

Abbey Christian Brothers' Grammar School
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Headmaster: Mr D H J McGovern BEd, MEd
Chairman of the Authority of Governors: Mr Sean Og McAteer



Voluntary Grammar
Boys
Age Range 11-19
Approved Admissions Number for 2016: 125
Approved Enrolment Number for 2016: 850

The school will have its Open Day on Saturday 16 January 2016 from 10.00 am – 12.30 pm

To Parents/Guardians naming the Abbey Christian Brothers' Grammar School as a Preference on your child's Transfer Form

Entrance Test Results

In assessing academic ability, The Abbey Christian Brothers' Grammar School will use the grade awarded to pupils completing the GL Entrance Assessment on Saturday 14 November 2015 or the supplementary GL Entrance Assessment on Saturday 5 December 2015 as specified by the school. In section C of the Transfer Form, parents / guardians must state the grade achieved and attach to the Transfer Form a copy of the statement of results which they receive on Saturday 30 January 2016.

Special Circumstances

Any parent / guardian claiming Special Circumstances must complete the documentation in the Claiming Special Circumstances Pack available from the Abbey Christian Brothers' Grammar School or from its website. This documentation, Form SC1, together with the independent verifiable documentary evidence which corroborates the Special Circumstances claim, must be attached to the Transfer Form.

Special Provision

1. For those pupils currently in P7 in Primary schools in Northern Ireland, claims for Special Provision should be made on Form SP1 and attached to the Transfer Form. Form SP1 is available from the school or its website. Parents wishing to claim Special Provision should also forward a copy of Form SP1 directly to the Abbey Christian Brothers' Grammar School, by **Wednesday 2 March 2016**.
2. After this date claims for Special Provision should be made directly to the Abbey Christian Brothers' Grammar School and to the SEA Transfer Department.

If you are applying for Special Circumstances or Special Provision please refer to those sections within the Admissions policy provided.

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

The Board of Governors has delegated the responsibilities for the task of applying the criteria as indicated below to a subcommittee. Where this policy refers to the decision taken by the Board of Governors, it is with reference to the work of the subcommittee set up by the Authority, with its full approval and subject to its final ratification.

(Please note: The Abbey Christian Brothers' Grammar School has been directed by regulations to select for admission all children resident in Northern Ireland at the time of their proposed admission before any child not so resident may be selected for admission.)

Special Circumstances

Boys will be admitted strictly as described below according to the grade achieved in the GL Entrance Assessment subject only to the consideration of **medical or other problems** which may have affected their performance in the Entrance Assessment and which are supported by verified documentary evidence of a medical or other appropriate nature. These medical or other problems are commonly referred to as **Special Circumstances** and are described in the school's **Entrance Assessment: Access Arrangements & Special Circumstances Policy** available from our school or its website. Parents should carefully read this policy document along with the guidance provided in the **Claiming Special Circumstances Pack** available from our school. This pack contains a Guide to claiming Special Circumstances, Form SCR and Form SC1.

If a claim for the consideration of Special Circumstances is made in respect of matters for which Access Arrangements were granted or could have been granted, had they been known to the Assessment Centre, the Board of Governors may take into account the fact that the child was granted Access Arrangements or could have been granted Access Arrangements.

The initial claim for Special Circumstances should be registered using Form SCR at the Entrance Assessment Centre by 2:00pm on 11 December 2015 with the completed claim for Special Circumstances being sent to the SEA along with the Transfer Form in February 2016. At this time, the claim for Special Circumstances, supported by the required documentary evidence using Form SC1 must be appended along with the appropriate independent documentation to the Transfer Form before it is sent to the SEA Transfer Department by the Primary School Principal. Gathering and submitting the documentary evidence as described above is vital for the consideration of a claim for Special Circumstances.

Details of Medical or Other Problems

Where it is claimed that a child's performance in the Entrance Assessment has been affected by a medical or other problem, independent evidence of its existence must be provided to the school. Where the problem is a medical one of short term duration which affected the child only at the time of the Entrance Assessment, the school will require the production of evidence that the child was examined by a medical practitioner in relation to the illness at the time of the Entrance Assessment and the result of that examination. Similarly, if the medical problem is other than of short term duration, the school will require the production of evidence from a medical practitioner who treated the child and which explains the condition and how it could have affected the child in the Entrance Assessment. Where the problem is of a non-medical nature, the parents must set out the precise details of the problem and append to the Transfer Form all appropriate independent documentary evidence which corroborates its existence. The name of the Assessment Centre at which the child sat the Entrance Assessment must also be included. Please refer to the Entrance Assessment: Access Arrangements & Special Circumstances Policy and other guidance information available from our school in the Claiming Special Circumstances Pack.

