

**CAMBRIDGE HOUSE GRAMMAR SCHOOL**

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**Principal:** Mr Richard Marsh BA (Hons), PGCE, PQH (NI)

**Chairperson of the Board of Governors:** Mrs Joanne Millar BA (Hons)

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

**Age Range of pupils:** 11-19 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 20<sup>th</sup> January 2024 09:15 – 1.00 pm**

The Principal will address parents/guardians at 9.15 am and 10.45 am in the Assembly Hall.

**TO PARENT(S)/CARER(S) NAMING CAMBRIDGE HOUSE GRAMMAR SCHOOL AS A PREFERENCE ON YOUR CHILD'S TRANSFER APPLICATION.**

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or uploaded with the Transfer Application including where appropriate, the Total Standardised Age Score (TSAS) awarded by the Schools' Entrance Assessment Group (SEAG). Parents should therefore ensure that all information pertaining to their child and relevant to the school's Admissions Criteria is stated on or uploaded with the Transfer Application.

**Entrance Test Results**

The TSAS in the SEAG Entrance Assessment and the SEAG Unique Pupil Number should both be entered on the Transfer Application. The Statement of Outcomes received from SEAG indicating your child's SEAG TSAS should be uploaded to the Transfer Application. Parents/Carers 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.

SEAG is very clear that its Entrance Assessment consists of two papers. A pupil who only takes one paper (i.e. either Paper 1 or Paper 2 but not both) will not have completed the full Entrance Assessment. Such pupils will, however, have their "single paper" marked and will receive a Statement of Outcomes. Outcomes for pupils who only sit one paper will have the designation "e" (for estimate) immediately after the Outcome, e.g. TSAS 196e; Band 4e. Such pupils may be considered for admission to Cambridge House Grammar School under Special Provision – see below.

**Sub-criteria**

Please ensure that you indicate on the Transfer Application which of the sub-criteria apply, and if more than one sub-criterion applies, all relevant sub-criteria should be indicated.

**Special Circumstances and/or Special Provision**

If you are making a claim for your child to be considered under Special Circumstances and/or Special Provision, 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 Provision apply and to enable an educational judgement to be made so that a whole number score can be assigned. You should upload the completed Form SC and/or SP (obtainable from the school) with appropriate documentation described below to the Transfer Application.

**Further details can be found in the Section 'SPECIAL CIRCUMSTANCES AND SPECIAL PROVISION' below.**

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

The Board of Governors, with the assistance of the Principal, draws up the Admissions Criteria and applies them.

## ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8 2024-25

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 30 January 2024 at 12 noon (GMT) and an application submitted by the closing date of 22 February 2024 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 22 February 2024 and up to 4.00pm on 4 March 2024 will be treated as a late application (see Waiting List information 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.**

The child's Birth Certificate and proof of home address should be uploaded with the Transfer Application.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or uploaded with the Transfer Application, and the TSAS awarded by SEAG as set in the Statement of Outcome (or the score assigned by it as a result of consideration of Special Circumstances and/or Special Provision). Parents should therefore ensure that all information pertaining to their child and relevant to the school's Admissions Criteria is stated on the Transfer Application or uploaded with the Transfer Application.

### Criteria

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.

### Admissions Criteria:

1. The Admissions Sub-Committee will consider children who have taken the Entrance Assessment administered by the Schools' Entrance Assessment Group (SEAG). The Board of Governors will use the Total Standardised Age Score (TSAS) as awarded by SEAG to a pupil in the Entrance Assessment, 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 (140). The TSAS in the SEAG Entrance Assessment should be entered, along with the SEAG Unique Pupil Number, on the Transfer Application. *It is the responsibility of parents/guardians to make sure that the original Statement of Outcome received from SEAG, indicating their child's SEAG Total Standardised Age Score (TSAS), is uploaded with the Transfer Application.*
2. 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:
  - (a) in order of preference with first preference applications being selected before second preference applications and so on.
  - (b) pupils with a sibling\* enrolled in the school for the 2023-2024 academic year [state name(s) and Registration Group(s) on the Transfer Application];
  - (c) pupils who are the eldest\*\* child of the family\*\*\* (including only child) in their family to be eligible to transfer to a mainstream Post-Primary School (details to be supplied on the Transfer Application). Where applicable, twins (or other multiples) will be treated as joint eldest.

