

**ASSUMPTION GRAMMAR SCHOOL
SPECIALIST SCHOOL FOR MUSIC WITH PHYSICAL EDUCATION**

24 Belfast Road

Ballynahinch

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Email: admin@assumption.ballynahinch.ni.sch.uk

Website: www.assumptiongrammar.org.uk

Principal: Mr Peter Dobbin BA (Hons) PGCE MSc PQH (NI)

Chairperson Board of Governors: Miss Mairéad O'Halloran

**VOLUNTARY GRAMMAR SCHOOL FOR GIRLS
DENOMINATIONAL**

AGE RANGE: 11-18

ADMISSIONS NO: 130

ENROLMENT NO: 900

OPEN DAY INFORMATION

Saturday 20 January 2024: 10.00 am – 1.00 pm

Principal's Address: 10.00 am & 11.00 am

ENTRANCE ASSESSMENT RESULTS

Assumption Grammar School will give preference to, (apart from those who qualify either for Special Circumstances or Special Provisions), those pupils awarded a Band in completing the SEAG Assessments on Saturday 11 and Saturday 18 November 2023 as specified by the school. On the Transfer Application, parents/guardians must state the BAND achieved and attach to the Transfer Application a copy of the SEAG Entrance Assessment Statement of Results which they receive on **Saturday 27 January 2024**.

VOLUNTARY SUBSCRIPTION

We ask parents to make an annual voluntary contribution towards the School Development Fund to help meet the costs of additional facilities. A minimum of £80 per pupil is requested. Where there are two or more children from the same family attending the school, a minimum of £20 each is requested for the second and third child. Where there are more than three children from any one family attending the school at the same time, no fee is required for the fourth child.

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

The Board of Governors, having agreed the criteria for admissions, has delegated to the Admissions Committee, consisting of 3 members of the Board of Governors and the Principal, the authority to decide which particular applicants shall be admitted to the school in accordance with the admissions criteria.

ADMISSIONS POLICY

During the admissions procedure when applying the criteria, punctual applications will be considered before late applications are considered. The application procedure opens at 12 Noon (GMT) on Tuesday 30 January 2024 and an application submitted by the closing date of Thursday 22 February 2024 at 12 Noon (GMT) will be treated as a punctual application. An application received after 12 Noon (GMT) on Thursday 22 February 2024 and up to 4:00pm on Monday 4 March 2024 will be treated as a late application.

All girls residing in Northern Ireland at the time of their proposed admission to the school will be selected for admission before any girl not so resident.

The Admissions Committee will not use as a criterion the position of preference given to the school on the Transfer Application. This means that a pupil who has chosen Assumption Grammar School in any position on the Transfer Application will be considered equally with those who have put this school as first choice.

IT IS THE SOLE RESPONSIBILITY OF THE PARENT/GUARDIAN OF PROSPECTIVE PUPILS TO ENSURE THAT ALL INFORMATION RELEVANT TO THE ADMISSIONS CRITERIA/SUB CRITERIA OF ASSUMPTION GRAMMAR SCHOOL IS SUBMITTED EITHER ON THE TRANSFER APPLICATION OR IS ATTACHED TO THAT FORM AT THE TIME OF SUBMISSION TO THE SCHOOL FOR ADMISSION.

NOTE ON SPECIAL CIRCUMSTANCES AND SPECIAL PROVISIONS

The Admissions Committee will first consider applicants claiming that Special Circumstances or Special Provisions exist. Where it is determined that Special Circumstances exist, the Admissions Committee will award, on the basis of the information available, an appropriate Band equivalent for the applicant. Such applicants will then be

considered with all other applicants who have received a SEAG Entrance Assessment Band and the admissions criteria applied.

SPECIAL CIRCUMSTANCES

Special Circumstances refer to the claim that, as a result of medical or other problems, a pupil's performance in the SEAG Entrance Assessments was affected.

Any parent/guardian claiming Special Circumstances must complete the Special Circumstances Form (SC Form), as outlined in the document "Claiming Special Circumstances – A Guide for Parents & Guardians" available from the school's website www.assumptiongrammar.org.uk.

Special Circumstances must be supported by documentary evidence of a medical and/or other appropriate nature in keeping with the SEAG's Entrance Assessment's documentation on Access Arrangements and the document "Claiming Special Circumstances – A Guide for Parents & Guardians" available from the school's website.

NB The existence of special circumstances **DOES NOT** in itself lead to automatic admission to the school. Each case is considered on its own merits by the Admissions Committee.

