

iii	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 iii: She is/has been enrolled in (enter the name of the primary school) within the current year” 	☐
iv	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 iv: her address is that given in this application” 	☐
v	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 v” Provide any evidence specified by EA 	☐ ☐
vi	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 vi” attach evidence that your daughter is the eldest child of the family to be eligible to apply for admission to the School 	☐ ☐
vii	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 vii: her address is that given in this application” 	☐
viii	Other girls who attend 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 viii” (enter the name of the primary school). 	☐

GLENLOLA COLLEGIATE SCHOOL
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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
(Non-denominational)**

Age Range: 11-18

Admissions No: 157

Enrolment No: 1100

OPEN EVENING INFORMATION

Thursday 23 January 2025 at 6.45pm - Parents and P7 girls are very welcome. Headmaster's address - 6.45pm and 7.45pm in the Main Hall.

The prospectus and associated information will also be placed on our school website.

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

ENTRANCE ASSESSMENT RESULTS:

Please ensure that you enter the Total Standardised Age Score (TSAS) awarded by the Schools' Entrance Assessment Group (SEAG), together with the SEAG Unique Pupil Number, on the Transfer Application and please note it is the responsibility of parents/guardians to make sure that the Statement of Outcomes received from SEAG, indicating their child's SEAG Total Standardised Age Score (TSAS), is uploaded with the Transfer Application.

SEAG is very clear that its Entrance Assessment consists of two papers. A pupil who only takes one paper (i.e. either Paper 1 or Paper 2 but not both) will not have completed the full Entrance Assessment. Such pupils will, however, have their "single paper" marked and will receive a Statement of Outcomes. Outcomes for pupils who only sit one paper will have the designation "e" (for estimate) immediately after the Outcome, e.g. Total Standardised Age Score TSAS 196e; Band 4e. Such pupils may be considered for admission by Glenlola Collegiate under Special Provisions.

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 read carefully the information given in the relevant section below. **Please note that you are required to upload with the Transfer Application all such material as you consider will assist the Education Committee in determining if Special Circumstances and/or Special Provisions apply.**

Claims for consideration for a child under Special Circumstances and/or Special Provisions will be examined and decided upon **before the application of any of the Admissions Criteria.**

Parents/Guardians who wish to apply to the School under Special Circumstances and/or Special Provisions should complete **Form SC** and/or **Form SP** obtainable from the School website and upload it with appropriate documentation described in the relevant sections below.

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 Circumstances or 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 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”; an 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

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 28 January 2025 at 12 noon (GMT) and an application submitted by the closing date of 20 February 2025 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 20 February 2025 and up to 4pm on 4 March 2025 will be treated as a late application.

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 SEAG Total Standardised Age Score (TSAS) provided by SEAG (or the Total Standardised Age Score (TSAS), awarded as a result of Special Circumstances or Special Provisions). Parent(s)/guardian(s) should record/enter the standardised SEAG Total Standardised Age Score (TSAS), awarded by SEAG together with the SEAG Unique Pupil Number on the Transfer Application and attach/(upload an image of) the original SEAG score notification sheet provided by SEAG to the Transfer Application. It is the responsibility of the parents/guardians to make sure that all information pertaining to their child and relevant to the School’s Admissions Criteria, as outlined below, is stated on or uploaded with, 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.

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 SEAG Entrance Assessments in November 2024 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 Total Standardised Age Score (TSAS) is awarded by **SEAG** in the **SEAG Entrance Assessments** 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 Total Standardised Age Score

(TSAS) awarded by **SEAG** 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 Total Standardised Age Score (TSAS) 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 points 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 for whom Glenlola Collegiate is the first preference in their Transfer Application;
- ii) 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)];
- iii) 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;
- iv) 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;
- v) girls who are entitled to free school meals, as defined below;*
- vi) 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)];
- vii) 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;
- viii) other girls who attend primary schools outside the Ards & North Down Borough Council Area;
- ix) 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 4 March 2025.*

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 **SEAG Entrance Assessments** 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 **SEAG Entrance Assessments** 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 **SEAG Entrance Assessments** 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 Total Standardised Age Score (TSAS) awarded by SEAG in the **SEAG Entrance Assessments** and stated on the Transfer Application (if she sits both SEAG Entrance Assessments) or the Total Standardised Age Score Estimate (TSASE) provided by SEAG (if the child only sits one of the SEAG Entrance Assessments due to her illness or other relevant unforeseen circumstances).
- 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 **SEAG Entrance Assessments**.
- iv) any other relevant educational material.

SPECIAL CIRCUMSTANCES

Glenlola Collegiate has academic performance in the **SEAG Entrance Assessments** as its first criterion, subject only to the consideration of medical or other problems which may have affected a girl's performance in the **SEAG Entrance Assessments** 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 SC** obtainable from the School or **SEAG**, stating the precise reason(s) why they believe the girl should be considered for *Special Circumstances* and **attach/upload the Form SC**, 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 **SEAG Entrance Assessments** has been affected by a medical or other problem, it is the responsibility of the parent(s)/guardian(s) to indicate on **Form SC** 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 **SEAG Entrance Assessments**, 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 SC**.

Where the 'problem' is of a non-medical nature, the parent(s)/guardian(s) should set out on **Form SC** 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 a Total Standardised Age Score (TSAS) 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 4 March 2025.

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 **SEAG Entrance Assessments**, who because of unforeseen and serious 'medical or other problems' which are supported by appropriate independent documentary evidence, were unable to participate in one or both of the assessments.

NB It is expected that all girls seeking admission to the School should sit the **SEAG Entrance Assessments**, with the exception of those girls who take up residence in Northern Ireland after 7th October 2024.

Parent(s)/Guardian(s) who wish to apply on behalf of their daughter to the School under *Special Provisions*, should complete **Form SP** obtainable from Glenlola Collegiate 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.

- i) 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.
- ii) 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 Transfer Application or information provided to **SEAG** in connection with the prescribed assessments, OR
- ii) any falsification of any documents submitted in the Transfer Application or to **SEAG** 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 2025/2026 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 referred to above to all applications for entry into Year 8 for the 2025/2026 academic year until the place(s) have been allocated. The Year 8 waiting list will be in place until 30 June 2026.

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

Year	Admissions No	Total Applications <i>i.e. All preferences</i>	Total Admissions
2022/23	160	172	160
2023/24	157	174	157
2024/25	157	193	157