For the purpose of the sibling\*, eldest\*\* child of the family\*\*\* sub-criteria, these will be interpreted in accordance with DE Circular 2023/15, Annex 2 paragraphs 2-4 of The Procedure for Transfer from Primary to Post Primary Education issued by DE i.e.:

**\*Sibling:** applicants qualify for the sibling criterion according to whether or not they have another 'child of the family' already attending the school in question.

**\*\*Eldest:** applicants qualify for the eldest criterion if they are the first child of the family eligible to apply for a post- primary mainstream school. Twins and other multiple birth applicants will be regarded as joint eldest. Eldest 'child of the family' eligible to transfer includes cases where the eldest child has completed

his/her post-primary education, the eldest child of a reconstituted family, the eldest child of the family was stated or attended a special school or where a family has relocated to Northern Ireland. Proof of eldest child should be uploaded with the Transfer Application – a letter on headed note paper, 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.

**\*\*\*Child of the family:** defined in relation to the parties to a marriage or parties living together in the same household, means: a child of both of them; and any other child who has been treated by both of those parties as a “child of their family”. The Department of Education has been advised that this definition of a child of the family covers: a child born to a married couple; a child born to a co-habiting couple; a child of either of those people by a previous marriage or relationship; a child living with the same-sex partners whether there is a civil partnership under the Civil Partnership Act 2004 or not; an adopted or fostered child; a situation where, for example, an orphaned cousin is being brought up with the family.

- (d) 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;
- (e) 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).

3. If applicants are still tied at Criteria 2e), then priority shall be determined amongst these tied applicants according to the placement of their surname in a rank order, randomly developed, of all of the letters of the alphabet (if applicants have the same surname then first forename shall then be used). The randomised order is as follows:

Q P W O E I R Y T U L A S K D J F H M G Z N X C B V

If there are still places available after consideration of all the children who have taken the SEAG Entrance Assessment and been awarded a Total Standardised Age Score (TSAS) by SEAG (or a TSAS assigned by the Governors in accordance with the arrangements for Special Circumstances and Special Provisions as set out below), the School will consider for admission any children who have not taken the SEAG Entrance Assessment using the sub-criteria 2a), b), c), d) and e) and Criterion 3, in the order set out.

#### **SPECIAL CIRCUMSTANCES AND SPECIAL PROVISION – GENERAL INFORMATION**

The purpose of a claim for Special Circumstances and/or Special Provision is so that a child can be assigned a whole number score equivalent to that which he or she would have obtained in the SEAG Entrance Assessment under normal conditions. Consideration of a claim for Special Circumstances and/or Special Provision 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 Provision, or both; if a child is permitted to be considered as having Special Circumstances or as attracting Special Provision 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 obtained in the SEAG Entrance Assessment under normal conditions can be assigned.

Please note, parents/carers are required to upload with the Transfer Application all such material that will assist the Admissions Sub Committee in performing both parts of the consideration described above. It should be noted by parents/guardians 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 Provision**

In reaching the educational judgement needed to assign a score equivalent to the TSAS that the child would have been awarded in the SEAG Entrance Assessment under normal circumstances, the Board of Governors will consider the totality of the material presented (uploaded to the **Transfer Application**) by the parents/carers. This material may include any or all of the following:

- i) The TSAS awarded by SEAG in the Entrance Assessment (if the child sits two SEAG Entrance Assessments) or the estimate score (e) provided by SEAG (if the child only sits one of the SEAG Entrance Assessments, due to the child’s illness, or other unforeseen circumstances);

- ii) The results for the child of any standardised tests conducted in P 5, P 6 and P 7;
- iii) Comparative information from the primary school, including the results, without names, for other children in the child's P 7 class of any standardised tests conducted in P 5 and P 6 and P 7, SEAG Entrance Assessment practice paper Scores;
- iv) Any other relevant material.

### **SPECIAL CIRCUMSTANCES**

Cambridge House Grammar School has academic performance as its first criterion, subject only to the consideration of problems which may have affected performance in the SEAG Entrance Assessment and which are supported by independent documentary evidence of appropriate nature, including educational evidence. These problems are commonly referred to as 'Special Circumstances'. If a claim for the consideration of Special Circumstances is made in respect of matters for which special Access Arrangements were granted for a pupil, the Board of Governors will take into account the fact that the pupil was granted special Access Arrangements for those matters.

