

## Admissions criteria for entry September 2021

### CARRICKFERGUS GRAMMAR SCHOOL

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**Headmaster:** Mr J. A. Maxwell BA (Hons) PGCE MSc PQH (NI)

**Chairperson of the Board of Governors:** Mr M Smith BSc MBA CEng MIET

Controlled Grammar School  
(Non-denominational)

Est 1962

**Age Range of pupils:** 11-18

**Admissions Number:** 116

**Enrolment Number:** 800

Relevant information on the school, including the 2021 Prospectus, can be found on the school's website at [www.carrickfergusgrammar.com](http://www.carrickfergusgrammar.com)

**To parents/guardians naming Carrickfergus Grammar School as a preference on your child's online Transfer Application**

#### Entrance Test Registration

Please ensure that you enter the AQE candidate number on the online Transfer Application, and if available the AQE Registration Letter or the AQE Examination Card should be uploaded.

#### Special Provisions

If you are making a claim for your child to be considered under Special Provisions, please read carefully the information given in the relevant sections. **Please note that you are required to present all such material as will assist the Admissions Sub-Committee in determining if Special Provisions apply AND upload all such material to the online Transfer Application.**

### Respective functions of the Board of Governors and Principal in relation to Admissions to the school

Carrickfergus Grammar School is a coeducational Controlled Grammar School with an enrolment number of 800 and an admissions number of 116. The Board of Governors of Carrickfergus Grammar School has delegated to its Admissions Sub-Committee, in conjunction with the Principal, the responsibility of applying its admissions criteria to identify which children are to be admitted to Carrickfergus Grammar School. This includes decisions in respect of Special Provisions.

### ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2021

In the event of the School being oversubscribed the Board of Governors has approved the criteria set out on the following pages and has delegated the task of applying these criteria to the Admissions Sub-Committee, in conjunction with the Principal. All admissions decisions, including those in respect of applications for "Special Provisions" are taken and verified by the Admissions Sub-Committee. Any subsequent reference to the Board of Governors, therefore, may imply the Admissions Sub-Committee.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the online Transfer Application. It is the responsibility of parents/guardians to make sure that all information pertaining to their child and relevant to the School's admissions criteria, as outlined overleaf, is stated legibly on or attached to the online Transfer Application. Parents/guardians should note that they may be required to produce documents verifying information pertinent to the School's admissions criteria.

## Admissions criteria for entry September 2021

The School will use the following Admissions Criteria which will be applied in the order in which they are set out until the point where the admissions number is reached. 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. Children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the School before any child not so resident;
- ii. The Board of Governors will consider for admission into Year 8 initially only those applicants who were entered for the CEA provided by AQE and remained entered as of midnight on 20<sup>th</sup> November 2020. The AQE candidate number should be entered on the online Transfer Application, and if available the AQE Registration Letter or the AQE Examination Card should be uploaded. If more children have entered for CEA than there are places available, then these children will be allocated places up to the School's Admissions Number by application of the remaining criteria listed below. Children who were not entered for the CEA, because they would have been entitled to apply for Special Provisions as set out on the next page, will also be considered;
- iii. Children who, at the date of their application, have another child of the family\* currently enrolled at the School (parents/guardians should ensure that relevant information is provided on the online Transfer Application if this is the case);
- iv. Children who are the eldest eligible child or only child of the family\*\* to be eligible to be accepted for enrolment in the School in September 2021 (parents/guardians should ensure that relevant information is provided on the online Transfer Application if this is the case);
- v. Children of whom another child of the family (e.g. a sibling or twin) qualified under criterion ii above for admission into Carrickfergus Grammar School in the current admissions year;
- vi. Children from the schools defined in criterion x below who nominate Carrickfergus Grammar School as first preference on the online Transfer Application;
- vii. Children from the schools defined in criterion x below who nominate Carrickfergus Grammar School as second preference on the online Transfer Application;
- viii. Children from a school not defined in criterion x below who nominate Carrickfergus Grammar School as first preference on the online Transfer Application;
- ix. Children from a school not defined in criterion x below who nominate Carrickfergus Grammar School as second preference on the online Transfer Application;
- x. Children attending one of the School's contributory Primary Schools\*\*\* as listed on the next page, or attending another school which is closer as the crow flies than any of the School's contributory Primary Schools\*\*\*;
- xi. Children will be selected for admission on the basis of a random selection process. Each application to be considered at this stage will be allocated a random number electronically generated within "Microsoft Excel"; the applications will then be ranked in numerical order, with higher numbers having preference over lower numbers.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information as regards 'eldest eligible child of the family'.

If there are places which remain to be allocated after consideration of all the children who have entered for CEA then the Board of Governors will consider for admission any children who have not been entered for CEA. These children will be allocated places up to the School's Admissions Number by the application, if required, of the School's admissions criteria from iii above.

## Admissions criteria for entry September 2021

\* 'Child of the family' refers to Article 2(2) of the Domestic Proceedings (NI) Order 1980.

