



Glenlola Collegiate School

Online Admissions Application HELP SHEET for applicants choosing Glenlola Collegiate for entry September 2022

Please 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 to the Online Admissions Application.

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.

	FIRST CRITERION	WHAT TO DO FOR EACH CRITERION THAT YOU MEET	✓
1	Score awarded by AQE	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter has been awarded a score of (enter the CEA score awarded by AQE) by AQE. My daughter’s AQE registration number is (enter the number)” Upload a clear image of the original Common Entrance Assessment (CEA) score notification sheet provided by AQE. 	<input type="checkbox"/> <input type="checkbox"/>
	SUB-CRITERIA	WHAT TO DO FOR EACH CRITERION THAT YOU MEET	✓
i	Girls who have a sister enrolled in Glenlola Collegiate or a brother enrolled in Bangor Grammar School for the current school year	<ul style="list-style-type: none"> Please enter the following into the free text window on the online application: <ul style="list-style-type: none"> “My daughter meets sub-criterion i” followed by full name of sister/brother and their current school and form class of all siblings currently attending Glenlola Collegiate or Bangor Grammar School 	<input type="checkbox"/>
ii	Girls from primary schools in the Ards & North Down Borough Council Area or who attended 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 sub-criterion ii: She is/has been enrolled in (enter the name of the primary school) within the current year” 	<input type="checkbox"/>
iii	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 sub-criterion iii: her address is that given in this application” 	<input type="checkbox"/>

iv	Girls who are entitled to free school meals	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets sub-criterion iv” Provide any evidence specified by EA 	<input type="checkbox"/> <input type="checkbox"/>
v	Girls who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the School	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets sub-criterion v” attach evidence that your daughter is the eldest child of the family to be eligible to apply for admission to the School 	<input type="checkbox"/> <input type="checkbox"/>
vi	Girls for whom Glenlola Collegiate is the nearest non-denominational controlled grammar school, distance being measured in a straight line using an Ordinance 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	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion vi: her address is that given in this application” 	<input type="checkbox"/>
vii	Other girls from primary schools outside the Ards & North Down Borough Council Area	<ul style="list-style-type: none"> In the free text window, type the sentence “My daughter meets criterion vii” (<i>enter the name of the primary school</i>). 	<input type="checkbox"/>

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@glenlola.collegiate.bangor.ni.sch.uk

Website: www.glenlola.collegiate.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 held virtually.
An interactive video and prospectus will be placed on our school website**

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

ENTRANCE TESTS RESULTS:

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

- Attach/upload an image of the original Common Entrance Assessment (CEA) score notification sheet provided by AQE to the Transfer Application.
- Record/upload/enter her AQE CEA score on the Transfer Application.

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:

- Complete the necessary sections of the Form SC22, obtainable from the School or AQE Ltd: state the precise reason(s) why she should be considered for Special Circumstances or Special Provisions
- Record on the Transfer Application that you are claiming Special Circumstances or Special Provisions.
- Attach the completed Form SC22 with the appropriate evidence (as detailed in the School's Admissions Criteria) to the Transfer Application.

In the event that, due to disruption, AQE is unable to furnish any applicant with a score, please refer to the Contingency Admissions Criteria in Section 4.

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 Circumstances or 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 Circumstances or Special Provisions in the cases of second and further preference applications.

DEFINITIONS:

"child of the family" will mean:

a child born to a married couple or a couple in a civil partnership; a child born to a cohabiting couple; a child born to

a single parent; a child of either/any of those people by a previous marriage, civil partnership or relationship; a child living with a couple who has been treated as a “child of the family” whether there is a marriage or civil partnership or not; a child living with an individual, who has been treated as a “child of the family”; and adopted or fostered child; a situation where for example an orphaned cousin is being brought up with a family or individual; and will be applicable if the applicant is a “child of the family” as at the date of submission of the Transfer Application.

“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 was statemented to another mainstream 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;

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 CEA score provided by AQE (or awarded as a result of Special Circumstances or Special Provisions). Parent(s)/guardian(s) should record/enter the standardised CEA score awarded by AQE together with the AQE Candidate Number on the Transfer Application and attach/(upload an image of) the original CEA score notification sheet provided by AQE to the Transfer Application. Parent(s)/Guardian(s) may also be required to produce documents verifying information pertinent to the criteria.

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.

