

GROSVENOR GRAMMAR SCHOOL
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www.grosvenorgrammarschool.org.uk
Principal: Dr F Vasey MA, PhD, PGCE, PQH
Chair of Board of Governors: Miss S R Rainey OBE

Controlled Grammar School
Non-denominational
Co-educational
Age Range: 11-18
Admission No: 175
Enrolment No: 1170

Open Evenings - Wednesday 11 January 2023 and Thursday 12 January 2023
6.30pm-9.00pm (Principal's talks 7.15pm and 8.00pm)
School open for viewing, staff available for consultation

To Parents/Guardians naming Grosvenor Grammar School as a preference on your child's Transfer Application

Entrance Test Results

Please ensure that you provide the following information on your child's Transfer Application:

- your child's score in the Association for Quality Education (AQE) Common Entrance Assessment (CEA) which must be entered, along with the AQE Candidate Number. **It is the responsibility of parents/guardians to make sure that the original notification 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 and/or Special Provisions, please note that you are required to:

- present all such material as you consider will assist the Board of Governors in determining if Special Circumstances and/or Special Provisions apply;
- upload appropriate evidence with the Transfer Application.

Further details can be found in the Section 'Special Circumstances and Special Provisions – General Information' below.

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 an offer of a place at the school.

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

The Board of Governors delegates the selection of pupils for admission to the School Transfer Committee, consisting of the Chairman (or Deputy Chair) of the Board, two other Governors, the Principal (or her appointed Deputy) and one other member of the School's Senior Leadership Team.

ADMISSIONS POLICY

A. ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2023

1 General

- 1.1 The Board of Governors of the School will not use as a criterion the position of preference given to the School on the Transfer Application, i.e. a child who has chosen Grosvenor in any position on the Transfer Application will be considered equally with those who have put the School first.
- 1.2 **When considering which children will be selected for admission, the Board of Governors will only take into account information which is detailed on or uploaded with the 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 below, is stated legibly on or uploaded with the Transfer Application.**

- 1.3 The School will consider 'child of the family' as defined in Article 2(2) of the Children (NI) Order 1995, save that foster children will also be included. The child must be a child of the family as at the date of application.
- 1.4 In relation to 'eldest child of the family', twins (or other multiples) will be treated as joint eldest.
- 1.5 In relation to eldest child of the family 'eligible to transfer to a mainstream post-primary school in Northern Ireland', this includes cases where the eldest child was in receipt of a statement of SEN and attended a special post-primary school/unit.

2 If the School is over-subscribed, the following criteria for entry will apply, in the order stated:

- 2.1 The Board of Governors will consider children who are resident in Northern Ireland at the time of their proposed admission to the School before those who are not. ¹
- 2.2 The Board of Governors will then consider children who have taken the Common Entrance Assessment (CEA) administered by the Association for Quality Education (AQE). The Board of Governors will use the 'score' as **awarded** by AQE to a pupil in the CEA, subject only to the consideration of parent/guardian(s) claiming 'Special Circumstances' or 'Special Provisions' as defined below. **Places will be allocated in strict rank order of the scores, starting with the highest score and working in descending rank order, up to the Admissions Number (175). The score in the AQE CEA must be entered, along with the AQE Candidate Number, on the Transfer Application. It is the responsibility of parents/guardians to make sure that the original notification received from AQE indicating their child's AQE CEA score is uploaded with the Transfer Application.**
- 2.3 If more than one child is eligible for the last remaining place(s) because they have equal scores, then the final place(s) will be allocated using the following criteria, in the order stated:
 - (i) children who either have a child of the family currently enrolled in the School [state name(s) and Registration Group(s)] or are the eldest child of the family to be eligible to transfer to a mainstream post-primary school in Northern Ireland.²
 - (ii) applicants will be ranked for acceptance on the basis of a computer-based process which will make use of the names of applicants as shown on their Transfer Applications.

The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the Transfer Application as the seed for a random number generator. The ranking number generated for any given applicant, is dependent only on the applicant's name (as stated on the Transfer Application) and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the program, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available. Further details may be obtained from the Principal.

