

LIMAVADY GRAMMAR SCHOOL

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Limavady

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Website: www.limavadygrammar.org.uk

Principal: Mrs NJ Madden, Bsc(Hons), PGCE, PQH(NI)

Chairman of the Board of Governors: Mr G Hill

Controlled Grammar School

Boys and Girls

Age Range: 11 – 18

Admissions Number: 130

Approved Enrolment Number: 910

Open Night

An Open Night for pupils and parents of P6 and P7 will be held on 19th January 2023.

To Parents/Guardians naming **Limavady Grammar School** (hereinafter referred to as ‘the School’) as a preference on your child’s Transfer Application.

Entrance Assessment Results

Please ensure that you enter the score awarded by the Association for Quality Education together with the AQE Candidate Number on the Transfer Application and please note it is the responsibility of parents/guardians to make sure that a copy of the original Statement of Result received from AQE indicating their child’s AQE CEA score is uploaded with 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 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 Admissions 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/Carers who wish to apply to the School under Special Circumstances and/or Special Provisions should complete Form SC23 obtainable from AQE and upload it with appropriate documentation described in section 2.

Parents/Guardians should note that they are required to produce documents verifying information pertinent to the School’s Admissions Criteria. If the documents are not uploaded with the Transfer Application, as detailed below, they will be requested after notification of a offer of a place at the school.

There are no school fees though a contribution, currently of £60 per pupil/£100 per family per annum, is requested for the School Fund.

RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS

The Board of Governors has approved the criteria described below and has delegated the task of applying these criteria to the Principal. Decisions in respect of “Special Provisions” and “Special Circumstances” are taken by the Admissions Committee. Further reference, therefore, to the Board of Governors may imply the Admissions Committee or the Principal.

The Board of Governors will NOT give priority to applications according to the preference in which they place the School on the Transfer Application.

ADMISSIONS CRITERIA 2023

When considering which children should be selected for admission the Board of Governors will only take into account information which is detailed or uploaded with the Transfer Application. Parents should therefore ensure that all information pertaining to their child and relevant to the School’s admissions criteria is stated on the Transfer Application or uploaded with it at the time of application.

What criteria must a child meet to gain entrance to Limavady Grammar School?

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 of over-subscription in the case of the first or subsequent criteria the next criterion will be applied in order:

- 1 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;
- 2 Children who have taken the Common Entrance Assessment administered by AQE, subject only to the consideration of applications claiming 'Special Circumstances' and 'Special Provisions' as defined below. Places will be allocated in strict rank order of the Age Standardised Scores, starting with the highest score and working in descending rank order. Parents/Guardians of applicants are advised to record the Age Standardised Score awarded by AQE and the AQE Candidate Number on the Transfer Application and attach a copy of the original statement of result to the Transfer Application.

If two or more pupils are eligible for the final remaining place or places because they have equal Age Standardised Scores, then the following sub-criteria shall be applied in the order set down:

- a) A child with a sibling*₁ currently enrolled at the School at date of application (**state name(s) and registration group(s) on the Transfer Application**);
- b) A child who is the eldest child*₂ in the family (details to be supplied on the Transfer Application). Proof of eldest child should be uploaded with the Transfer Application – a letter on headed note paper, stating that the child is the eldest child and that the family is known to the verifier, from one of the following who is not a family member of the applicant: a Primary School Principal, a medical practitioner, a solicitor, an elected public representative, a member of the clergy or a police officer.;
- c) Oldest pupils first (established by date of birth as entered on the Register of Births or the Adopted Children's Register);

In the event that two or more of the children who have applied have the same dates of birth (as entered on either of the said Registers) a random selection will be applied based on a computer programme. The said process is carried out by means of a computer programme which, for each applicant, generates a ranking number using the details from the Transfer Application as the seed for a random number generator. The random number generated for any given applicant is dependent only on the applicant's name (as entered on the Transfer Application), and is not affected by the details of any other applicant. Applicants with the lowest ranking numbers will be given places up to the number of places available.

If there are still places available after all the children who have been entered for AQE's Common Entrance Assessment or are accepted as having Special Provisions and Special Circumstances have been considered, the above criteria (labelled a-c) shall be applied, in the order set down, to children who have not been entered for the Common Entrance Assessment administered by AQE.

*₁ Sibling – defined as 'child of the family'. This covers children fostered, adopted or half-brothers and sisters and orphaned cousins being brought up within a family.