The Board of Governors will not use, as a criterion, the position of preference given to the School on the Transfer Application. Any parent(s)/guardian(s) who have chosen Glenlola Collegiate as a second or further preference will have their application considered in the same way as all first preferences.

In the event of the School being oversubscribed with applications for Year 8, the Board of Governors has approved the criteria described below. **The primary basis of selection will be on the standardised score obtained by girls taking the AQE Common Entrance Assessments (CEA) in November/December 2021 or any equivalent score awarded as a result of Special Circumstances or Special Provisions.**

CRITERIA FOR ADMISSION TO YEAR 8

1. Preference will be given to those girls for whom a score is awarded by AQE in the Common Entrance Assessment or determined by the Board of Governors in accordance with the arrangements for Special Circumstances and Special Provisions set out below.
2. After all applications have been considered Glenlola Collegiate will award places on the basis of these scores, in strict rank order, with the girl(s) with the highest score being awarded a place first and then, working in descending rank order until the number of places up to and including the Admissions Number of 157 for the School, have been filled. 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 with the same score being tied for the final place(s), the sub criteria set out at 4 below will be applied in the stated order to distinguish between such girls.
3. If, after all applications have been considered, the number of pupils for whom a score awarded by the AQE or determined by the Board of Governors in accordance with the arrangements for Special Circumstances and Special Provisions set out below, is less than the Admissions Number of 157 for the School, then all such pupils shall be admitted. Consideration will then be given to those pupils for whom a score relating to the AQE CEA has not been provided or determined. The sub criteria set out at 4 below will be applied, in the stated order, to distinguish between such girls in the event that their number exceeds the remaining available places after all further applications have been considered.

4. Sub Criteria

If as specified in Paragraph 2 and 3 above, the number of applications exceeds the number of available places, the following further criteria will be applied progressively in the order stated below until the final place is determined.

- i) girls who have a sister enrolled in Glenlola Collegiate or a brother enrolled in Bangor Grammar School for the current school year [details to be provided by parent(s)/guardian(s)];
- ii) girls from primary schools in the Ards & North Down Borough Council Area or who attended a primary school in this council area in the current school year;
- iii) 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;
- iv) girls who are entitled to free school meals, as defined below; *
- v) girls who, at the date of their application, are the eldest child of the family to be eligible to apply for admission to the School [details to be provided by parent(s)/guardian(s)];
- vi) girls for whom Glenlola Collegiate is the nearest non-denominational controlled grammar school, distance being measured in a straight line using an Ordinance 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;
- vii) other girls from primary schools outside the Ards & North Down Borough Council Area;
- viii) all other girls.

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.

*"entitled to Free School Meals" will mean applicants who are listed on the Education Authority register as entitled to Free School Meals at the date on which their parent or guardian has submitted their post-primary Transfer Application, or at any date up to and including 2 May 2022 at 4pm.

General Information on *Special Circumstances* and *Special Provisions*

The purpose of a claim for *Special Circumstances* and/or *Special Provisions* is so that a girl can be assigned a score equivalent to that which she would in the educational judgment of the Board of Governors based on the evidence provided, have obtained in the 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 girl to be considered as having *Special Circumstances* or attracting *Special Provisions*, or both; if a girl is permitted 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 material presented to the Board of Governors so that a score, equivalent to that which the girl would have obtained in the CEA under normal conditions, can be awarded.

It is for parent(s)/guardian(s) to present all such materials as they consider will assist the School in performing both parts of the consideration detailed above. Where applications for consideration under *Special Circumstances* or *Special Provisions* are accepted, the Board of Governors may use anonymised comparative data. It should be noted by parent(s)/guardian(s) that both parts of the consideration referred to above involve an exercise in judgment and not precise calculation by the Board of Governors.

Educational Evidence to be provided in support of a claim for *Special Circumstances* and/or *Special Provisions*

In reaching the educational judgment needed to award the score that the girl would have obtained in the CEA under normal circumstances, the Board of Governors will consider any relevant material presented by

parent(s)/guardian(s). This material may include any or all of the following:

- i) the score achieved by the girl in the CEA and stated on the Transfer Application
- ii) the results for the girl of any standardised tests conducted in Years 5, 6 and 7 and the results of any end of year tests in English and Mathematics
- iii) comparative information from the primary school, including the results (anonymous) for other children in the girl's Year 7 class of: any standardised tests conducted in Years 5, 6 and 7, any end of year tests in English and Mathematics and the standardised scores obtained by those children in the AQE Common Entrance Assessments (CEA)
- iv) any other relevant educational material.