Educational Evidence

All claims for Special Circumstances must include objective and relevant educational evidence to show that the medical or other problem experienced by your child at or around the time of the Entrance Assessment caused him to underachieve. This educational evidence must be provided by the parent/guardian of the child and verified by the primary school Principal. The evidence should be sufficient to enable the Board of Governors to reach a decision on any adjustment to the grade/score achieved by the child in the Entrance Assessment. This evidence should include all of the results from the child's school administered standardised tests in English / Literacy and Mathematics / Numeracy taken from the beginning of the Key Stage 2 period and should be provided on Form SC1.

It is emphasised that the onus is on the parent/guardian to ensure that all of the above information is verified and provided by the primary school to the parent/guardian under the Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009 and under the Data Protection Act (1998). Failure by the parent/guardian to provide such verified information will result in the Board of Governors being unable to consider the application for Special Circumstances. Material referred to above will assist the subcommittee in making its judgement: it is however, not intended to be restrictive and the subcommittee will consider any and all material presented and attached to the Transfer Form. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

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Special provision will be made by the Board of Governors for boys:

1. Who are transferring from primary schools outside Northern Ireland and will become resident in Northern Ireland.
2. Who have received more than half of their primary education outside Northern Ireland.
3. Whose educational provision has been negatively affected by serious medical or other problems, which is supported by independent verifiable documentary evidence and who have not taken either of the GL Entrance Assessments on Saturday 14 November 2015 or Saturday 5 December 2015.

The Board of Governors will decide whether these boys should be admitted on the basis that they fall within the ability range of other boys being admitted in that year and/or meet one or more of the Admission Criteria 1 to 8 as listed below. The Board of Governors may require an assessment of the pupil's abilities to be carried out by a suitably qualified person or body approved by the school.

Parents/guardians may provide additional appropriate educational evidence which should include the results of standardised testing carried out during Key Stage 2 or its equivalent period in any primary school. This will be considered by the Board of Governors along with the educational evidence described above in exercising their educational judgement in these matters. The onus lies with the parents/guardians to provide this educational evidence and to have it appropriately verified.

Those children to whom clause 1 and 2 (above) applies may, if their parents/guardians wish, sit the Entrance Assessment in which case the grade or score obtained would also be considered.

It is the responsibility of parents/guardians to ensure that information relating to Special Provision, or indeed information regarding the existence of any other relevant factor(s), is given on or appended to the child's Transfer Form as described in the guidance documentation. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

ADMISSION CRITERIA

The grades achieved by boys in the Entrance Assessment provided by GL Assessment and administered by the Assessment Centres on 14 November 2015 or 5 December 2015 will form the primary evidence to be considered by the Authority of Governors.

The Board of Governors will admit boys strictly on the following basis:

1. Boys awarded Grade A in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade A.

2. Boys awarded Grade B1 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade B1.
3. Boys awarded Grade B2 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade B2.
4. Boys awarded Grade C1 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade C1.
5. Boys awarded Grade C2 in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade C2.
6. Boys awarded Grade D in the GL Entrance Assessment and those boys regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those boys awarded Grade D.
7. All other boys who have applied to be admitted to Abbey Christian Brothers' Grammar School.
8. If there are more boys who satisfy any one of the criteria 1 to 7 when they are applied in the order of priority set down above than places remaining, then boys will be selected according to the following sub-criteria applied in the order set down below:-
 - (i) Boys who, at the date of their application, have a parent/guardian who is a member of the permanent teaching, administrative, or ancillary staff of the Abbey.
 - (ii) Boys who, at the date of their application, have another boy of the family (as defined by DE in Transfer 2010 Guidance) attending the school or having been selected for admission to the school in the coming school year.
 - (iii) Boys who have had another boy of the family (as defined by DE in Transfer 2010 Guidance) previously attend the school.
 - (iv) Boys whose father/guardian attended the school.
 - (v) Boys who are the first boy of the family (as defined by DE in Transfer 2010 Guidance) to transfer to secondary education, i.e. the eldest boy of the family as defined above.
 - (vi) Boys who are the first boy of the family (as defined by DE in Transfer 2010 Guidance) to apply to a Grammar School,
 - (vii) Boys who, at the date of their application, are entitled to Free School Meals Provision (as defined by DE in Transfer 2010 Guidance).
 - (viii) Other boys ranked by date of birth with the youngest boy admitted first and all other boys admitted by age (youngest first) until all places have been filled.

