

**GLENLOLA COLLEGIATE SCHOOL**

Valentine Road

Bangor

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**Website:** [www.glenlolacollegiate.net](http://www.glenlolacollegiate.net)

**Headmaster:** Mr W E Thompson BSc MSc MEd PGCE PQH(NI)

**Chairperson Board of Governors:** Mrs Y Fitzpatrick

**Controlled Grammar School**

**Age Range:** 11-18

**Admissions No:** 157

**Enrolment No:** 1100

**OPEN EVENING INFORMATION**

**An Open Evening for pupils of P7 and their parents will be made available virtually.**

**TO PARENT(S)/GUARDIAN(S) NAMING GLENLOLA COLLEGIATE AS A PREFERENCE ON YOUR CHILD'S TRANSFER APPLICATION.**

**AQE DOCUMENTATION:**

**Please ensure that you provide the following information on your child's Transfer Application.**

- Record the candidate's AQE Candidate Number on the Transfer Application and if possible,
- Attach/upload an image of the candidate's AQE Registration Letter
- Attach/upload an image of the candidate's AQE Examination Card

**SPECIAL PROVISIONS:**

**If you are making a claim for your child to be considered under Special Provisions please note that you are required to:**

- Complete the necessary sections of the Form SP20, obtainable from the School: state the precise reason(s) why she should be considered for Special Provisions
- Record on the Transfer Application that you are claiming Special Provisions.
- Attach/upload the completed Form SP20 with the appropriate evidence (as detailed in the School's Admissions Criteria) to the Transfer Application.

**The Covid-19 global pandemic has caused significant disruption to education in Northern Ireland in the past year. As a consequence, it has not been possible for AQE to offer the annual Common Entrance Assessment tests, the scores of which would normally have been used as the primary criterion for allocating places in Year 8 for September 2021 entry. Given this exceptional circumstance, the Board of Governors will apply the criteria set out below this year. Glenlola Collegiate School remains committed to academic selection and will include academic performance as its primary criterion for allocating places in Year 8 for September 2022.**

**RESPECTIVE FUNCTIONS OF THE PRINCIPAL AND THE BOARD OF GOVERNORS IN RELATION TO THE ADMISSION OF PUPILS**

The Board of Governors, including the Principal, will:

- consider all applications for Special Provisions from first and further preference applications as detailed below.
- apply the Admissions Criteria to first preference applications. The Criteria have been approved by the Board of Governors.

The Board of Governors will delegate authority to the Principal to apply the approved criteria after they have considered applications for Special Provisions in the cases of second and further preference applications.

### **ADMISSION TO YEAR 8 – INTRODUCTION**

**Decisions about how the School's Admissions Criteria (hereafter referred to as the criteria) should be applied to each girl will be taken solely on the basis of information provided on, or attached/uploaded to, the Transfer Application including the the candidate's AQE Registration Letter and AQE Examination Card.**

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

In the event of the School being oversubscribed with applications for Year 8, the Board of Governors has approved the criteria described below

#### **DEFINITIONS:**

**"child of the family"** will mean individuals who have both parents in common or children who reside with the same family at the candidate's normal home address (including foster children and step brothers and sisters living with the candidate at her normal home address);

**"applicant"** or **"girl"** means the child who is stated on the Transfer Application as seeking to gain admission to the School;

**"eldest"** will mean the eldest or only girl in the family, with eldest sibling twins (or other multiples) regarded as joint eldest. The **"eldest girl"** criterion will also apply in the case where a family has not had the opportunity to enrol an elder daughter, such as in cases where the elder daughter has completed their post-primary education, could not attend mainstream school (e.g. attends a special school) or where a family has relocated to Northern Ireland.)

**"parent"** will mean a person who at the date of application has legal responsibility for the candidate;

#### **CRITERIA FOR ADMISSION TO YEAR 8**

In the event that there are fewer applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will be admitted and the next criterion will be applied to the remaining applicants.

In the event that there are more applicants complying with a particular criterion than there are places available or remaining, those applicants complying with that criterion will go forward to be considered under the next criterion and those not complying with that criterion will be eliminated.

