

**FRIENDS' SCHOOL**

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Lisburn

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**Principal:** Stephen R T Moore MA (Oxon) PGCE

**Chairperson Board of Governors:** Philip A McDonagh

**Voluntary Grammar School**

**Age Range:** 11-18

**Admissions No:** 140

**Enrolment No:** 970

**OPEN DAY INFORMATION**

**Saturday 12 January 2019 from 9.30am -12 noon.** Prospective pupils and their parents are very welcome to attend.

**TO PARENT(S)/GUARDIAN(S) NAMING FRIENDS' SCHOOL AS A PREFERENCE ON YOUR CHILD'S TRANSFER FORM.**

**ENTRANCE TESTS RESULTS**

Parents should note that the original notification of the score received from AQE should be attached to the Transfer Form.

**SPECIAL CIRCUMSTANCES and/or SPECIAL PROVISION:**

Please see Appendix 1 (below)

Please note: It is the responsibility of the parent to provide the educational evidence as detailed in Form SC18 available from the School or AQE.

**Capital Fee**

As Friends' is a Voluntary Grammar School, a Capital Fee of £140 per annum is charged to all parents.

**Respective Functions of the Board of Governors and Principal in relation to admissions to the school.**

The Board of Governors draws up the Admissions Criteria and delegates to the Education Committee the responsibility for applying these criteria. Any reference below to the Board of Governors includes any committee or sub-committee appointed by the Board of Governors for the purpose of applying the admissions criteria. The Principal is a member of the Board of Governors.

**Admissions Criteria for Pupils at the Normal Transfer Stage (Year 8)**

The School will initially consider at Transfer stage only those pupils who have taken the Common Entrance Assessment (CEA) provided by the Association for Quality Education (AQE) and who have been awarded a mark in the form of a standardised score or have been assigned to a band of scores after determination of an application for Special Circumstances or Special Provision. Information on the CEA is available from the School or on the AQE website ([www.aqe.org.uk](http://www.aqe.org.uk)).

It should be noted that children resident in Northern Ireland at the time of their proposed admission must be admitted before children who are not resident.

The process for admissions, should the school have more applications than places available, is as set out below. The information to be provided in the event of a claim that Special Circumstances exist or that Special Provision should apply is detailed in Appendix 1.

It should be noted that the Board of Governors will **not** take into account the position of preference given to the school by the applicant on the Transfer Form. For example, an application received from a pupil who has placed Friends' second in order of preference on the Transfer Form and who has not been offered a place by the school placed first in order of preference, will be considered in the same way as all first preference applicants to Friends' School.

*NB Throughout the admissions criteria, 'the score' refers to the standardised score as awarded by AQE*

**When considering which children should be selected for admission, the Board of Governors will only take into account information detailed on or attached to the Transfer Form. Please note therefore that it is the**

**responsibility of the parents of the applicant to ensure that all information relevant to the criteria is provided on the Parents' Remarks section of the Transfer Form, or attached to the Form.**

### Entrance Tests Results

**Please note that the original notification of the score received from AQE should be attached to the Transfer Form.**

### Admissions

The Board of Governors will consider initially those pupils who have taken the AQE Common Entrance Assessment and who have been awarded a score or have been assigned to a band of scores after determination of an application for special circumstances or special provision.

Applicants claiming that Special Circumstances and/or Special Provision apply will be considered first. Once a decision has been made for each pupil for these special cases, the applicant will be considered along with all pupils of the same scoring band for the purposes of applying the admissions criteria.