If there are more boys who meet one of the above sub-criteria (i) to (viii) than there are places available, then the remaining criteria will become sub-criteria and applied successively in the order set out until the final selection is completed. In the event of two or more boys having the same date of birth and thereby qualifying for the last place(s), the boys will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.

Verification of all Information

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Form or appended to the Transfer Form by parents/guardians. For verification purposes original documents are required and not facsimiles or photocopies.

The provision of false or incorrect information or the failure to provide any requested verifying documents within the deadline set by the Abbey Christian Brothers' Grammar School will result in either the withdrawal of a place or the inability of the school to offer a place.

The responsibility to ensure that:

- **The Transfer Form and other necessary documentation is correctly completed;**
- **Any Special Circumstances/Special Provision being claimed are properly documented as described in detail above and in the guidance documentation and lies with the parents/guardians of the child. Failure to ensure that this occurs will lead to any request for Special Circumstances/Special Provision not being considered and/or the application not being considered by the Board of Governors and/or the withdrawal of a place in the school.**
- **Any required verification documents are provided within specified deadlines,**

Waiting List

The Abbey will admit all applicants to Year 8 according to its admissions criteria. Where a criterion is insufficient to allocate places or fewer places are available to meet the demand of the pupils satisfying any one criterion, the subsequent sub sections of criteria will be used to assign each applicant in list order. The first 125 places will be filled in this way and all other applicants will be listed from number 126 up to the last number needed in order to give a number to each applicant satisfying this criterion. In the event that all of these applicants are admitted, the process will be repeated for the students who meet the next criterion.

This forms the waiting list and students will be admitted in to Year 8 in this order if and when a place becomes available. This waiting list will cease to operate after the 1st September of each academic year.

APPLICATIONS AND ADMISSIONS TO YEAR 8			
Year	Admissions No	Total Applications All Preferences	Total Admissions
2013/2014	125	163	125
2014/2015	125	166	125
2015/2016	125	173	125

ADMISSIONS POLICY TO YEARS 9 to 14

Applicants should provide documentary evidence that he is suited to a grammar school education in the Abbey, and then admissions may be made in the following order:

1. Applicants who wish to enter Sixth Form in order to follow 'A' Level courses subject to the criteria overleaf.
2. Applicants who wish to follow GCSE courses subject to an academic and behavioural report from their former school commensurate with a Grammar school education.
3. Applicants to the Junior School subject to an academic and behavioural report from their former school commensurate with a Grammar school education.

ADMISSION CRITERIA FOR YEAR 13

All Applicants for Admission will be considered with reference to the following criteria. Additional places over the school's enrolment number will be allocated at the discretion of the DENI.

Firstly those applicants who have shown by their record a commitment and motivation to academic studies (normally an applicant would be expected to have obtained at least 3 Grade B's and 4 Grade C's at GCSE Level) and also have an exemplary discipline record.

Then if there are more pupils eligible than there are places available, places shall be awarded in the following order.

1. Applicants will be ranked in order of a points score band as the following:-
A* = 4pts A = 3pts B = 2pts C = 1pt
With the lowest score listed last.
2. In the event of a tie, priority shall be established by computerised random.

Abbey Christian Brothers' Grammar School Criteria for any Extra Places made Available by The Department Of Education for Admission into Year 13 (Sixth Form)

The Department of Education may, on request, 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 above) 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 Abbey Christian Brothers' Grammar School.
2. Pupils from other schools where admission to an extra place at Abbey Christian Brothers' Grammar School has been agreed by the Department of Education*.

**Parents should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number in order to allow an extra post-16 pupil to enrol. DE will first check whether there is another school or schools of a type suitable for that pupil within an hour's journey of where the pupil lives. If there is, DE will then check whether this other school or schools with places available may provide all of the post-16 courses that the pupil wishes to pursue. If these checks find 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: (i) denominational (ii) non-denominational (iii) integrated and (iv) 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.