

## CAMBRIDGE HOUSE GRAMMAR SCHOOL

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**Principal:** Mrs E Lutton, BEd; MSc; PQH(NI)

**Chairperson of the Board of Governors:** Available from school

**Controlled Grammar School  
(Non-denominational)**

**Age Range of pupils:** 11-18 years

**Admissions Number:** 140

**Enrolment Number:** 900

### OPEN MORNING INFORMATION

The School will be open for visits by parents/guardians and prospective pupils on  
**Saturday 19 January 2019, 9.30 a.m. - 1.00 p.m.**  
The Principal will address parents/guardians at 9.30 a.m. and 11.00 a.m. in the Assembly Hall.

**To parents/guardians naming Cambridge House Grammar School as a preference on your child's Transfer Form:**

#### Entrance Test Results

Please ensure that you provide the following information on Section C of your child's Transfer Form.

- AQE Common Entrance Assessment age standardised score.
- Please attach the AQE Statement of Result as verification.

#### Special Circumstances and/or Special Provision

If you are making a claim for your child to be considered under Special Circumstances or Special Provisions please note that you are required to provide the documentation outlined in the relevant paragraphs below. It is emphasised that the onus is on the parents/guardians to ensure that as wide as possible a range of relevant academic evidence is provided and is attached to the Transfer Form.

##### Special Circumstances

Parents/Guardian wishing to claim Special Circumstances must complete Form SC18 available from AQE.

The completed Form SC18 together with the appropriate documentary evidence corroborating the claim for Special Circumstances, must be attached to the Transfer Form.

##### Special Provision

Parents/Guardians wishing to claim Special Provision must complete Form SC18 available from AQE.

The completed Form SC18, together with appropriate documentary evidence corroborating the claim for Special Provision, must be attached to the Transfer Form. Special Provision will not be considered in advance of the school's receipt of the Transfer Forms from the Education Authority.

It is the responsibility of **Parents/Guardians** to obtain full information on the pupil's academic performance and test results and provide these to Cambridge House Grammar School. No information will be sought by Cambridge House Grammar School directly from the Primary School.

#### Respective functions of the Board of Governors in relation to Admissions to the school

The day to day work associated with entry into Cambridge House Grammar School is delegated to the Admissions Sub-Committee which includes the Principal and members of the Board of Governors, who have experience in various standardised tests and assessing a child's academic ability from educational information. Decisions at any stage will be taken on the basis of relevant information available at that time. Admissions decisions taken by the Admissions Sub-Committee will be ratified by the Board of Governors.

#### ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8 2019-2020

The Board of Governors of Cambridge House Grammar School will admit children strictly in rank order on application of the Admissions Criteria up to the limit of the admissions number. In the event of the school being oversubscribed, the Board of Governors has approved the criteria described below.

**As required by Department of Education regulations children resident in Northern Ireland at the time of their proposed admission will be selected before children not so resident.**

With regard to those making application, Cambridge House Grammar School will not use as a criterion the position of preference given to the school on the Transfer Form. With regard to applications, consideration will be given to those claiming 'Special Circumstances' and 'Special Provisions' in accordance with the arrangements for 'Special Circumstances' and 'Special Provisions' set out below. 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. Following consideration of 'Special Circumstances' and 'Special Provisions', the rank order will be drawn up and the criteria applied. Decisions about how the criteria should be applied to each child will be taken solely on the basis of information provided on or attached to the Transfer Form and the school's Special Circumstances Protocol. Parents must annex to their application the original notification received from AQE. Parents should note that they may be required to produce documents verifying information pertinent to the school's Admissions Criteria.

### Admissions Criteria:

If the number of applications is greater than the admissions number, the following criteria will be applied in the order set down until the final place has been allocated:

1. Children who have taken the AQE Common Entrance Assessment administered by AQE will be admitted first in rank order, from the highest to the lowest, based on the age standardised score awarded to them by AQE or the score awarded as a result of 'Special Circumstances' or 'Special Provisions' in accordance with the arrangements for 'Special Circumstances' and 'Special Provisions' as set out below.

If following the application of the above criterion, there are children with the same score being tied for the final place(s) then the following sub criteria will be applied in the stated order as set out below to distinguish between such children:

- I. Children who have a sibling currently enrolled at the school
  - II. Children who are the eldest child
  - III. The age of the child, preference being given to the eldest established by date of birth as entered on a Birth Certificate or the Adopted Children's Register
  - IV. Children who are entitled to receive Free School Meals (which will mean children who are listed on the Education Authority register as entitled to Free School Meals).
  - V. In the event of there still being more applications than places:
    - a) children will be selected for admission on the basis of the initial letter of the surname as it appears on the Birth Certificate or the Adopted Children's Register in the order used in the BT Telephone Directory for domestic users, 'BT order'.
    - b) Where surnames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission using BT order.
    - c) Where children have the same surname, the initial of the first forename as it appears on the Birth Certificate or the Adopted Children's Register will be used for admission.
    - d) Where the first forenames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission using BT order.
    - e) Where no priority can be established by means of this direct alphabetical comparison (e.g. 'Alan' 'Alana') the child with the shorter first forename will be prioritised for admission.
    - f) Where children have the same first forename the child without any subsequent forename will be prioritised for admission.
    - g) Where the application of a) to f) has not permitted priority to be established then c) and d) will be repeated with the substitution of 'second forename' for 'first forename'.
2. If the number of children for whom an age standardised score relating to the AQE Common Entrance Assessment has been produced (by AQE Ltd) or score awarded (by the Board of Governors) in accordance with the arrangements for 'Special Circumstances' and 'Special Provisions' set out below is less than the admissions number, then the sub criteria will be applied, as recorded at **1. (I-V)** above.