The scores of all applicants in the AQE Common Entrance Assessment will be placed in rank order and banded within ranges of 5 marks. Higher scores will precede lower scores. In order to determine which pupils will be accepted into Year 8 the following criteria will be applied:

- Preference will be given to those in Band 1 before Band 2, Band 2 before Band 3, Band 3 before Band 4 and so on.
- If the School is oversubscribed, there will come a point where a band contains more applicants than there are places available. Within that band, the remaining places will be allocated in accordance with the following sub-criteria:
  - a) applicants who are children of Members or Attenders of the Religious Society of Friends\*;
  - b) applicants who are in attendance in the Preparatory Department of Friends' School Lisburn;
  - c) applicants who have a brother or sister enrolled, or formerly enrolled, at Friends' School Lisburn at, or prior to, the date of transfer; this includes applicants who have a twin, or triplet, sibling already admitted;
  - d) applicants who are transferring from schools which have contributed pupils to Friends' School Lisburn within the last 5 years (a list of these is below);
  - e) applicants who are entitled to Free School Meals;\*\*
  - f) applicants to whom (a) to (e) above do not apply.

If, following the application of the above sub-criteria in order, there comes a point where there are more pupils who meet a particular criterion than there are places available then the Board of Governors shall decide which of these pupils are to be admitted on the basis of computerised random selection.

\* Parents are asked to provide details of the Meeting with which they are associated so that this information can be verified.

\*\* "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 signed their post-primary Transfer Form, or at any date up to and including 1 May 2019.

#### CONTRIBUTORY PRIMARY SCHOOLS IN THE LAST FIVE YEARS

Abercorn	Academy	Anahilt	Ballinderry	Ballycarrickmaddy
Ballymacash	Ballymacrocket	Ballynahinch	Ben Madigan	Bocombra
Brownlee	Cranmore Integrated	Donaghcloney	Downshire	Dromara
Dromore Central	Drumlins Integrated	Dunmurry	Fair Hill	Finaghy
Forthill Integrated	Friends' Prep	Harmony Hill	Killowen	King's Park
Knockmore	Largymore	Lisburn Central	Lough View Integrated	Maghaberry
Maralin Village	McKinney	Meadowbridge	Millenium Integrated	Moira
Moneyrea	Moyallen	Oakwood Integrated	Pond Park	Riverdale
Rowandale Integrated	Seymour Hill	St Aloysius	St Anne's	St Colman's, Lambeg
St Joseph's, Crumlin	St Joseph's, Lisburn	St Oliver Plunkett	St Patrick's, Maralin	Stranmillis
Tannaghmore	Tonagh	Wallace High Prep	Waringstown	

## APPENDIX 1

### Special Circumstances

The Board of Governors will consider medical or other circumstances which may have affected a child's performance in the Common Entrance Assessment **which are supported by contemporaneous documentary evidence**. The Board of Governors will then decide whether the score awarded in the CEA should be adjusted.

It should be noted that if a claim for the consideration of Special Circumstances is made in respect of matters for which Special Access arrangements were granted for a pupil, the School will take into account the fact that the pupil was granted Special Access arrangements for those matters.

### Application for Special Circumstances

Parents who wish to apply to the School under Special Circumstances must complete Form SC18, obtainable from the school or AQE, and attach it with appropriate documentary evidence, as detailed below, to the Transfer Form.

### Medical Evidence

When it is claimed that an applicant's performance in the CEA has been affected by medical or other problems, independent evidence of the existence of the problem **MUST** be provided with the claim. Where the problem is a medical one of short-term duration, the Board of Governors will require the production of evidence that the applicant was examined **contemporaneously** by a medical practitioner in relation to the illness. Where the difficulty or problem is of longer term duration, the Board of Governors will still require medical evidence. In both cases the medical practitioner providing the evidence must be independent, ie. not related to the applicant.

Where the problem is of a non-medical nature, the parents of the applicant must also set out with the claim precise details of the problem, and append appropriate contemporaneous evidence to corroborate its existence.

### Educational Evidence\*\*

**It is the responsibility of the parent to provide sufficient educational evidence as detailed in Form SC18. This should include (where they exist):**

- The original notification from AQE of the score achieved in the Common Entrance Assessment.
- Objective documentary evidence including, where they exist, 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 assessments in English and Mathematics.
- Additional comparative information in respect of standardised test scores relating to the other pupils in the applicant's Primary 7 class from the Primary School as set out in Form SC18.

