



GLENLOLA COLLEGIATE



Admissions Criteria for Years 9–12

1. The Board of Governors will offer such places as it has available to pupils after application of the criteria listed in paragraph 2.

The appropriate number of possible admissions to the School will be determined so that the total enrolment figure does not exceed the number allowed by the Department of Education for Northern Ireland.

Places will only be offered to pupils in a particular Year group where to do so would not be prejudicial to the efficient use of resources.

2. Applications for entry to Years 9–12 will be considered with respect to the following criteria which are listed numerically in order of decreasing importance. The application must be accompanied by a completed application form available from the School on request.

(i) Academic

The application must be accompanied by academic information such as results in external tests, standardised test scores, school reports, marks with year averages (in year positions with total number in year group), in internal examinations etc which would indicate that the pupil would be likely to be able to deal successfully with the courses of study provided by the School and would enable the Board of Governors to make a judgement on the pupil's academic ability. In addition, full school reports from the previous 3 years inclusive should be provided. Where more applications have been received for entry into a particular Year group than there are places available, applicants may be required to take a standardised assessment at a suitable time to be arranged by the School, the results of which will further assist the Board of Governors in making their judgement of academic ability.

(ii) Personal Record

Evidence, such as a Principal's letter or school record, indicating the pupil's record in terms of attendance, punctuality and behaviour must accompany the application.

(iii) Appropriateness of the curriculum available

It is expected that in order to ensure efficient use of resources pupils entering Glenlola Collegiate School will take on a full programme of courses and lessons. The Board of Governors will also take into account how compatible any external examination courses being taken by a pupil are with those offered within the Glenlola Collegiate School timetable and whether these and qualifications already held adequately equip the pupil to cope with the subjects to be taken.

(iv) Particular talents or aptitudes

The Board of Governors will take into account any special talents, aptitudes or achievements of the applicant especially if these make it more likely that the pupil would make a significant contribution to the School's extracurricular activities. Evidence of any such talents or aptitudes must accompany the application.

(v) Existing links

The Board of Governors will take into account any link with the School and in particular whether the pupil has a sister enrolled at the School or a brother enrolled at Bangor Grammar School.

Special Circumstances

The Board of Governors will take into account any special circumstances including medical, social and personal issues which are brought to its attention. Where appropriate, documentary evidence must accompany the application.

3. *Application of Criteria*

If the number of applicants exceeds the number of places available in light of the restrictions outlined in paragraph 1 then all applications for entry into Years 9 – 12 will be considered with respect to the criteria outlined in paragraph 2. The criteria set out in paragraph 2 will be applied in order, with criterion *(i)* applied first, criterion *(ii)* second and so forth until the number of applicants meeting the applied criteria equals the number of places available in the Year group and places will normally be assigned on this basis provided this would not be contrary to the restrictions outlined in paragraph 1.

The deadline for applications for admission to Year 9 – 12 at the beginning of the academic year is 1st June in the previous academic year. Applications received by this deadline will be considered by the Board of Governors during that month.

Depending on the number of pupils in individual year groups it may be possible in June for the Board of Governors to make a definite offer of places in some cases. The Board of Governors reserves the right to consider any application received after the deadline for applications has passed.

Applicants to Years 9 – 12 who are not admitted will remain on the reserve list for the duration of following academic year unless a request for the application to be withdrawn is received.

In practice it may take the first few weeks in September for all decisions relating to entry at the start of the academic year to be finalised. For the remainder of the academic year the reserve list will be maintained and will also contain pupils whose applications were received after the deadline for applications as well as those received during the course of the following academic year. If places become available during the course of the following academic year due to pupils leaving the School, then the criteria set out in paragraph 2 will be applied in order, with criterion (i) applied first, criterion (ii) second and so forth until the number of applicants meeting the applied criteria equals the number of places available in the Year group and places will be offered on this basis provided this is not contrary to the restrictions outlined in Paragraph 1.

If the number of applicants fulfilling all of the criteria in paragraph 2 exceeds the number of available places, the following tie-breaker will be used. Pupils will be selected for admission on the basis of the initial letter of their surname (as entered on their Birth Certificate) in the order set out below:

M	J	S	I	L	Mac	X	D	Mc	C	Z	F	Y	T	U	H	Q	V	R	A	W	O	P	B	G	K	N	E
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This order was determined by a randomised selection of the letters of the alphabet. In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of the forenames (as entered on their Birth Certificate) will be used.

4. Parents and guardians should note that it is their responsibility to ensure that all relevant information and evidence specified that would be needed for the Board of Governors to adequately consider the application is attached to the completed application form which is available on request from the School. The Board of Governors reserves the right to seek additional information, e.g. from the child's current and previous schools.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify any of the information provided. Such evidence would be requested if and when the offer of a place is made. It is important that all parents and guardians understand that the provision of false or incorrect information, or the failure to provide information or evidence thereof within the specified deadline, will result in the withdrawal of the place at the School.