*₂ Eldest child – defined as:

- (a) "children who at the date of their application, are the eldest 'child of the family' as evidenced by date of birth. This wording covers "only" children and is also intended to treat twins (or other multiples) as joint eldest.
- (b) in circumstances where a family has not had the opportunity to have the eldest child already and currently enrolled in the School by reason of an older sibling being unable to attend mainstream school but who attended a Special School, then for the purposes of this criterion the eldest child shall be deemed by the Board of Governors to be the Child next eligible to apply for admission to the School.

SPECIAL CIRCUMSTANCES AND SPECIAL PROVISIONS

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

The purpose of a claim for Special Circumstances and/or Special Provisions is so that a child can be assigned a score equivalent to that which he or she would have obtained in the AQE Common Entrance Assessment 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 child to be considered as having Special Circumstances or attracting Special Provisions, or both; if a child is permitted to be considered as having Special Circumstances or as attracting Special Provisions or both, the second part of the consideration requires an educational

judgement to be made on the totality of the material presented to the School's Admissions Committee so that a mark equivalent to that which the child would have obtained in the AQE Common Entrance Assessment under normal conditions can be awarded.

It is for parents/guardians to present all such material as they consider will assist the Admissions Committee in performing both parts of the consideration described above. It should be noted by parents/guardians that both parts of the consideration referred to involve an exercise in judgement and not precise calculation.

Educational Evidence which could support a claim for Special Circumstances and/or Special Provisions

In reaching the educational judgement needed to award the mark that the child would have obtained in the AQE Common Entrance Assessment under normal circumstances, the Admissions Committee will consider any material presented (and attached to the Transfer Application) in support of the application. This material may include any or all of the following:

- (i) The score awarded by AQE in the CEA (if the child sits two or three AQE CEAs) or the raw score awarded by AQE in the CEA, where only one assessment was taken because of illness, or other unforeseen circumstances;
- (ii) The results for the child 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;
- (iii) Comparative information from the Primary School, including the results, without names, for other children in the child's Year 7 class 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;
- (iv) Any other relevant material.

The onus is on the parents/guardians to ensure that a copy of Form SC23 (obtainable from AQE) together with all supporting evidence, is attached to the Transfer Application at the time of application.

SPECIAL CIRCUMSTANCES

The School has academic performance as its first criterion, subject only to the consideration of medical or other problems which may have affected a child's performance in AQE's Common Entrance Assessment and which are supported by documentary evidence of a medical or other appropriate nature. These 'medical or other problems' are commonly referred to as 'Special Circumstances'.

Parents/Guardians who wish to apply, on behalf of their child, to the School under 'Special Circumstances' should complete Form SC23 obtainable from AQE and attach it, with appropriate documentary evidence, to the Transfer Application. Parents/Guardians should note that where there is independent evidence available it should be supplied.

The onus is on the parents/guardians to ensure that a copy of Form SC23 (obtainable from AQE) together with all supporting evidence, is attached to the Transfer Application at the time of application.

Please note:

- If a claim for the consideration of Special Circumstances is made in respect of matters for which Special Access arrangements were granted by AQE, the Admissions Committee will take into account the fact that the child was granted Special Access arrangements for those matters.

Details of Medical or Other Problems which could contribute to a claim for Special Circumstances

Where it is claimed that a pupil's performance in AQE's Common Entrance Assessment has been affected by a medical or other problem, **it is the responsibility of the parents/guardians to set out in the Form SC23 the precise details of the problem and attach documentary evidence of its existence to the Transfer Application.**

Where the problem is a medical one of short term duration which affected the child only at the time of the AQE Common Entrance Assessment, parents/guardians should be aware that the school will attach greater weight to evidence indicating that the child 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, documentary evidence such as a positive PCR test result should be included.

If the claim is for other than a medical problem, it is the responsibility of the parents/guardians to set out precise details of the problem on the Form SC23 and to provide appropriate, documentary evidence to corroborate its existence.

In both such cases, it will be the responsibility of the parents/guardians to provide the School's Admissions Committee with evidence which reflects the child's academic ability.

In assessing a claim for Special Circumstances the Admissions Committee will first of all determine, on the basis of all the documented evidence made available to it at the time of reaching its decision, if the claim is to be upheld. Only if the claim is upheld will the Admissions Committee then make a final decision on whether or not (and by how much) the Age Standardised Score awarded by AQE and attained by the child should be adjusted. Any revised score will then be placed at the appropriate point within the rank order of all the children who have been awarded an Age Standardised Score. The Admissions Criteria shall then be applied.

SPECIAL PROVISIONS

Special Provisions will apply to children who fall into any one of the following categories:

- (a) Children whose parents/guardians 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 documentary evidence, were unable to participate in any or all of the assessments.