\*\* 'Eldest eligible child of the family' includes applicants who, although not chronologically the eldest in the family, are to be treated as the 'eldest eligible child of the family' in circumstances set out below:

- The applicant is the first in the family to transfer to a mainstream post primary school in Northern Ireland;
- Where the applicant is more than seven years younger (by birth date) than the next eldest sibling;
- Where the applicant's family has moved residence so that the applicant is the first child of the family to have an opportunity to apply to the School.

\*\*\*The School's contributory Primary Schools are:

Abbots Cross	Acorn	Ashgrove	Ballycarry	Carnmoney
Carrickfergus Central	Carrickfergus Model	Earlview	Eden	Glengormley Integrated
Greenisland	Islandmagee	King's Park	Mossley	Oakfield
Silverstream	St Nicholas	Straid	Sunnylands	Victoria
Whiteabbey	Whitehead	Whitehouse	Woodburn	Woodlawn

\*\*\*\* as measured using the Ordnance Survey of Northern Ireland (OSNI) online Distance Measuring Tool, using 6-figure northings and eastings grid references to identify distance from the front gates of Carrickfergus Grammar School to individual schools.

### SPECIAL PROVISIONS

Special Provisions will apply for:

- 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;
- children not entered for the AQE CEA because of unforeseen and serious medical or other problems which are supported by appropriate documentary evidence;
- religious observance whereby faith precludes from sitting tests on the designated CEA days.

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 ii of the Admissions Criteria.

### Admissions to Year 8 following completion of the Transfer Procedure

Carrickfergus Grammar School operates a separate waiting list for Year 8. All applications for admission to Year 8 that were unsuccessful in obtaining a place in the school will be automatically added to the waiting list. New applications and applications where new information has been provided will also be added to the waiting list. The Year 8 waiting list will be in place until **30 June 2022**. Please contact the School if you wish your child's name to be removed from the list. Should a vacancy arise after the completion of the Transfer Procedure and should there be more applications than places available, the procedure outlined above in the Admissions Criteria for entry of children to Year 8 will be followed. The School will contact you in writing if your child gains a place in the School by this method.

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Applications for children who did not apply for entrance to the school during the transfer phase will also be allowed. In this instance, parents should write to the school indicating name of child, date of birth, current school attending and AQE candidate number.

Should the Admissions Sub-Committee of the Board of Governors determine that a child, who has arrived in Northern Ireland after the Transfer Process has been concluded, is suitable for admission, it will seek approval from the Department of Education to admit the child through the allocation of an additional place.

It is the responsibility of parents/guardians to ensure that the Transfer Form is completed in full, and to notify the Admissions Sub-Committee on the Transfer Form where appropriate criteria apply to their son/daughter.

If the Admissions Sub-Committee of the Board of Governors of Carrickfergus Grammar School becomes aware of

- a. any material irregularity in the application made to AQE in connection with the prescribed test; or
- b. any falsification of any documents submitted to AQE in connection with the prescribed test; or
- c. any material breach of the conditions on the part of the child or his/her parents/guardians relating to the prescribed test.

it reserves the right to reject the application to the School for that child. If information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

### Admission – Years 9-11

Admission will only be considered if there are vacant places in the Year Group, if the school's overall enrolment number is not exceeded and if admission would not prejudice the efficient use of the school's resources.

If the number of applications is greater than the school's Admissions Number, the following conditions shall be applied progressively in the order set out below:

- Children will be placed in rank order of their aggregate score in tests which will be set by the Board of Governors of this school incorporating English and Mathematics.
- If children are tied on the same aggregate score then pupils shall be selected by the application of Criteria as set out in the current Transfer Booklet until the school's admissions number has been reached.

Applicants will then be interviewed as part of the application process and this interview will form part of the selection process.

School reserves the right at discretion not to award a place to an applicant if the academic reports and / or behavioural information from the applicant's previous school are not satisfactory.

The parent or guardian of the pupil and the pupil themselves must also commit to abiding by the protocols, high standards of behaviour and school routines as have been adopted by all pupils and their parents/guardians who are currently enrolled in the school.

### DUTY TO VERIFY - THE VERIFICATION OF INFORMATION PROVIDED

**Parents/guardians should note that the information contained within an application that qualifies the child for admission may be verified.**

**The Board of Governors therefore reserves the right to require such supplementary evidence as it may determine to support or verify information on any Application Form/Transfer Form.**

**This information will be requested from those whose applications have been successful when they have been notified of their allocation of a place at Carrickfergus Grammar School.**

**Parents/guardians should also note if the requested evidence is not provided to the Board of Governors by the deadline given, 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.**

### Year 8 Applications and Admissions

<b>Year</b>	<b>Admissions No.</b>	<b>Total Applications All Preferences</b>	<b>Total Admissions</b>
2018/19	116	170	119
2019/20	116	145	116
2020/21	116	153	116

This table does not include children who were admitted to the school with a statement of special educational needs.

Details in relation to *AQE CEA* scores accepted are available in the School's prospectus.