SPECIAL CIRCUMSTANCES

Glenlola Collegiate has academic performance in the AQE CEA as its first criterion, subject only to the consideration of medical or other problems which may have affected a girl's performance in the CEA and which are supported by independent documentary evidence of a medical or other appropriate nature. These 'medical or other problems' are referred to as *Special Circumstances*.

It should be noted if a claim for the consideration of *Special Circumstances* is made in respect of matters for which Special Access arrangements were granted for a girl, the Board of Governors may take into account the fact that the girl was granted Special Access arrangements for those matters.

Parent(s)/Guardian(s) who wish to apply to Glenlola Collegiate under *Special Circumstances* should complete **Form SC22** obtainable from the School or AQE Ltd, stating the precise reason(s) why they believe the girl should be considered for *Special Circumstances* and **attach/upload Form SC22**, with the appropriate evidence (as detailed below) to the Transfer Application. Such parent(s)/guardian(s) should also draw attention to *Special Circumstances* in the Transfer Application.

Details of 'medical or other problems'

Where it is claimed that a girl's performance in the CEA has been affected by a medical or other problem, it is the responsibility of the parent(s)/guardian(s) to indicate on **Form SC22** precise details of the 'problem' and **attach/upload** this Form, along with the appropriate evidence, to the Transfer Application.

Where the 'problem' is a medical one which affected the girl **only** at the time of the CEA, parent(s)/guardian(s) should be aware that the Board of Governors will attach greater weight to evidence indicating that the girl was examined by a Medical Practitioner in relation to the illness at the time of the Assessments. For children who have tested positive for COVID-19, a positive PCR test result should be included.

This evidence should be **attached/uploaded** to the Transfer Application along with **Form SC22**.

Where the 'problem' is of a non-medical nature, the parent(s)/guardian(s) should set out on **Form SC22** the precise details of the 'problem' and **attach/upload** it with the appropriate evidence to the Transfer Application.

The Board of Governors will consider each application for *Special Circumstances*. Where a *Special Circumstances* claim is upheld, the Board of Governors will determine on the basis of the information available, an appropriate score for the girl. Any girls in this category will then be considered with all other girls who have received an AQE CEA score and the Admissions Criteria will then be applied.

SPECIAL PROVISIONS

The Board of Governors will consider applications under Special Provisions received by the Education Authority (EA) on or before 29 April 2022.

Special Provision may apply in respect of:

- i) girls whose parent(s)/guardians(s) wish them to transfer from schools outside Northern Ireland.
- ii) girls who have received more than half their primary education outside Northern Ireland.
- iii) girls, entered for the CEA, who because of unforeseen and serious 'medical or other problems' which are

supported by appropriate independent documentary evidence, were unable to participate in any of the assessments.

NB It is expected that all girls seeking admission to the School should sit the CEA, with the exception of those girls who take up residence in Northern Ireland after 8 October 2021.

Parent(s)/Guardian(s) who wish to apply on behalf of their daughter to the School under *Special Provisions*, should complete **Form SC22** obtainable from Glenlola Collegiate or AQE Ltd as soon as possible, stating the precise reason why they believe the girl is eligible for consideration under *Special Provisions*. This should be **attached/uploaded**, with the appropriate evidence to the Transfer Application.

The Board of Governors will consider the application for *Special Provisions*. Where it is considered that Special Provisions should apply, the following procedures will be used to determine an appropriate score for the girl.

- iv) The Board of Governors will consider any accredited assessments and may choose to obtain additional objective evidence of the girl's academic ability in English, mathematics and verbal reasoning.
- v) The Board of Governors will determine, on the basis of all the available educational information, an appropriate score for the girl. This score will then be placed in rank order with the scores of other applicants and the Admissions Criteria applied.

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 material irregularity in the application made to AQE Ltd in connection with the prescribed assessments, OR
- ii) any falsification of any documents submitted to AQE Ltd in connection with the prescribed assessments, OR
- iii) any material breach of the conditions on the part of the girl or her parent(s)/guardian(s) relating to the prescribed assessments.

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 2022/2023 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 (or the contingency criteria if appropriate) referred to in paragraphs 1 to 4 to all applications for entry into Year 8 for the 2022/2023 academic year until the place(s) have been allocated. The Year 8 waiting list will be in place until **30 June 2023**.

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
2019/20	160	199	160
2020/21	159	185	159
2021/22	160	225	160