

LARNE GRAMMAR SCHOOL
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Principal: J Wilson BSc MSc BEd Dip G&C MBA FCMi

Chairperson of the Board of Governors: Rev. Dr. C. D. McClure

Voluntary Grammar School
(Non-Denominational)

Current Enrolment: 735

Admissions Number: 110

Enrolment Number: 735

Age Range of Pupils: 11-18

Office Hours: 8.30 am – 4.45 pm

To parents/guardians naming Larne Grammar School as a preference on your child's transfer form.

Entrance Test Results

Please ensure that you provide the score awarded by AQE on section C of your child's transfer form and attach the statement of result.

Special Circumstances and/or Special Provision

If you are making a claim for your child to be considered under Special Circumstances or Special Provision please note that you are required to provide documentation as detailed below.

1. **Arrangements to visit.** Open Night: Tuesday 2nd February 2010 (6.30pm - 9.00pm).
2. **School Hours.** 8.50am - 3.25pm. Break -15 minutes. Lunch - 40 minutes.
3. **Curriculum.** All elements of the years 8-10 curriculum are compulsory and common to all pupils. The following subjects are studied: English, Mathematics, French, Physics, Chemistry, Biology, Home Economics, Technology, History, Geography, Art, Music, Religious Education, Learning for Life and Work, ICT, PE and Games. In Year 9 all pupils study Spanish in addition to French. In years 11 and 12 the curriculum is divided into two parts: the compulsory elements of English, ICT, LLW, Maths and Double Award Science along with PE, RE and Games; four optional subjects are also chosen from a wide range. Year 13 students normally take 4 A/S Levels with most converting to 3 'A' Levels in year 14. They are also required to attend a weekly class tutorial period. This is currently under review.
4. **Careers.** Careers education is provided through formal instruction, support services and as a cross-curricular theme. Pupils have access to the careers suite and computer suites. All senior pupils have the opportunity of a week's work experience.
5. **Religious Education** Pupils in Key Stage 3 and 4 follow the North-Eastern Education and Library Board's recommended syllabus based on the Church's Religious Education Core Syllabus. All pupils are expected to sit a GCSE exam.
6. **Homework** is set for all pupils according to a homework timetable. Each pupil enters his/her homework as it is set in a school diary.
7. **Pastoral Care.** Individual guidance is provided through a year-based system. Each pupil is allocated to a form with a class tutor who has daily contact with the children and is responsible for monitoring their progress and welfare. Key Stage 3 pupils and Key Stage 4 pupils follow a Learning for Life and Work programme which includes Personal Development Citizenship and Employability. Class tutors are supported by experienced Heads of Year and a Vice-Principal who keeps in close contact with the Principal as well as support and welfare services. The School Nurse and a Counsellor from New Life Counselling who is available one day per week, also provide support.

8. **Discipline.** Pupils are expected to observe the normal rules of civilised behaviour and good manners. School rules and disciplinary procedures are prescribed for the orderly running of the school and pupils are required to obey these rules. Failure to comply will result in sanctions. These rules and procedures are given to all parents.

9. **Extra-curricular activities.** The school promotes a wide range of extra-curricular activities, clubs and societies and all pupils are encouraged to participate.

10. **Policy on uniform.** Pupils are expected to wear the uniform in the prescribed manner at all times in order to develop the habit of a neat and tidy appearance. Hairstyles must conform to the generally accepted norms as determined by the school management.

11. **Charges and remissions policy** The total sum of the compulsory capital charge of £150 (which is subject to annual review) and the voluntary contribution of £25 will be payable at the end of October. Pupils in receipt of free school meals are exempt from charges and a sibling discount of £50 per child applies.