3. **If there are still places available after consideration of all the children who have taken the AQE CEA and been awarded a score by AQE, or awarded a score as a result of Special Circumstances or Special Provisions, the School Transfer Committee will consider for admission any children who have not taken the AQE CEA. These children will be allocated to the remaining places up to the School's Admission Number using the criteria outlined above in 2.3 in the order set out.**

Special Circumstances and Special Provisions – General Information

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 CEA 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 so that a mark equivalent to that which the child would have obtained in the AQE CEA under normal conditions can be awarded.

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

¹ The child's Birth Certificate and proof of address must be uploaded with the Transfer Application. Proof of address – any two of the following recent (i.e. within the last 6 months) documents with sensitive information redacted: Bank/Building Society statement; utility bill (e.g. electricity, gas, TV licence, landline telephone); addressed payslip; letter awarding Child Benefit to the child or another letter relating to this benefit; mortgage statement; Land and Property Services Rates Demand; financial statement such as ISA, pension or endowment; current driving licence; rental agreement.

² Proof of eldest child should be uploaded with the Transfer Application – a letter on headed notepaper, stating that the child is the eldest eligible 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.

Educational Evidence to be provided in support of a claim for Special Circumstances and/or Special Provisions

In reaching the education judgement needed to award the mark that the child would have obtained in the AQE CEA under normal circumstances, the School Transfer Committee will consider any material presented (and uploaded with the Transfer Application) by the parents/guardians. 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' provided by AQE (if the child only sits one of the AQE CEAs, due to the child's illness, the child's self-isolation or any 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 in Years 5 and 6;
- 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 in Years 5 and 6 and where available the respective CEA scores;
- iv) any other relevant material.

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 performance in the AQE CEA and which are supported by documentary evidence of a medical or other appropriate nature. Such 'medical or other problems' are commonly referred to as 'Special Circumstances'.

Please note: If a claim for the consideration of Special Circumstances is made in respect of matters for which Special Access arrangements were granted for a child, the School Transfer Committee will take into account the fact that the child was granted Special Access arrangements for those matters.

Parents/guardians who wish to apply to the School under Special Circumstances must complete Form SC23, obtainable from the School, stating the precise reason why they believe the child should be considered for Special Circumstances and upload it with appropriate evidence, to the Transfer Application. Parents are required to confirm if Access Arrangements were granted to the child and if so, for what reason.

Details of Medical or other problems

Where it is claimed that a child's performance in the AQE CEA has been affected by a medical or other problem, it is the responsibility of the parents/guardians to set out in Form SC23 the precise details of the problem and upload evidence to corroborate its existence.

Where the problem is a medical one of short-term duration which affected the child only at the time of the AQE CEA, parents/guardians should be aware that the School Transfer Committee 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.

Where the problem is of a non-medical nature, the parents/guardians must set out in the Form SC23 precise details of the problem and upload any appropriate evidence.

The School Transfer Committee will consider the application for Special Circumstances. Where this is granted, the School Transfer Committee will determine, on the basis of the information available, an appropriate AQE CEA score for the child. Such children will then be considered with all the other children who have received an AQE CEA score and the admissions criteria applied.

SPECIAL PROVISIONS

Special Provisions will apply for:

- 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 CEA, 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 children who took up residence in Northern Ireland after 9 October 2022.

Parents/guardians who wish to apply to the School under Special Provisions must complete Form SC23, 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 to the Application. It should be noted that independent evidence will carry greater weight. Parents/Guardians who are applying for Special Provisions under category a) must do so by **1 April 2023**.

Admissions criteria for entry September 2023

The School Transfer Committee will consider the application for Special Provisions. Where this is granted, the School Transfer Committee will determine, on the basis of the information available, an appropriate AQE CEA score for the child. Such children will then be considered with all other children who have received an AQE CEA score and the admissions criteria applied.

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 applicant's Transfer Application. Parents should note that the information contained within an application that qualifies the child for admission may require to be verified. If the requested evidence is not provided to the Board of Governors by the deadline specified by the Board of Governors, 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.

WAITING LIST POLICY

Grosvenor Grammar School operates a separate waiting list for each year group. For Year 8, all applications for admission to Year 8 that were initially refused 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. Please note that if a child does not have an AQE CEA score the School Transfer Committee will determine, on the basis of the information on or attached to the School Application Form, an appropriate AQE CEA score for the child. The Year 8 waiting list will be in place until the **30 June 2024**. Please contact the School if you wish your child's name to be removed from the list.