### Special Provision

It is expected that all those seeking admission should sit the AQE CEA, with the exception of those pupils who take up residence in Northern Ireland after 9 September 2018.

Special Provision will apply for:

- 1 Children whose parents wish them to transfer to grammar schools from schools outside Northern Ireland.
- 2 Children who have received more than half their primary education outside Northern Ireland.
- 3 Children who, because of medical or other problems which are supported by appropriate documentary evidence, were unable to take the CEA Assessment.

It should be noted that if a claim for the consideration of Special Provision is made in respect of matters for which Special Access arrangements were granted for a pupil, the School will take into account the fact that the pupil was granted Special Access arrangements for those matters.

### Application for Special Provision

Parents who wish to apply to the School under Special Provision should complete Form SC18 obtainable from the School or AQE, and attach it with appropriate documentary evidence, as detailed below, to the Transfer Form.

Parents must provide the precise reason why they believe the pupil is eligible for consideration under Special Provision and append educational evidence as detailed below.

### Educational Evidence\*\*

**It is the responsibility of the parent to provide sufficient educational evidence as detailed in Form SC18. This should include (where they exist):**

- The original notification from AQE of the score achieved in the Common Entrance Assessment (if applicable).

- Objective documentary evidence including, where they exist, the results for the pupil of any standardised tests conducted in Year 5, Year 6, and Year 7; the results in any end of year assessments in English and mathematics; and end of year reports for P5 and P6.
- Additional comparative information in respect of standardised test scores relating to the other pupils in the applicants Primary 7 class from the Primary School as set out in Form SC18.

A panel of Governors will determine, on the basis of the information available, a band for the applicant, who will then be considered with all other applicants who have received an AQE score, and the admissions criteria will then be applied. The School reserves the right to set a suitable test, or to carry out its own assessment, if this is possible within the timeframe and should it be deemed necessary to do so.

**\*\* Educational Evidence**

The Information Commissioner’s Office website [www.ico.gov.uk](http://www.ico.gov.uk) contains guidance for parents to access information held by schools in relation to their child.

**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 application form or Transfer Form.

Please note that Department of Education guidance states that the provision of false or incorrect information, or the failure to provide information within the deadlines set by post-primary schools, can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant’s Transfer Form.

**Waiting List Policy and Admissions Criteria after the commencement of the school year 2019/2020**

A waiting list will be drawn up of those applicants who had initially been refused a place during the transfer procedure, and the admissions criteria listed above will determine the order in which applicants are placed on this list. Should vacancies arise within the admissions number for the year 2019/2020, applicants will be contacted in the order in which they have been placed on the waiting list.

**Applications and Admissions**

Year	Admissions No	Total Applications <i>ie.</i> <i>All preferences</i>	Total Admissions
<b>2016</b>	140	272	141
<b>2017</b>	140	267	142
<b>2018</b>	140	243	144

**Admission of pupils to Years 9 – 12**

External applicants may be admitted to Years 9 to 12 if there are places available within the School’s approved Enrolment Number and within the relevant year group. Pupils shall be admitted on the basis of academic ability and shall be required to provide the most recent school report from the school currently attended. In addition, pupils shall be asked to take a test set by the School.

Pupils shall be admitted on the basis of their performance in the test and on provision of a satisfactory record of progress and behaviour at their current school. The format of the test will include English and Maths and will be determined by the proposed year of entry. It should be noted that applicants to Years 11 and 12 must have a viable course of study at GCSE level.

Should two or more applicants to the same year group have the same academic profile, the decision to admit will be taken by applying the sub-criteria (a) to (e) below:

- applicants who are children of Members or Attenders of the Religious Society of Friends;
- applicants who have a brother or sister enrolled, or formerly enrolled, at Friends' School, Lisburn;
- applicants who are entitled to Free School Meals;
- applicants to whom (a) to (d) above do not apply.

If, following the application of the above sub-criteria in order, there comes a point where there are more pupils who meet a particular criterion than there are places available, then the Board of Governors shall decide which of these pupils are to be admitted on the basis of computerised random selection.