



SULLIVAN UPPER SCHOOL, HOLYWOOD

Admissions Criteria for entry to Year 8 in September 2010

TO PARENTS/GUARDIANS naming Sullivan Upper School on a Transfer form.

Entrance Test Results

Please ensure that you enter the score awarded by the Association for Quality Education (AQE) in the Common Entrance Assessment (CEA) in Section C of the Transfer Form in the following format: '**AQE CEA Score**', followed by the score and the AQE Candidate Number.

Special Circumstances and/or Special Provisions

If you are making a claim for consideration under Special Circumstances or Special Provisions please apply using Form SC09 which is available both from the school and AQE. This form specifies the information required which is also outlined in this document in Part 3 Special Circumstances and Part 4 Special Provisions. All appropriate information including the completed SC09 should be attached to the transfer form.

1. **Introduction**

This statement of the policy has been adopted by the School's Board of Governors and sets out the criteria which will be used to determine which pupils will be admitted to Year 8 of the school for the 2010/2011 school year.

The criteria relating to the initial admission of pupils into Year 8 will also be used for entry into the year should admission become possible after the commencement of the school year.

In this statement of policy, the term 'the School' is used throughout to denote the secondary department of Sullivan Upper School. The term 'Board' shall mean the Board of Governors and references to the Board of Governors shall include references to the Board's Education Policy Committee and the Board's Transfer and Admissions Committee. The term 'normal residence' shall mean the address of the pupil as recorded at section A of the Transfer Form by the primary school principal and as certified by the parent at section E of the Transfer Form to be the normal place of residence of the pupil.

Admissions Policy

The school's Board of Governors draws up and publishes the statement of policy and the admissions criteria for admissions to year 8. The Transfer Procedure and Admissions Committee, which is a sub-committee of the Board of Governors, is responsible for applying the admissions criteria and for admitting or refusing to admit a pupil to the school.

It is the responsibility of parents to ensure that all information relevant to the school's criteria is fully reported on the transfer form or attached to that form.

Applicants should note that it will be an essential requirement of the process that documents are produced to verify the address of the residence and the age of the child concerned. In addition for those claiming that the applicant is the eldest or only

child in the family, it will also be essential to produce a document to verify that claim, as well as other qualifying information such as, entitlement to free school meals, AQE CEA scores, and the relationship with other members of the family enrolled at the school.

2. General Statement of Policy

The Board of Governors will consider for admission into year 8 initially only those applicants who have taken the Common Entrance Assessment (CEA) provided by the Association for Quality Education (AQE) and who have been awarded a result in the form of an overall score, (subject only to consideration by the Board of those pupils claiming Special Circumstances or Special Provisions, as explained below).

The score in the AQE CEA should be entered in Section C of the Transfer Form in the following format: 'AQE CEA score', followed by the score and the AQE Candidate Number. This information will be verified by the School with AQE.

The precise manner in which the AQE scores will be treated for admission and the nature of the admissions criteria to be applied are described fully in paragraph 6. However, priority will be given to applicants resident in Northern Ireland before all applicants not so resident.

The Board of Governors will **not** use as a criterion for admission the position of preference given to the school by the applicant on the Transfer Form; for example a pupil who has chosen Sullivan Upper School as a second preference will be considered in the same way as all first preference applicants.

3. Special Circumstances

3.1 Sullivan Upper School has academic performance as its first criterion, subject only to the consideration of medical or other problems which may have affected performance in the Common Entrance Assessment (CEA) and which are supported by independent documentary evidence of a medical or other appropriate nature. These 'medical or other problems' are commonly referred to as 'special circumstances'.

Please note that if an applicant has been granted Special Access arrangements, he/she cannot then claim Special Circumstances for the same reason;

Parents who wish to apply to the School under Special Circumstances should complete Form SC09 obtainable from the School, and attach it with appropriate documentary evidence to the Transfer Form.

3.2 Details of Medical or Other Problems

Where it is claimed that a pupil's performance in the CEA has been affected by a medical or other problem, it is the responsibility of the parents to set out in the Form SC09 precise details of the problem and append independent evidence of its existence.

Where the problem is a medical one of short term duration which affected the pupil only at the time of the CEA, the School will require the production of evidence that the pupil was examined by a medical practitioner in relation to the illness at the time of the assessments.

Where the problem is of a non-medical nature the parents should append appropriate independent evidence.

3.3 Educational Evidence

It is the responsibility of the parents to provide the educational evidence as detailed in form SC09, this should include (where they exist),

- the score achieved in the Common Entrance Assessment
- the results for the pupil of any standardised tests conducted in Year 5, Year 6 and Year 7, and the results in any End of Year tests in English and Mathematics in Years 5 and 6
- additional comparative information from the Primary School which should include the results for other pupils in the pupils in the Year 7 class of any standardised tests conducted in Year 5, Year 6, Year 7, and the results in any End of Year tests in English and Mathematics in Years 5 and 6 and where available the respective AQE CEA scores.

3.4 A panel of Governors will consider the application for Special Circumstances. Where this is accepted, the panel will determine, on the basis of the information available, a score for the applicant. Such applicants will then be considered with all other applicants who have received a CEA score and the admissions criteria applied.

