

**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](mailto:info@glenlolacollegiate.bangor.ni.sch.uk)**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**

**Thursday 26 January 2023 at 6.45pm** - Parents and P7 girls are very welcome. Headmaster's address - 6.45pm and 7.45pm in the Main Hall.

**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 SC23, 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 SC23 with the appropriate evidence (as detailed in the School's Admissions Criteria) to the Transfer Application.

**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 2022 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 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;
- vii) other girls who attend 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 4pm on Thursday 9<sup>th</sup> March 2023.*

#### **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 SC23** 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 SC23**, 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 SC23** 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 or Lateral Flow test result should be included.

This evidence should be **attached/uploaded** to the Transfer Application along with **Form SC23**.

Where the 'problem' is of a non-medical nature, the parent(s)/guardian(s) should set out on **Form SC23** 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 4pm on Thursday 9<sup>th</sup> March 2023.*

#### ***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 Friday 23<sup>rd</sup> September 2022.

Parent(s)/Guardian(s) who wish to apply on behalf of their daughter to the School under *Special Provisions*, should complete **Form SC23** 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 2023/2024 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 2023/2024 academic year until the place(s) have been allocated. The Year 8 waiting list will be in place until 30 June 2024.

**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:

*“If the requested evidence is not provided to the Board of Governors by the deadline specified by the Board of Governors, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.”*

**APPLICATIONS AND ADMISSIONS**

<b>Year</b>	<b>Admissions No</b>	<b>Total Applications <i>ie. All preferences</i></b>	<b>Total Admissions</b>
<b>2020/21</b>	159	185	159
<b>2021/22</b>	160	225	160
<b>2022/23</b>	160	172	160

## 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 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:

s	t	f	b	r	e	w	z	q	n	k	m	v	g	o	j	p	y	a	h	l	c	d	x	i	u
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- 3.5.1 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.

## **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. 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. Information regarding AS subject entry grade requirements is 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 as 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.

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.