in the child's Year 7 class of any standardised tests conducted in Years 5, 6 and 7, the results in any end of year tests in English and Mathematics in Years 5 and 6, and where available the respective *AQE CEA* scores. Only the child for whom Special Circumstances is being claimed need be identified: all other pupils in the comparative picture should remain anonymous.
- Any other material which parents consider to be relevant.

SPECIAL CIRCUMSTANCES

Carrickfergus Grammar 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 the *AQE* Common Entrance Assessments 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".

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 school 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 or *AQE*, stating the precise reason why they believe the child qualifies for Special Circumstances, and attach it with appropriate documentary evidence to the Transfer Form.

The Admissions sub-Committee will consider the application for Special Circumstances. Where this is granted the sub-Committee will determine, on the basis of the information available, an appropriate 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.

Evidence 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 provide, on **Form SC16**, precise details of the problem and to append evidence of 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 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 parents/guardians should set out on **Form SC16** details of the problem and append any appropriate documentary evidence to the Transfer Form. It should be noted that independent evidence may carry greater weight.

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 of 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 documentary evidence, were unable to participate in the *AQE CEA* assessments.

Please note: it is expected that all those seeking admission to the School should sit the *AQE CEA*, with the exception of those children who take up residence in Northern Ireland after 9 September 2016 or those children who have a Statement of Special Educational Need.

Parents/Guardians who wish to apply to the School under Special Provisions should contact the school immediately and also complete **Form SC16**, obtainable from the School or *AQE*, stating the precise reason why they believe their child is eligible for consideration under Special Provisions. This should be attached to the Transfer Form with appropriate documentary evidence.

The Admissions sub-Committee will consider the application for Special Provisions. Where this is granted, the sub-Committee will determine, on the basis of the information available, an appropriate 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.

ADMISSIONS TO YEAR 8 FOLLOWING COMPLETION OF THE TRANSFER PROCEDURE

Parents/Guardians who wish to have their child considered for admission in the event of a place arising after the beginning of the school year should write to the Principal stating this. An acknowledgement will be issued. If any place(s) become available after 1st September 2017 and there are more applicants than places available then decisions will be made on application of the Year 8 Admissions Criteria to those children seeking admission at the time the place(s) become available.

Should the Board of Governors determine that a child who has arrived in Northern Ireland after the Transfer Process has been concluded is suitable for admission to the School and the Admissions Number has been reached, it will seek approval from the Department of Education to admit the child through the allocation of an additional place.

IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO ENSURE THAT THE TRANSFER FORM AND OTHER RELEVANT FORMS ARE COMPLETED IN FULL AND INCLUDE ALL RELEVANT INFORMATION.

If the Board of Governors becomes aware of:

- a) Any material irregularity in the application made to the Association of Quality Education Ltd. in connection with the prescribed test; or
- b) Any falsification of any documents submitted to the Association of Quality Education Ltd. 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 with regard to the test; it reserves the right to reject such applications.

THE VERIFICATION OF INFORMATION PROVIDED BY APPLICANTS

Applicants should note that the information contained within an application that qualifies the child 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 shortly after they have been notified of their child being allocated a place at Carrickfergus Grammar School.

Note that the provision of false information or incorrect information or the failure to provide information or verifying documents within required deadlines may result in either the withdrawal of a place or the inability of the school to offer a place.

Year 8 Applications and Admissions

| Year | Admissions No. | Total Applications All Preferences | Total Admissions |
|---------|----------------|---------------------------------------|------------------|
| 2013/14 | 116 | 143 | 117 |
| 2014/15 | 116 | 119 | 116 |
| 2015/16 | 116 | 201 | 118 |

This table does not include children who were admitted to the school with a statement of special educational needs.
*Details in relation to CCEA Transfer Grades and AQE CEA scores accepted are available in the School's prospectus.