In all three such cases, it will be the responsibility of the parents/guardians to provide the School's Admissions Committee with evidence which reflects the child's academic ability. Parents/Guardians should note that where there is independent evidence available it should be supplied.

Note: It is expected that, other than children who took up residence in Northern Ireland after 24 September 2022, all those seeking admission should sit the AQE Common Entrance Assessment.

Parents/Guardians who wish to apply to the School under Special Provisions should complete Form SC23 obtainable from AQE, stating the precise reason why they believe the child is eligible for consideration under Special Provisions. This should be attached to and sent, with the Transfer Application, with appropriate documentary evidence.

The onus is on the parents/guardians to ensure that a copy of Form SC23 (obtainable from AQE) together with all supporting evidence, is attached to the Transfer Application at the time of application.

The Admissions Committee will consider the application for Special Provisions. Where this is accepted, the following procedure will apply:

- (a) The Admissions Committee will consider any documentary material which will enable it to make an educational judgement as to what the candidate would have obtained in the AQE Common Entrance Assessment had Special Provisions not been applied.
- (b) The Admissions Committee will determine, on the basis of all the available assessment information, an appropriate Age Standardised Score for the child. This score will then be placed at the appropriate point within the rank order of all the children who have been awarded an Age Standardised Score by AQE. The Admissions Criteria shall then be applied.

SPECIAL EDUCATIONAL NEEDS

The procedures for children in receipt of a Statement of Special Educational Needs will operate outside the normal Open Enrolment procedures, in order to ensure that such children are provided with the most appropriate school placement. Further advice may be obtained from the Education Authority.

NOTE TO PARENTS/GUARDIANS

It is the responsibility of parents/guardians to ensure that the online form is completed in full and that all relevant information is recorded on, or attached to, the Transfer Application by the date of receipt by the School.

If the Board of Governors becomes aware of any irregularity in the AQE number quoted on the Transfer Application it reserves the right to reject the application made on behalf of the child for admission to the School.

THE VERIFICATION OF INFORMATION PROVIDED

- Parents/Guardians should note that the information contained within an application that qualifies the child for admission will be verified.
- The Admissions Committee therefore reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Application.
- This information will be requested from successful children on or shortly after 20 May 2023 when they have been notified of their allocation of a place at the School.
- Parents/Guardians should also note that the provisions of false information or incorrect information or the failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of the School to offer a place.

ADMISSIONS FOLLOWING THE CONCLUSION OF THE TRANSFER PROCESS UNTIL 31 AUGUST 2022.

WAITING LISTS

A waiting list consisting of applications on behalf of children who have sought admission but have been unsuccessful will operate following the conclusion of the Transfer Process (20 May 2023). Should a place become available then

decisions will be taken by applying the Year 8 Admissions Criteria to those pupils who have been unsuccessful in their application.

NEW APPLICATIONS

Parents/Guardians who wish their child to be considered for admission in the event of a place arising after the conclusion of the Transfer Process (20 May 2023) and before 1 September 2023 should, in the first instance, write to the Principal stating this. An acknowledgement will be issued and advice on how to proceed will be given. If a place(s) becomes available before 1 September 2023 and there are more children seeking admission than there are places available then decisions will be taken by applying the Year 8 Admissions Criteria to those pupils seeking admission at the time the place(s) becomes available. Should the Admissions Committee determine that a child, who has arrived in Northern Ireland after the Transfer Process has been concluded and is seeking admission to the School, is suitable for admission, and all places have been allocated, it will seek the approval from the Department of Education to admit the child through the allocation of an additional place.

ADMISSION INTO YEAR 8 AFTER 1 SEPTEMBER 2023

Parent(s)/Guardian(s) of any child on whose behalf an application for admission to the school has been sought, but has been unsuccessful, and who wish that child to be considered for admission in the event of a place arising after the beginning of the academic year, should write to the Principal stating this. An acknowledgement will be issued. The name of the child will then be on a waiting list which will operate after 1 September 2023.

In addition, other Parent(s)/Guardian(s) who wish their child to be considered for admission to the school in the event of a place arising after the beginning of the academic year should, in the first instance, write to the Principal stating this. An acknowledgement will be issued.

If a place becomes available after 1 September 2023 and there are more children seeking admission than there are places available, then decisions will be made by applying the Year 8 Admissions Criteria to those pupils seeking admission at the time the place(s) become available.

APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2020/21	130	142	130 + 1 SEN
2021/22	136*	162	136 + 3 SEN
2022/23	132*	149	132 + 2 SEN

* Temporary variation of admissions number

ADMISSIONS CRITERIA FOR YEARS 9 AND ABOVE

Entrance criteria for Years 9 and above is available upon request from the School office.