The SC Form, along with the verified evidence, must be uploaded to the Post Primary Transfer Application.

DETAILS OF MEDICAL OR OTHER PROBLEMS

Where it is claimed that a pupil's performance in the SEAG Assessments has been affected by a medical or other problem, it is the responsibility of the parents/guardians to provide the precise details of the problem and append independent evidence to the Transfer Application to corroborate its existence. Where the problem is a medical one of short term duration which affected the pupil only at the time of the SEAG Assessments, the school will require the production of evidence including dates that the pupil was examined by a medical practitioner in relation to the illness at the time of the SEAG Assessments. This evidence **must** be provided on the headed note paper of the medical practitioner and signed by him/her.

Where the problem is of a non-medical nature, it is the responsibility of the parents/guardians to provide the precise details of the problem and append any appropriate independent evidence to the Transfer Application to corroborate its existence. This evidence **must** be verified by an appropriate professional. Please refer to the document "Claiming Special Circumstances – A Guide for Parents & Guardians" available from the school's website.

Educational Evidence

Please note that sufficient documentary evidence **must** be provided by the parents/guardians applying for Special Circumstances and accompany the Transfer Application and be verified by the Primary School to enable the Admissions Committee to reach a decision.

The following information **must** be provided on the SC Form in relation to the applicant:

- 1) All the applicant's school standardised test results in English/Literacy and Mathematics/Numeracy from the beginning of the Key Stage 2 period:
 - a) All test results must be dated and verified by the Primary School;
 - b) Results from all tests should be accompanied by the name of the standardised test and the supplier of test;
 - c) Results should include scores for English/Literacy and Mathematics/Numeracy;
 - d) Comparative information in respect of standardised test scores (for Years 5, 6 and 7) along with the SEAG Assessments Band achieved in relation to the other pupils (without names) in the applicants Primary 7 class (where available).
 - e) Any other relevant material.
- 2) The Primary School's comments on the pupil's academic achievements in relation to the standardised tests taken during Key Stage 2.

It is the responsibility of the parents/guardians to ensure that the above information is provided by the Primary School. Failure to provide such information may result in the school being unable to consider the application for Special Circumstances. Parents have a right to obtain such information under the Education (Pupil Records and Reporting) Regulations (NI) 2009 as amended and also the 'Data Protection Act'. Further information on parents' rights can be obtained from the Information Commissioners Office at www.ico.gov.uk

The Admissions Committee may decide, in relation to an applicant in this category of Special Circumstances, that the Band which the applicant achieved in the SEAG Assessments is the Band which the applicant would have achieved under normal circumstances.

Once a decision has been made, the applicant will be considered alongside applicants within that category.

Please note that the judgement of Special Circumstances will be at the absolute discretion of the Admissions Committee of the Board of Governors.

SPECIAL PROVISIONS

A Claim for Special Provisions may be made for girls who:

- i) have received more than half of their education outside Northern Ireland; OR
- ii) wish to transfer to a grammar school from a school outside Northern Ireland; OR
- iii) due to a serious medical or other problem, were EITHER unable to sit the SEAG Entrance Assessments OR have an estimated outcome because they only sat one of the two Entrance Assessment papers.

Any parent/guardian claiming Special Provisions must complete the Special Provisions Form (SP Form), as outlined in the document "Claiming Special Provisions – A Guide for Parents & Guardians" available from the school's website www.assumptiongrammar.org.uk .

A Claim for Special Provisions **must** be supported by documentary evidence as detailed in the document "Claiming Special Provisions – A Guide for Parents & Guardians" available from the school's website.

The SP Form, along with the verified evidence, **must** be uploaded to the Post Primary Transfer Application.

Applicants in categories i) and ii) above, who wish to apply under Special Provisions do not need to take the SEAG Assessments unless their parents/guardians so wish, in which case the SEAG Assessments' Band obtained would also be considered.

The Admissions Committee of the Board of Governors may require a suitably qualified person or body approved by the school to make an assessment of the applicant's ability. The Admissions Committee, within the operation of its admissions criteria, will decide whether these children should be admitted on the basis that they fall within the ability range of other pupils being admitted in that year.

It is the responsibility of parents/guardians to provide precise reasons why the applicant qualifies for Special Provisions and to submit appropriate verified documentary evidence attached to the Transfer Application.

Once the Special Circumstances and Special Provisions applications have been considered and decisions made, then the Admissions Committee will go through the process of allocating places to Year 8.