Applications and Admissions

Year	Grade A		Grade B1		Grade B2		Grade C1		Grade C2		Grade D		Others		Include Appeals Upheld	Total Admissions
	Ap	Ad	Ap	Ad	Ap	Ad	Ap	Ad	Ap	Ad	Ap	Ad	Ap	Ad		
2007/08	55	55	10	10	17	17	12	12	16	16	11	0	0	0	0	110
2008/09	56	56	11	11	27	27	26	16	29	0	9	0	0	0	1	111
2009/10	55	55	11	10	11	11	19	19	9	9	11	0	1	1	0	105

Admissions Criteria 2010

Introduction

Larne Grammar School (the School) is a co-educational, inter-denominational voluntary Grammar School with an Enrolment Number of 735 and an Admissions Number of 110.

In the event of the School being oversubscribed the Board of Governors has approved the criteria described below and has delegated the task of applying these criteria to the Principal who may consult with the Admissions Sub Committee. Decisions in respect of “Special Circumstances” and “Special Provisions” are taken in consultation with the Admissions Sub Committee to whom decision-making powers have been delegated by the full Board of Governors of the School. Further reference, therefore, to the Board of Governors may imply the Admissions Sub Committee or the Principal.

The Board of Governors will first consider for admission to Year 8, children who have taken the Association of Quality Education (AQE) Common Entrance Assessment (CEA) and been awarded an age standardised score by AQE, subject only to the consideration of those children claiming “Special Provisions”, as defined below.

Consideration will also be given to those children claiming “Special Circumstances”, as defined below, in respect of medical or other problems which may have affected performance in the Common Entrance Assessment.

Larne Grammar School will not use as a criterion the position of preference given to the school on the Transfer Form; for example, a child who has chosen the School as a second preference school will be considered in the same way as all first preference applications.

Admissions Criteria to be Applied to all Applications

The Board of Governors has determined that all children resident in Northern Ireland at the time of their proposed admission to the School will be selected for admission before any child not so resident.

Parents/Guardians should ensure that they record the Age Standardised Score awarded by AQE, together with the AQE Candidate Number, in Section C of the Transfer Form and attach the statement of result. Parents should note that they may be required to produce documents verifying information pertinent to the School's Admissions criteria.

If the number of applications is greater than the Admissions Number, the following criteria shall be applied in the order set down below.

- 1 Children who have taken the AQE CEA and been awarded a score by AQE (or awarded as a result of Special Circumstances or Special Provisions) will be considered before other children.
- 2 The first 99 places from the admissions total of 110 (i.e. 90% of the admission number) will be allocated to pupils on the basis of the rank order of their respective scores; those achieving higher scores will be allocated places before those who have achieved a lower score. If a number of pupils are eligible for the 99th place because they have equal scores, then all such pupils will be allocated places up to the School's admission number, using the criteria listed in paragraph 5 below if required.
- 3 Following the allocation of places as described in criterion 2, a pool of pupils will be identified again by rank order of their CEA scores. This pool will be drawn from pupils who have not yet been selected but who are placed in the rank order up to the 116th place (i.e. 105% of the admission number). If several pupils are eligible for the 116th place because they have equal scores, then all such pupils will be allocated to the pool. Pupils from this pool will be allocated to the remaining places up to the School's Admission Number using the criteria listed in paragraph 5 below.
- 4 If at either criteria 2 or 3 the number of children who have sat the AQE CEA (or been awarded a score) does not exceed the required number, pupils who have sat the AQE CEA will be admitted first with the remainder of places, up to the admission number, being filled using criteria listed in paragraph 5 below.
- 5 If as specified above, the number of applications exceeds the number of available places, children will be selected by applying the following criteria progressively in the order set down:-
 - (i) Children¹ who have a brother/sister currently attending the school.
 - (ii) Children¹ who are the eldest²/only child to be eligible to be accepted for enrolment in September 2010 (details to be supplied).
 - (iii) Other pupils.

¹ Child of the family as defined by the Department of Education to include, for example, half-brothers and sisters, together with children who are adopted or fostered.

² Twins and other multiples who are eldest in the family are treated as joint eldest children.

