

**COLERAINE GRAMMAR SCHOOL**

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**Principal:** Dr DRJ Carruthers BSc PhD PGCE PQH(NI)

**Chairperson of the Board of Governors:** Mr W Oliver

**Voluntary Grammar School  
(Co-educational Non-Denominational)**

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

**Admissions No:** 156

**Enrolment Number:** 1080

Coleraine Grammar School is a prestigious voluntary grammar school which opened on 1st September 2015. Coleraine Grammar School is a co-educational, 11-18, non-denominational school, building on the foundations provided by Coleraine High School and Coleraine Academical Institution, which offered excellent post-primary education in Coleraine for 150 years. Coleraine Grammar School is initially operating on two campuses, the Lodge Road campus and the Castlerock Road campus. In September 2020, the new Year 8 pupils will be located on the Lodge Road.

**Open Night**

The Lodge Road campus will be open for visits by P6 parents and pupils on Wednesday 8<sup>th</sup> January 2020 and P7 parents and pupils on Thursday 9<sup>th</sup> January 2020 commencing at 6.30pm.

**TO PARENTS/GUARDIANS naming Coleraine 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.**

- Your child's score in the Common Entrance Assessment (CEA) provided by the Association for Quality Education (AQE). The CEA is the only assessment which will be used for the admissions process for Year 8 in September 2020.
- Your child's score in the above assessment should be recorded as the two or three digit CEA score awarded to your child by AQE. (Pupils who achieve higher scores will be admitted before those who achieve lower scores in the admissions process).
- Your child's AQE Candidate Number.

**Non-Academic Criteria**

**Please ensure that you indicate on the Transfer Form which of the non-academic criteria your child meets. These criteria will be used in the event of a tie.**

**Special Circumstances and/or Special Provision**

**Special Circumstances**

Special Circumstances are medical or other problems which may have affected a child's performance in the CEA. The existence of Special Circumstances must be supported by independent documentary evidence of a medical or other appropriate nature. If a claim for the consideration of Special Circumstance is made in respect of matters for which Special Access arrangements were granted by AQE, the school will take into account the fact that the applicant was granted Special Access arrangements for those matters.

**If you are making a claim for your child to be considered under Special Circumstances please note that you are required to:**

Complete Form SC19 obtainable from the AQE web site or office, and attach it to the Transfer Form when it is being submitted, with the following specific documentary evidence also attached.

- Should the problem be of a medical nature and of short term duration which affected the child only at the time of the CEA, 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 assessment.
- Where the problem is of a non-medical nature the parents should set out in the Form SC19 precise details of the problem and append any appropriate independent evidence to corroborate its existence.
- Educational evidence such as the results obtained by the pupil in any standardised or other appropriate tests conducted in Key Stage 2 and an indication of where these results place him/her in his/her primary school class or year. An Admissions Sub-Committee of the Board of Governors will consider the application for Special Circumstances and where this is granted, the sub-committee will determine, on the basis of the information provided, an appropriate score for the child. He/she will then be considered with all other children who have received a CEA score.

### **Special Provision**

Special Provision applies to:

- A child whose parent/guardian wishes him/her to be admitted to Year 8 from a primary school outside Northern Ireland.
- A child who has received more than half of his/her primary education outside Northern Ireland.
- A child entered for the CEA who because of unforeseen and serious medical or other problems, which are supported by appropriate independent documentary evidence, was unable to participate in the CEA.

**If you are making a claim for your child to be considered under Special Provision please note that you are required to:**

- Complete Form SC19 obtainable from AQE and attach it to the Transfer Form when it is being submitted. You should state specifically which one or more of the above reasons make the applicant eligible for consideration under Special Provision. The parent may wish to include educational evidence such as the results obtained by the pupil in any standardised or other appropriate tests conducted in Key Stage 2 and an indication of where these results placed him/her in his/her primary school class or year.

The Admissions Sub-Committee will consider the application for Special Provision using the available evidence on or attached to the Transfer Form. It is the responsibility of the applicants to provide all of the above information, and to furnish relevant details.

**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 may be requested from those whose applications have been successful on or shortly after 29<sup>th</sup> May 2020 when they have been notified of their allocation of a place at Coleraine Grammar School. 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 to offer a place.**

### **Voluntary Contribution**

Coleraine Grammar School has an annual parental contribution of £200 payable as £20 per month (x10) for the first child, with a 25% reduction for the second child and 50% reduction for the third child or subsequent child up to a maximum contribution per family of £45 per month (x10).

### **ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8**

#### **Functions of the Board of Governors in Relation to Admissions to the School**

In approving the admissions criteria the Board of Governors has delegated responsibility for admissions to a sub-committee of the Board, which includes the Principal.

#### **ADMISSIONS PROCESS and ADMISSIONS CRITERIA FOR YEAR 8 - SCHOOL YEAR 2020/2021**

After consideration of claims for Special Circumstances and Special Provision, 156 places in Year 8 will be allocated to pupils on the basis of rank order of their respective scores in the Common Entrance Assessment (CEA) provided by the Association for Quality Education (AQE); those achieving higher scores being allocated places before those who have scored less. Parents are advised to record the score awarded by AQE, together with the AQE Candidate Number, in Section C of the Transfer Form, and attach the statement of result. If several pupils are eligible for the final place because they have equal scores, the place will be allocated by applying progressively the tie-breaker criteria which will be applied to each child solely on the basis of the information provided on, or attached to, the Transfer Form.

#### **Tie Breaker Criteria**

- i. Children who have a child of the family enrolled at Coleraine Grammar School.
- ii. Children who, at the date of their application are the eldest child\* of the family to be eligible to apply for admission to Coleraine Grammar School.
- iii. Random selection; a numbered disc representing each child's name will be placed in a 'hat', and an independent person will withdraw the required number of discs from the 'hat', under the observation of a second independent person and a school representative. Places will be allocated and a waiting list will be formed according to the order in which the discs are withdrawn.

**When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the Transfer Form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the Transfer Form or attached to it.**

In accordance with statutory requirements, when applying the admissions criteria, the Board of Governors sub-committee will select a pupil resident in Northern Ireland on 1st September 2020 before a pupil not resident at that date.

**Number of Applications and Admissions**

<b>Year</b>	<b>Admissions No.</b>	<b>Total Applications All Preferences</b>	<b>Total Admissions</b>
<b>2017/18</b>	156	171	156
<b>2018/19</b>	156	197	156
<b>2019/20</b>	156	200	156

This table does not include children who were admitted to the school with a statement of special educational needs, who gained a place on appeal or who gained a place by temporary variation.

\* Please see Department of Education Circular No. 2016/15 (Revised, issued 3/10/18) for guidance on the term 'eldest child'.

For Admissions Criteria for entry to Years 9 – 12, please see our website ([www.colerainegrammar.com](http://www.colerainegrammar.com)) or contact the school for further information.