- i) Preference will be given to those girls who were entered for the Common Entrance Assessment (CEA) provided by AQE before midnight on 20<sup>th</sup> November 2020. The AQE candidate number should be entered on the Transfer Application and the candidate's AQE Registration Letter and AQE Examination Card should be attached/uploaded to the Transfer Application.

If, following the application of the above criterion, it is not possible to identify for admission, the exact number of girls equivalent to the Admissions Number by virtue of girls who were entered before midnight on 20<sup>th</sup> November 2020 for the Common Entrance Assessment (CEA) provided by AQE being tied for the final place(s), the sub criteria set out below will be applied in the stated order to distinguish between such girls.

- ii) girls who have placed Glenlola Collegiate as first preference in their Transfer Application.
- iii) girls who have placed Glenlola Collegiate as second preference in their Transfer Application.
- iv) girls from primary schools in the Ards & North Down Borough Council Area or who were enrolled in a primary school in this council area in the current school year;
- v) girls who have a sister currently enrolled in Glenlola Collegiate or a brother currently enrolled in Bangor Grammar School **or** the only child in the family **or** the eldest girl in the family [details to be provided by parent(s)/guardian(s)];
- vi) girls whose normal place of residence is in the Ards & North Down Borough Council Area. Place of residence will be taken to mean the girl's address appearing at the commencement of the Transfer Application;

- vii) girls for whom Glenlola Collegiate is the nearest non-denominational controlled grammar school, distance being measured in a straight line using an Ordnance Survey web distance measurement tool from the front door of the girl’s home to the main School entrance in Valentine Road, (to be determined by Board of Governors). Home will be taken to mean the girl’s stated address appearing on the Transfer Application;

In the unlikely event that the criteria above, applied in the order listed, have not resolved the final place in Glenlola Collegiate, this final place will be determined using selection based on a computer generated random number being assigned to each applicant who is tying for that place and the place shall be allocated to the applicant with the highest random number.

**SPECIAL PROVISIONS**

Special Provisions will only apply to children who have not entered for the CEA because they took up residence in Northern Ireland after 9 October 2020 or received more than half of their primary education outside Northern Ireland.

Parents/guardians who wish to apply to the School under Special Provisions should complete Form SP20, obtainable from the School, stating the precise reason why they believe the child is eligible for consideration under Special Provisions and upload it with appropriate evidence with the Transfer Application. Parents/Guardians who are applying for Special Provisions must do so by **16 March 2021**. Using the information provided the Board of Governors will determine whether Special Provisions applies. If it does, **those children who the Board of Governors considers to be eligible will be included under Criterion i of the Admissions Criteria.**

**It is the responsibility of parent(s)/guardians(s) to ensure that the Transfer Application is completed in full and to notify the Board of Governors on the Transfer Application where appropriate criteria apply to their daughter.**

If the Board of Governors becomes aware of:

- i) any falsification of any documents or information submitted as part of the Transfer Application process or to the School, OR
- ii) any material breach of the conditions on the part of the girl or her parent(s)/guardian(s) relating to the Transfer Application process,

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

**Waiting List Policy and Admission after the commencement of the 2021/22 school year.**

In the event that places in Year 8 become available and there are more applicants than places, the Board of Governors will apply the Admissions Criteria to all applications for entry into Year 8 for the 2021/2022 academic year until the place(s) have been allocated. The Year 8 waiting list will be in place until **30 June 2022**.

**Duty to Verify**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant’s Transfer Application.

Please note the Department of Education guidance (Circular 2013/24) **states:**

*“the provision of false or incorrect information or the failure to provide information within the deadlines set by schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant’s Transfer Application”.*

**APPLICATIONS AND ADMISSIONS**

Year	Admissions No	Total Applications <i>ie. All preferences</i>	Total Admissions
<b>2018/19</b>	157	221	157
<b>2019/20</b>	160	199	160
<b>2020/21</b>	159	185	159

### 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**

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 In the unlikely event that the criteria above, applied in the order listed, have not resolved the final place in Glenlola Collegiate, this final place will be determined using selection based on a computer generated random number being assigned to each applicant who is tying for that place and the place shall be allocated to the applicant with the highest random number.