If there are more children than places within one of the categories 5 (i) – (iii) above, then the Admissions sub committee will apply criteria in the order listed below.

(a) Children will be selected for admission on the basis of alphabetical order (beginning with a) as used in the BT Telephone Directory for domestic users, 'BT Order', using surname, first forename and subsequent forenames in that order as it appears on the Birth Certificate or Adopted Children Register.

(b) Oldest pupils first (established by date of birth)

Special Circumstances and Special Provisions

General

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 score equivalent to that which the child would have been awarded in the AQE CEA under normal conditions can be awarded.

It is for parents to present all such material as they consider will assist the school in performing both parts of the consideration described above. All such material should be attached to the transfer form. It should be noted by parents that both parts of the consideration referred to involve an exercise in educational judgement and not precise calculation.

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

In reaching the educational judgement needed to award the score that the child would have been awarded in the AQE CEA under normal circumstances, the Admissions sub committee will consider any material presented (attached to the transfer form) in support of the application. This material may include any or all of the following:

- i) The score awarded in the AQE CEA;
- 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 conducted 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 conducted in Years 5 and 6 and, where available, the respective AQE CEA score awarded;
- iv) Any other relevant material.

It should be noted that in all cases independent evidence will carry greater weight than non independent evidence.

Special Circumstances

Larne Grammar 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. These '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 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 should complete Form SC 09, obtainable from the School or AQE, stating the precise reason why they believe the child qualifies for Special Circumstances. This should be attached to the Transfer Form with appropriate documentary evidence.

The Admissions Sub Committee will consider the application for Special Circumstances. Where Special Circumstances are granted, the panel will determine, on the basis of the information

available, an appropriate 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.

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 the Form SC 09 precise details of the problem and append 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 will give 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 should set out in the Form SC 09 precise details of the problem and append appropriate documentary evidence.

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 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 children who take up residence in Northern Ireland after the 18th September 2009.

Parents/Guardians who wish to apply to the School under Special Provisions should complete Form SC 09, obtainable from the School or AQE, stating the precise reason why they believe the child is eligible for consideration under Special Provisions. This should be attached to the Transfer Form with appropriate evidence.

The Admissions Sub Committee will consider the application for Special Provisions. Where Special Provision is granted, the panel will determine, on the basis of the information available, an appropriate 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.

Special Educational Needs

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

Admissions to Year 8 following completion of the Transfer Procedure

Parents/Guardians who wish to have their child considered for admission in the event of a place arising after the beginning of the school year should write to the Principal stating this. An acknowledgement will be issued. If any place(s) become available after 1st September 2010 and there are more children than places available, then decisions will be made on application of the Year 8 Admissions Criteria regarding those pupils seeking admission at the time the place(s) become available.

Should the Board of Governors determine that a child who has arrived in Northern Ireland after the Transfer Process has been concluded is suitable for admission, it will seek approval from the

Department of Education to admit the child through the allocation of an additional place.

It is the responsibility of parents to ensure that the Transfer Form is completed in full, including for example details of any family relationship with Larne Grammar School (including, for verification purposes, dates and maiden name if appropriate) and other relevant information.

If the Board of Governors becomes aware of

- (a) any material irregularity in the application made to the Association for Quality Education Limited in connection with the prescribed test, or
- (b) any falsification of any documents submitted to the Association for Quality Education Limited in connection with the prescribed test, or
- (c) any material breach of the conditions on the part of the child or his parents or guardians relating to the prescribed test

it reserves the right to reject the application to the School for that child.

THE VERIFICATION OF INFORMATION PROVIDED

Parents should note that the information contained within an application that qualifies the child for admission will be verified.

The Board of Governors, therefore, reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form/Transfer Form.

This information will be requested from successful children on or shortly after 30 May 2010 when they have been notified of their allocation of a place at Larne Grammar School.

Parents should also note the provision 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.