Should a vacancy arise after **20 May 2023** and should there be more applications than places available, the procedure outlined 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.

Applications and Admissions

| Year | Admissions No | Total Applications All Preferences | Total Admission |
|----------------|----------------------|---|------------------------|
| 2020/21 | 175 (TV) | 236 | 175 |
| 2021/22 | 175 (TV) | 440 | 175 |
| 2022/23 | 175 | 224 | 175 |

B. ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEARS 9, 10, 11 OR 12

APPLICATION PROCEDURE

Those wishing to apply for entry to Year 9 - Year 12 must make formal application each year using the Education Authority Form and provide the most recent reports from their present school. **Full details, including the Education Authority Application Form, may be obtained by writing to the Principal's Personal Assistant, Grosvenor Grammar School, Marina Park, Belfast BT5 6BA.**

The Board of Governors has approved the criteria described below and has delegated the task of applying these criteria to the Principal.

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 below, is stated legibly on or attached to the Education Authority Application Form.

Following receipt of an application, the School will advise parents in writing, by the eleventh working day following the receipt of the Education Authority Form, of any decision to interview their child or otherwise. **Children will only be called to interview if they are deemed suitable to be admitted on the basis of any educational attainment evidence on or attached to the Education Authority Application Form.** This evidence must indicate academic attainment which is compatible with the demands and requirements made upon the year group they wish to enter.

This material may include any or all of the following:

- i) the score awarded by AQE in the CEA or the transfer grade awarded by CCEA;
- ii) school reports indicating the results for the child of any tests/examinations conducted in **Post-Primary Education**;
- iii) any other relevant material.

1 Criteria for admission for applicants

- 1.1 There **MUST** be places available in the year group being applied for, conditional upon places being available within classes to support appropriate subject choices and Department of Education guidelines regarding class size, subject to an overall enrolment number of 1140.
- 1.2 If the number of applications is greater than can be admitted within the School Enrolment Number, or within a particular Year group, the following criteria will be applied in the order stated:
- (i) children whose most recent reports from their present school (and previous schools, if applicable) satisfy the Principal on past school record and achievement will be considered before other children. Each case will be carefully assessed by the Principal and will take into account appropriate documentary evidence medical or otherwise. In such a case the decision of the Principal will be final;
 - (ii) children whose applications have been **received on or before 1 April 2023** and applications received after this date from children who have recently moved into the area (*see below) will be considered before other children;
 - (iii) children will be ranked on the basis of a scored interview to include attainment, effort, extra-curricular contribution and motivation. It should be noted that the interview process will take into account **any educational attainment evidence, including the most recent school report, presented prior to or at the interview.**

2 If more than one child is eligible for the last remaining place(s) because they have equal scores, then the final place(s) will be allocated using the following criteria, in the order stated:

- (i) children who either have a child of the family currently enrolled in the School [state name(s) and Registration Group(s)] or are the eldest child of the family to be eligible to transfer to a mainstream post-primary school in Northern Ireland.
- (ii) applicants will be ranked for acceptance on the basis of a computer-based process which will make use of the names of applicants as shown on their Education Authority Application Forms.

The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the Education Authority Application Form as the seed for a random number generator. The ranking number generated, for any given applicant, is dependent only on the applicant's name (as written on the Education Authority Application Form), and is not affected by the details of any other applicant. Although the process is repeatable, and the results may, therefore, be subsequently verified, it is not possible to predict, in advance of running the program, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available. Further details may be obtained from the Principal.

*Moving to the area from a distance of greater than 20 miles from the School as measured in a straight line using an Ordnance Survey web distance measurement tool from the child's home to the front entrance of the School's main administrative building. Home will be taken to mean the child's address appearing at the commencement of the Education Authority Application Form.

All applications for Years 9, 10, 11 or 12 that were initially refused will be automatically added to a separate waiting list for each Year Group. New applications and applications where new information has been provided will also be added to the relevant Year Group waiting list. The Years 9, 10, 11 and 12 waiting lists will be in place until the **end of April 2024**, after which the application is deemed to have lapsed. Please contact the School if you wish your child's name to be removed from the relevant Year Group waiting list.