ADMISSIONS CRITERIA FOR YEAR 8 PUPILS TO ASSUMPTION GRAMMAR SCHOOL, BALLYNAHINCH

Assumption Grammar School will initially consider only those applicants who have taken the SEAG Entrance Assessments and who have been awarded a Band or assigned a Band pursuant to "special circumstances" or "special provisions". Information on the SEAG Entrance Assessments is available on the school's website www.assumptiongrammar.org.uk or from the SEAG website www.seagni.co.uk .

ALLOCATION OF PLACES

When an applicant receives the result from the SEAG Assessments, they will be awarded a Band and a cohort percentile. Please see table below:

Band	Cohort Percentile
Band 1	60%+
Band 2	50-59%
Band 3	40-49%
Band 4	30-39%
Band 5	20-29%
Band 6	<20%

In order to determine which applicants will be accepted into Year 8, the following criteria will be applied in the order set down:

- A** Applicants who have been awarded Band 1 in the SEAG Assessments and also those applicants to whom Special Circumstances or Special Provisions apply and who on the documented evidence submitted, appear to be of comparable ability to applicants awarded Band 1.
- B** Applicants who have been awarded Band 2 in the SEAG Assessments and also those applicants to whom Special Circumstances or Special Provisions apply and who on the documented evidence submitted, appear to be of comparable ability to applicants awarded Band 2.
- C** Applicants who have been awarded Band 3 in the SEAG Assessments and also those applicants to whom Special Circumstances or Special Provisions apply and who on the documented evidence submitted, appear to be of comparable ability to applicants awarded Band 3.
- D** Applicants who have been awarded Band 4 in the SEAG Assessments and also those applicants to whom Special Circumstances or Special Provisions apply and who on the documented evidence submitted, appear to be of comparable ability to applicants awarded Band 4.
- E** Applicants who have been awarded Band 5 in the SEAG Assessments and also those applicants to whom Special Circumstances or Special Provisions apply and who on the documented evidence submitted, appear to be of comparable ability to applicants awarded Band 5.
- F** Applicants who have been awarded Band 6 in the SEAG Assessments and also those applicants to whom Special Circumstances or Special Provisions apply and who on the documented evidence submitted, appear to be of comparable ability to applicants awarded Band 6.
- G** Other Applicants.

If there are more applicants in a category under consideration (i.e. Bands 1-6 and Other applicants) than there are number of places available, priority will be given in descending order to those who indicate on the Transfer Application that they are:

- (i) Applicants who have/had a sibling (past or present) at the school or already accepted for the coming year. *(Name and year left/current year group of sibling to be stated on Transfer Application).*
- (ii) An applicant who is the eldest or only girl in her family, or who is the first girl in her family to transfer to a Grammar school. This Criterion covers 'only' children and will treat twins or other multiples as joint eldest. For the purpose of this criterion "eldest child of the family" will be interpreted in accordance with DE Circular 2023/15: The Procedure for Transfer from Primary to Post Primary Education. *The parents/guardians must provide evidence stating that the applicant is the eldest or only girl in her family, or is the first girl in her family to transfer to a Grammar school. The applicant and family must be known for at least two years to the verifier of such evidence. It must be written on headed notepaper and signed by a verifier who is not a member of the applicant's family. Examples of this might include a medical practitioner, a solicitor, a Priest / Minister of Religion or a Primary School Principal*
- (iii) An applicant who is a Child Looked After. For the purpose of this criterion "Child Looked After" will be interpreted in accordance with DE Circular 2023/15: The Procedure for Transfer from Primary to Post Primary Education. "Child Looked After is defined by the Children (NI) Order 1995 as children 'who are in the care of a Trust or who are provided with accommodation by a Trust'. Accommodation may be in a residential home, residential school, foster placement or in a family placement with a relative or occasionally at home."
- (iv) An applicant who is entitled to Free School Meals. *"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 Application or up to 4.00pm on Thursday 4 March 2024. If it is stated on the Transfer Application that an applicant is currently registered as Free School Meal Entitled, and that claim is decisive in qualifying her for admission, then that information will be verified. If it is found to be incorrect, then any place offered because of it will be withdrawn.*
- (v) An applicant for whom Assumption Grammar School is the nearest Catholic Grammar School which caters for girls. Distance will be measured from the applicant's permanent place of residence to the front gate of Assumption Grammar School using a radial distance mapping tool.

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.