## Special Circumstances and Special Provision: Context and Summary

'Special Circumstances' allows for a post-assessment adjustment to the AQE standardised age score of a child who is eligible for consideration. Any adjustment to a standardised age score will be based on the School's Special Circumstances Protocol applicable at the time of the Entrance Assessments. A copy of the School's Special Circumstances Protocol will be available on request, to parents/guardians.

'Special Circumstances' refers to the claim that medical or other problems, constituting a temporary illness, injury or indisposition experienced by the child at or about the time of the AQE Common Entrance Assessment was conducted, have detrimentally affected her or his performance.

### Claiming Special Circumstances

Any claim for 'Special Circumstances' must be supported by independent, verifiable, documentary evidence.

If a claim for the consideration of 'Special Circumstances' is made in respect of a child's score in one assessment, the Board of Governors will take into account where the child took all three assessments and that the child's score is based on the best two results.

Where a problem is a medical one of short term duration which affected the child at the time of the Entrance Assessments, the school will require evidence that the child was examined by a medical practitioner in relation to the illness, that the medical problem was as described, and that the child's health and wellbeing were impaired at or about the time of the Entrance Assessment. Where the problem is of a non-medical nature, the parents/guardians must set out the precise details of the problem and provide appropriate independent, verifiable evidence such as a written statement from a suitably qualified individual who knows/works with the child in a formal and professional context and is able to give independent confirmation of the nature of the problem, when it occurred and its impact on the child.

Supporting documentary evidence should also include details of the pupil's educational attainment with reference to English and Mathematics. This evidence should include scores obtained in all standardised tests in English and Mathematics taken by the pupil since the start of Key Stage 2. This must be sufficient to enable the Board of Governors to reach a decision on any adjustment to the score achieved in the Entrance Assessment. Such information should be provided on the *Claim for Special Circumstances Form, SC18 Form*.

All documentary evidence should be the original documents and signed by the person who has verified the evidence. Photocopies cannot be accepted by the sub-committee of the Board of Governors as sufficient for verification.

**Parents/Guardians should note that a child who applies for Access Arrangements for the Entrance Assessments cannot then apply for Special Circumstances for the same reason.**

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

'Special provision' refers to applications which claim that children were unable to sit the Common Entrance Assessment on the basis that: they are transferring from Primary Schools outside Northern Ireland or they have received more than half of their primary school education outside Northern Ireland or they have been affected by medical or other serious problems which have prevented them from taking the Common Entrance Assessment.

Decisions on admitting a child for whom a Special Provision claim has been made, require the Admissions Panel to form an educational judgement based on evidence of that child's ability and determine an appropriate Age Standardised Score for that child, following which, that child shall then be considered with all the other applicants by application of the School's published Admissions Criteria for entry into Year 8.

### Duty to Verify

**Parents/Guardians should note that they may be required to produce verification documentation pertinent to the School's Admissions Criteria. Please refer to DE Circular 2009/7 and DE Circular 2011/20. 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 Form. This information will be requested from those whose applications have been successful when the transfer procedure comes to a close at the end of May. The provision of false 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 a school to offer a place. If the school becomes aware at any stage prior to enrolment that an applicant has gained a place for their child/children by using false information anywhere within their application, then the school has an obligation to withdraw the place and reallocate it correctly in line with the Admissions Criteria. If you state within your application that your child is currently registered as Free School Meal Entitled, and that claim is decisive in qualifying him/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.**

### Admission to Year 8 following the completion of the Transfer Procedure

Should a vacancy arise after the Transfer Procedure concludes, towards the end of May 2019, further applications for admission to Year 8 will be considered if fewer pupils are enrolled in the year group than the admissions number allows. At this point all applications (including those received after the final date for changes of preference) will be considered and the published Admissions Criteria for Year 8 will be applied.

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 the start of the school academic year 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.

If the School's admissions number has been reached, an application for a child moving into the area can be considered, subject to the Department of Education granting a temporary extension to the admissions number.

**Year 8 Applications and Admissions**

Year	Admissions No.	Total Applications All Preferences	Total Admissions
<b>2016/17</b>	140	189	140
<b>2017/18</b>	140	171	140
<b>2018/19</b>	140	199	141

This table does not include children who were admitted to the school with a statement of special educational needs.  
Details in relation to AQE CEA scores accepted are available in the School's prospectus.

**Criteria for admission to years 9 onwards is available from the Principal**