Should a vacancy arise all applications on the waiting lists will be treated equally and the procedure outlined in the Admissions Criteria for entry of pupils to Years 9, 10, 11 or 12 will be followed. The School will contact you in writing if your child gains a place in the School by this method.

C. ENTRY TO SENIOR SCHOOL

There are currently 290 places available in the Senior School, subject to an overall School Enrolment Number of 1140 pupils. All applicants should be aware that 3 'AS' level (or BTEC) subjects in Year 13 will be studied, based on the appropriate advice provided to the students and their parents. A minimum of 3 'A2' (or BTEC) qualifications must be studied in Year 14. Consideration to study 4 AS/A2 qualifications may be given to Further Mathematics students. Other equivalent qualifications (e.g. from a different examination authority) will be taken into account.

Full details of the requirements are given in the School Contract that all pupils and parents must sign before a place in the Senior School can be confirmed.

Part 1 - ENTRY TO YEAR 13

NOTE: Most subjects will have Specific and General Entry Recommendations and the details can be found in the 'Information About Senior School Entry and Year 13/Year 14 Courses' booklet, but in general terms it is **very strongly recommended that pupils have achieved a GCSE* grade B (or above) or have teacher recommendation in those subjects they wish to study at advanced level**; with the exception of some subjects for which GCSE in the subject is not a prerequisite (e.g. Government & Politics).

* with reference to all stated qualifications (e.g. GCSE, AS, A2), please read 'or the equivalent outcome as approved by the Department of Education'.

POINTS 1-3 APPLY TO CURRENT GROSVENOR GRAMMAR SCHOOL PUPILS ONLY

- 1. Parents and pupils should note that all Grosvenor Grammar School pupils who meet all of the following criteria will automatically have the right to a place in the Senior School, regardless of the grades/points of outside applicants to the School:**
 - (i) have achieved 15 or more points in their GCSE subjects where a GCSE grade A* or A = 3 points, B = 2 points, C* = 1.5 points and C = 1 point [Please note the grade achieved in Religious Studies (Short Course) is worth half the points of a full GCSE Grade i.e. A* or A = 1.5 points, B = 1 point, C* = 0.75 of a point and C = 0.5 of a point]. The Principal will determine the points awarded for other non-GCSE level 2 qualifications;
 - (ii) satisfy the Principal on past school record and achievement (including attendance levels, behaviour, motivation and punctuality);
 - (iii) have an interview with Grosvenor Grammar School careers staff to choose a course of study which shows he/she has a reason for entering Senior School and has a suitable match of subjects.
- 2. In the case of Grosvenor Grammar School pupils whose performance in GCSE examinations may have been detrimentally affected by **medical or other problems**, the Principal is empowered, in exceptional cases, to waive the requirements of paragraph one above. Each case will be carefully assessed by the Principal, taking into account the appropriate documentary medical evidence.**
- 3. If a Grosvenor Grammar School pupil fails to gain admission via the criteria detailed above they will be considered via criteria 4 - 6.**

EXTERNAL APPLICATIONS

Please Note

- *All applications for places must be received, at the latest, by the School Office staff by 1.00 p.m. on the day of publication of the final GCSE results. Applications received after this time will only be considered for a place if there are places available.*
 - *Acceptance of a place offered in the Grosvenor Grammar School Senior School must be made and received by the School before 1.00 p.m. on the day following the publication of the final GCSE results. Otherwise, the offer will be withdrawn and the place offered to the applicant next on the waiting list.*
- 4. If the number of applicants exceeds the number of places available, applicants will be ranked according to the points score based on their best 7 GCSE grades [where a GCSE Grade A* or A = 3 points, B = 2 points, C* = 1.5 points and C = 1 point; please note the grade achieved in a GCSE Short Course is worth half the points of a full GCSE Grade i.e. A* or A = 1.5 points, B = 1 point, C* = 0.75 of a point and C = 0.5 of a point]. Applicants will be selected in accordance with their place in this rank order of the points score. The Principal will determine the points awarded for other non-GCSE level 2 qualifications.**
 - 5. In the event that criterion 4 fails to separate candidates for a remaining place then applicants will be ranked according to the points score based on their best 7 GCSE grades (where a GCSE Grade A* = 4 points, A = 3 points, B = 2 points, C* = 1.5 points and C = 1 point). Applicants will be selected in accordance with their place in this rank order of the points score.**
 - 6. In the event that criterion 5 fails to separate candidates for a remaining place then the total points tally of each applicant will be used to rank them (where a GCSE Grade A* = 4 points, A = 3 points, B = 2 points, C* = 1.5 points and C = 1 point). Applicants will be selected in accordance with their place in this rank order.**