In the event that there are more applicants than there are places available or remaining on the application of the last criterion which can be applied, applicants will be selected for the remaining places on the basis of the initial letter(s) of the surname as identified on the birth certificate presented at registration for the Entrance Assessment by 4 October 2023. The order is set out below:

Y G H A P Z M U L V F K Q W D B O X E J T I C N R S

The order was determined by randomised selection.

In the event of the surnames beginning with the same letter, the subsequent letters of the surname will be used in order using the above randomised selection. In the event of two or more identical surnames, the randomised order of the initial of the forenames will be used. Where names cannot be separated by this process, children will be accepted by date of birth with preference given to the oldest.

Where, after this process has been applied, any applicants continue to tie for a final place, places will be allocated by randomised computer selection.

DUTY TO VERIFY

The Admissions Committee of 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/ Transfer Application.

Parents/Guardians should note that they may be asked to produce verifying information pertinent to the school’s admissions criteria. Original documents are required. Photocopies or facsimiles are not acceptable.

The provision of false or incorrect information or the failure to provide information within deadlines set by the Admissions Committee of the Board of Governors can result in the withdrawal of a place or the inability of the school to offer a place.

WAITING LIST POLICY

It should be noted that all those who have previously applied, but who have failed to obtain a place in the school, will have their application held open until 30 June of the year following application when their application is deemed to have lapsed. Should a vacancy arise, the above criteria will be applied to select pupils from this waiting list.

If the application is made by a child who arrived in Northern Ireland after the transfer process had been concluded and the Admissions Committee determines that the child is suitable to be admitted, the school will then seek Department of Education approval to admit the child as an additional place. If such approval is given, the child will be admitted.

APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Admissions No	Total Applications <i>i.e. All preferences</i>	Total Admissions
2021/22	120	204	150 **
2022/23	120	140	120
2023/24	130	205	141 *

* includes Upheld Admission Appeals/DE Temporary Variation Approval/ECB Appeals/SEN students

** includes Upheld Admission Appeals/DE Temporary Variation Approval/SEN students

ADMISSION CRITERIA FOR ENTRY TO YEARS 9-12 GENERAL POLICY FOR ADMISSION

Assumption Grammar School is a Catholic grammar school for girls. The Board of Governors will consider for admission pupils who have the ability to cope with the academic requirements of the curriculum offered by the school and whose parents are in support of the philosophy, ethos and aims of the school.

The Board of Governors draws up the school's policy and criteria for admissions and delegates to a sub-committee responsibility for applying the criteria in the selection of pupils.

ADMISSIONS CRITERIA OF THE BOARD OF GOVERNORS

- 1** If suitable places are available in any particular year, and subject to enrolment numbers, consideration will be given to applicants who produce evidence of good academic ability and achievement. This should include most recent school reports, assessment scores and recommendation from the previous Principal as to the applicant's suitability regarding attitude to study, behaviour and attendance record.
- 2** Applicants, if accepted, will be expected to abide by the school's standards of behaviour, apply themselves seriously to their studies and co-operate fully with the school, showing loyalty and participating as fully as possible in the life of the school.
- 3** If there are more applicants than there are places available, the following further criteria will be applied in the order set out below.
 - a. Pupils who have/had a sibling (past or present) at the school or already accepted for the coming year. *(Name and year left/current year group of sibling to be stated).*
 - b. A pupil who is the eldest or only girl in her family, or a pupil who is the first girl in her family to transfer to a Grammar school. This Criterion covers 'only' children and will treat twins or other multiples as joint eldest. For the purpose of this criterion "eldest child of the family" will be interpreted in accordance with DE Circular 2023/15, "The Procedure for Transfer to Post-Primary Education". *The parents/guardians must provide evidence stating that the applicant is the eldest or only girl in her family, or is the first girl in her family to transfer to a Grammar school. The applicant and family must be known for at least two years to the verifier of such evidence. It must be written on headed notepaper and signed by a verifier who is not a member of the applicant's family. Examples of this might include a medical practitioner, a solicitor, a Priest / Minister of Religion or a Primary School Principal.*
 - c. A pupil whose family has recently moved into the school's catchment area.
 - d. An applicant who is entitled to Free School Meals. *"Entitled to Free School Meals" will mean applicants who are listed on the Education Authority Register.*
 - e. A pupil who is considered by the Board of Governors to have special circumstances and who is judged deserving of a place in the school.
- 4** The Board of Governors' sub-committee, or the Principal, delegated by the sub-committee, may interview the applicants and, on the basis of the above criteria and the interview, final selection will be made.

Requests for admission should be made in writing.