## **Criteria for Entry into Senior School**

The demands of Senior School are best met by pupils who have achieved a GCSE profile that adequately equips them for A level study. The Board of Governors will consider applications of those pupils who will make a positive contribution to the life of Glenlola Collegiate School. However, places cannot be offered in situations where resources or facilities would be prejudiced. All pupils will sign their applications to Senior School and by doing so agree to adhere to the School Rules concerning behaviour, attitude, attendance and the wearing of school uniform.

### **1. The minimum criteria for entry to Year 13 are listed below.**

#### **GCSE Examination Performance**

- Under a scoring system of CCEA Grade A\*=4 points, A=3 points, B=2 points, C\*=1.5 points and C=1 point a total of 12 or more points are required at GCSE level. These passes should include at least a C grade in both English and Mathematics.
- In the case of non-CCEA GCSEs, scores will be allocated as Grade '9' = 4 points, Grade '8' = 3.5 points, Grade '7' = 3 points, Grade '6' = 2 points, Grade '5' = 1.5 points and Grade '4' = 1 point.
- In special circumstances it is at the discretion of the Board of Governors to consider offering places to pupils who have achieved less than 12 GCSE points.
- In cases where special circumstances apply, parents should provide medical and/or other reports in support of their application.

#### **Individual Subject Requirement**

- Pupils are expected to study a minimum of 3 AS subjects. For any subject they wish to take to A-Level, pupils will normally be expected to meet the GCSE grade and other requirements specified for that subject (Appendix A). This information is made available to pupils in Year 12.
- In some subjects, it is advisable that an A grade be achieved before embarking on A-level study. Appendix A details the GCSE grade and other requirements for entry into each AS subject. This information is also available in the Subject Choice Booklet (distributed to all Year 12 pupils in the Spring Term) and posted on the School website.
- Pupils should note that a minimum of 20 GCSE points is recommended if they wish to study 4 AS subjects.

#### **General School Record**

- Each applicant must have demonstrated a positive attitude to the School and to their work, and must also have achieved a minimum overall attendance of 90% (in normal circumstances) up to the start of Study Leave in Year 12.
- Where subjects are oversubscribed, selection will be based on marks achieved at GCSE Level in that subject and/or a pupil's overall performance.
- In the case of applicants from other post-primary schools a general report or reference will be required in addition to the criteria set out above. This report must include a summary of the pupil's academic and attendance records as well commenting upon their general behaviour.
- Pupils may be disqualified from entry into Senior School if general adherence to School rules has been an issue. Entries in the Behaviour Management System and subsequent detentions may result in a pupil not being given a place.
- In cases where special circumstances apply, parents should provide medical and/or other reports in support of their application.

### **2. The minimum criteria for entry to Year 14 are listed below.**

#### **AS Examination Performance & General School Record**

- Applicants to Year 14 should attain a minimum of 30 AS points (based on the UCAS tariff system: A=20, B=16, C=12, D=10, E=6). For A-level specifications which do not offer the option of an AS cash-in, internal examination results in Year 13 will be graded and the corresponding points will be awarded.
- It is expected that pupils study a minimum of 3 subjects at Glenlola Collegiate in Year 14.
- In cases where the minimum AS points requirement has not been achieved, the opportunity to repeat Y13 may be offered at the discretion of the Principal where it is believed that it is in the best educational interests of the pupil to do so. This offer may be conditional on a review of subjects studied.

- In addition to achieving 30 AS points, pupils must also have displayed an acceptable attitude and commitment to their Year 13 studies. High levels of attendance as indicated above for Year 12 Entry form part of a pupil's commitment to their work.
- Pupils may not be offered a place in Senior School if effort in studies and/or general adherence to School Rules has been an issue.
- Entries in the Behavioural Management System and subsequent detentions may result in a pupil not being given a place.
- In cases where special circumstances apply, parents should provide medical and/or other reports in support of their application.