4. Special Provisions

4.1 Special provisions will apply for:

- (a) Children whose parents wish them to transfer from schools outside Northern Ireland.
- (b) Children who have received more than half their primary education outside Northern Ireland.
- (c) Children entered for the AQE Common Entrance Assessment, 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.

Note: It is expected that all those seeking admission should sit the AQE CEA, with the exception of those applicants who take up residence in Northern Ireland after the 18th September 2009.

Parents who wish to apply to the School under Special Provisions should complete Form SC09, obtainable from the School stating the precise reason why they believe the applicant is eligible for consideration under Special Provisions. This should be sent to the School with appropriate independent documentary evidence. In addition, a copy of SC09 and all

the documentary evidence should also be attached to the Transfer form. For those pupils whose parents wish them to transfer from schools outside Northern Ireland, application for Special Provisions must be made as soon as possible, but no later than 27 April 2010. All other applications for Special Provisions should be made promptly, and no later than 12 March 2010.

- 4.2 A panel of Governors will consider the application for Special Provisions. Where this is accepted, the following procedure will apply:
- (a) The School will consider any accredited assessments and may choose to commission an independent assessment e.g. of the applicant's ability in English, Mathematics, and Verbal Reasoning.
 - (b) A panel of Governors will determine on the basis of all the available assessment information, an appropriate score for the applicant. The applicant will then be considered with all other applicants who have received a CEA score and the admissions criteria applied.

5. Verification of Information

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify qualifying information given on any Application/Transfer form. This evidence will be requested if and when the offer of a place is made. It is not necessary for parents to include verification information with the application. The letter offering a place in year 8, which will be sent in May/June 2010, will specify exactly the evidence required and how this will be disclosed to the school.

It is important that all parents/applicants 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 offer of the place at this school.

6. Basic Criteria for Admission

- a] The first 120 places from the admissions total of 150 will be allocated to those applicants who have applied and provided a CEA score [including those to whom Special Circumstances or Special Provisions apply] on the basis of the rank order of their respective scores with those achieving higher scores being allocated places before those who have scored less. If several applicants are eligible for the 120th place because they have equal scores then all such applicants will be allocated places up to the school's admission number and on application of criteria 6b(i) to (viii) as necessary.
- b] Following the allocation of places as described in 6 a) a limited pool of around 45 applicants will be identified from the remaining applicants, again by rank order of their CEA scores [including those to whom Special Circumstances or Special Provisions apply] who are ranked within the highest 165 CEA scores. If several applicants are eligible for the 165th place because they have equal scores then all such applicants will be included within the pool. Then all remaining available places up to the schools admissions number will be allocated from this pool upon application of the following criteria which will be applied in the order in which they are set out.
 - [i] Applicants who are entitled to free school meals

(will mean applicants who are listed on the Education and Library Board/ESA register as entitled to Free School Meals at the date on which their parent or guardian has signed their post-primary Transfer Form, or any date up to and including 12 May 2010).

- [ii] Applicants who have a child of the family currently enrolled at the school.
- [iii] Applicants who are transferring from one of the following schools:
(listed alphabetically)
 - Glencraig Integrated Primary School
 - Holywood Primary School
 - Redburn Primary School
 - St Patrick's Primary School, Holywood
 - Sullivan Upper Preparatory Department
- [iv] Applicants who are resident within the Holywood postal district of BT18, or for whom the school is the nearest suitable school ['suitable' in this context refers to any non-denominational grammar school and 'nearest' refers to the most direct route by road to the front entrance (Belfast Road entrance), of Sullivan Upper School, compared to any other suitable school].
- [v] Applicants who are transferring from one of the following schools:
(listed alphabetically)
 - Clandeboye Road Primary School, Bangor
 - Crawfordsburn Primary School, Bangor
 - Grange Park Primary School, Bangor
 - Kilcooley Primary School, Bangor
 - Knocknagoney Primary School, Belfast
 - Rathmore Primary School, Bangor
 - St Comgall's Primary School, Bangor
 - St Malachy's Primary School, Bangor
 - Strandtown Primary School, Belfast
 - Victoria Park Primary School, Belfast
- [vi] Applicants who are the eldest child to be eligible to be admitted to the school, including only children
NB: twins and other multiple birth applicants will not be treated differently on account of age difference and will be regarded as joint eldest as appropriate.
- [vii] If following the application of the above criteria as described there comes a point when there are more pupils who meet a particular criterion or criteria than there are places available then preference will be given thereafter to applicants who meet the following "tie-breaking" criteria which will be applied in the order given.
 - a] applicants whose normal place of residence is located nearest to the front entrance [Belfast road entrance] of the school by the most direct route by road. The school will be responsible for determining the distance between the pupil's normal place of residence and the school and will use the R.A.C. Route Planner in conjunction with maps to establish the distance.
 - b] If following the application of the criteria outlined in paragraphs 6 (a) and 6 (b) all the available places for admission have not been filled the Board of Governors will consider any other applications firstly from applicants who have received a CEA score, and then from applicants who have not taken the CEA. Allocation of these remaining places, if any, will be by application of the criteria outlined in sections 6 (b) [i] to [vii].