



Glenlola Collegiate School

Online Admissions Application HELP SHEET for applicants choosing Glenlola Collegiate

Please make sure that you refer to the full Admissions Criteria for Glenlola Collegiate (listed below) before completing the online admission form.
You do not need to upload this page.

When you choose Glenlola Collegiate as your preference, a (free text) window will appear allowing you to enter and upload all of the evidence required to make an application. For each criterion that you meet, please follow the corresponding instructions below when completing the online application.

#	CRITERION	WHAT TO DO FOR EACH CRITERION THAT YOU MEET	✓
i	Girls who were entered for the Common Entrance Assessment (CEA) provided by AQE before midnight on 20th November 2020.	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion i : my daughter’s AQE registration number is (enter the number)” If you still have it, upload a clear photograph of your child’s AQE Registration Letter and/or AQE Examination Card and identify/name it as ‘criterion i evidence’. 	<input type="checkbox"/> <input type="checkbox"/>
ii	Girls who have placed Glenlola Collegiate as first preference in their Transfer Application.	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion ii : Glenlola Collegiate has been placed as first preference” 	<input type="checkbox"/>
iii	Girls who have placed Glenlola Collegiate as second preference in their Transfer Application.	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion iii : Glenlola Collegiate has been placed as second preference” 	<input type="checkbox"/>
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;	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion iv” 	<input type="checkbox"/>
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)];	<p>Where relevant, please enter the following into the free text window on the online application:</p> <ul style="list-style-type: none"> “My daughter meets criterion v” followed by full name of sister/brother and their current school and form class <p>of all siblings currently attending Glenlola Collegiate or Bangor Grammar School</p> <p>or</p> <ul style="list-style-type: none"> “My daughter meets criterion v” attach evidence that your daughter is the only child in the family or the eldest girl in the family 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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;	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion vi” 	<input type="checkbox"/>
vii	Girls for whom Glenlola Collegiate is the nearest non-denominational	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion vii” 	<input type="checkbox"/>

	controlled grammar school		
	SPECIAL PROVISIONS	<p>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. If this applies to your child then you must, by 16 March 2021:</p> <ul style="list-style-type: none">• In the free text window, please type the sentence “I wish to apply for consideration under Special Provisions”• complete Form SP20, obtainable from the School• state the precise reason why you believe your child is eligible for consideration under Special Provisions• upload the completed SP20 with appropriate evidence along with the Transfer Application	

GLENLOLA COLLEGIATE YEAR 8 ADMISSIONS CRITERIA

GLENLOLA COLLEGIATE SCHOOL

Valentine Road

Bangor

BT20 4TH

Telephone No: 028 9147 5340

Fax No: 028 9147 5345

Email: info@glenlolacollegiate.bangor.ni.sch.uk

Website: 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:

- (i) consider all applications for Special Provisions from first and further preference applications as detailed below.
- (ii) 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 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 20th 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 20th 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)];
- v) 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.</i> <i>All preferences</i>	Total Admissions
2018/19	157	221	157
2019/20	160	199	160
2020/21	159	185	159