Criteria for all extra places made available by the Department of Education for admission into Year 13

The Department of Education may, in response to a request from a school, increase the number of pupils that the school can admit to its Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for Sixth Form study (as set out below) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Pupils who have most recently completed Year 12 in Grosvenor Grammar School.
2. Pupils from other schools where admission has been agreed and additional places granted by the Department of Education.*

* Parents should note how the Department of Education (DE) will, in response to a school's request, temporarily increase a school's enrolment number in order to allow extra post -16 pupils to enrol. DE will only increase the school's enrolment number if it is content that each external pupil for whom a place is requested would not be able to pursue their post-16 choice courses at another suitable school without undertaking an unreasonable journey (i.e. a journey, that by public transport, would be over an hour from where the young person lives or is further than 15 miles distance). If DE finds that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue – then DE will agree a school's request for an extra place.

What is a school of a type that is suitable for a pupil? To determine this, DE first considers all schools to be one of 4 types: (1) denominational (2) non-denominational (3) Integrated and (4) Irish-Medium. A school requesting an extra place for a post-16 pupil will belong to one of these 4 types and DE will consider any other school or school from this same type as suitable for the pupil. DE will also consider as suitable for the pupil any school from the same type as the type of school that the child attended in Year 12.

Part 2 - ENTRY TO YEAR 14

1. **Grosvenor Grammar School Year 13 pupils** must be aware that the **minimum entry requirements** for entry into Year 14 are that pupils must:
 - have achieved in AS examinations during Year 13 **at least 3 grade Ds** * **OR scored a minimum of 32 points in GCE AS subjects only**;
[UCAS Points Tariff (AS or equivalent): A = 20, B = 16, C = 12, D = 10, E = 6];
 - satisfy the Principal on attitude, behaviour and attendance.**Note also that:**
 - full details of the requirements are given in the School Contract that all pupils and parents must sign before a place in the Senior School can be confirmed;
 - in a few exceptional cases it may be possible for pupils to repeat their Year 13, provided they will be under 19 years of age before 2 July 2022 AND that places are available and that the Principal feels it is in the best interests of the pupil to do so. Failure to meet the age requirement will mean that such pupils will automatically lose their place in the School; and
 - pupils whose performance in the AS level examinations may have been detrimentally affected by **extreme medical or other problems**, the Principal, in consultation with the Chairman of the Board of Governors, is empowered, in exceptional cases, to waive the above requirements. Each case will be carefully assessed by the Principal and Chairman of the Board of Governors, taking into account the appropriate documentary evidence.
2. **Non Grosvenor Grammar School applicants to enter Year 14.**
 - 2.1 There **MUST** be places available in Year 14. Places are subject to an overall school enrolment number of 1075.
 - 2.2 All Grosvenor Grammar school pupils that meet the minimum entry requirements will be accepted first. If the Principal deems that there are still places available and the total number of applicants exceeds the number of places available, then applicants will be scored according to their results in AS examinations. Applicants will be rank ordered according to their total score and selection will be according to their place in this rank order, the highest scores being selected first.
[UCAS Points Tariff (AS or equivalent): A = 20, B = 16, C = 12, D = 10, E = 6]

All applications for Year 13 or Year 14 that were initially refused will be automatically added to a separate waiting list for each Year Group. New applications and applications where new information has been provided will also be added to the relevant Year Group waiting list. The Year 13 and Year 14 waiting lists will be in place until **30 September 2023**, after which the application is deemed to have lapsed. Please contact the School if you wish your child's name to be removed from the relevant Year Group waiting list.

Should a vacancy arise all applications on the waiting lists will be treated equally and the procedure outlined in the Admissions Criteria for entry of pupils to Year 13 or Year 14 will be followed. The School will contact you in writing if your child gains a place in the School by this method.

* The School will also consider 2 C grades and 1 E grade as an equivalent to 3 D grades.