Parents/Carers who wish to apply to the school under Special Circumstances should complete the relevant Form SC (obtainable from the school) stating the precise reason why they believe the child should be considered for Special Circumstances. The SC form and appropriate documentary evidence should be uploaded with the Transfer Application. The Board of Governors will consider each application for Special Circumstances. Where a Special Circumstances claim is upheld, the Board of Governors will, following consideration of the information available, assign an appropriate score for the child equivalent to SEAG Entrance Assessment TSAS that the child would have been awarded in the SEAG Entrance Assessment under normal circumstances. Such children will then be considered with all other children who have received a SEAG Entrance Assessment TSAS and the Admissions Criteria applied.

### **Details of Medical or Other Problems**

Where it is claimed that a child's performance in the SEAG Entrance Assessment has been affected by a medical or other problem, it is the responsibility of the parents/guardians to set out in the Form SC precise details of the problem and upload with the Transfer Application the 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 SEAG Entrance Assessments, parents/guardians should be aware that Governors 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 should set out in the Form SC precise details of the problem and upload appropriate documentary evidence with the Transfer Application. It should be noted that independent evidence will carry greater weight.

### **Special Provision**

Special Provision will apply for:

- (a) pupils whose parents/carers wish them to transfer from schools outside Northern Ireland;
- (b) pupils who have received more than half their primary education outside Northern Ireland;
- (c) children who because of unforeseen and **serious** medical or other problems which are supported by appropriate documentary evidence, were EITHER unable to sit the SEAG Entrance Assessment OR have an estimated outcome because they only sat one of the two Entrance Assessment papers.

Note: It is expected that all those seeking admission should sit the SEAG Entrance Assessment, with the exception of those pupils who take up residence in Northern Ireland after the 2<sup>nd</sup> October 2023.

Parents/Carers who wish to apply to the school under Special Provision should complete the relevant Form SP (obtainable from the school), stating the precise reason why they believe the pupil is eligible for consideration under Special Provision, and providing appropriate independent documentary evidence, which must be uploaded to the Transfer Application. Where the circumstance is medical the school will require the production of evidence that the pupil was examined by a medical practitioner in relation to the illness at the time of the assessment. It should be noted that independent evidence will carry greater weight.

For those pupils whose parents wish them to transfer from a school outside Northern Ireland, applications must be made for Special Provision via the Education Authority Online Portal for Year 8 transfer on or before noon on 22 February 2024.

The Board of Governors will consider the application for Special Provision. Where this is accepted, the Board of Governors will assign, on the basis of the information provided, an appropriate score for the child equivalent to the SEAG Entrance Assessment TSAS that the child would have been awarded in the SEAG Entrance Assessment under normal circumstances. The pupil will then be considered on the basis of this score with all other pupils who have received a SEAG TSAS and the Admissions Criteria applied.

**Duty to Verify**

Those making applications 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 Transfer Application. Those making applications 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.

**It is the responsibility of parents/carers to ensure that the Transfer Application is completed in full and that all relevant information is uploaded with the Transfer Application.**

If the Board of Governors becomes aware of any irregularity in the details uploaded or included on the Transfer Application, it reserves the right to reject the application made on behalf of the child for admission to the school.

**Waiting List**

All applications for admission to Year 8 that were initially refused will be automatically placed on the Year 8 Waiting List. New applications, late applications and applications where new information has been provided will also be added to the Year 8 Waiting List. This Waiting List will be in place until 30 June 2025, that is, the end of Year 8. Please contact the school if you wish your child’s name to be removed from the Year 8 Waiting List. Should a vacancy arise after the date upon which placement letters have been issued from the Education Authority, the procedure outlined in the Admissions Criteria for entry to Year 8 will be followed in relation to those applications on the Year 8 Waiting List. The school will contact you if your child gains a place in the school by this method.

**Year 8 Applications and Admissions**

<b>Year</b>	<b>Admissions No.</b>	<b>Total Application All Preferences</b>	<b>Total Admissions</b>
2021/22	140	187	140
2022/23	140	180	140
2023/24	140	161	140

*This table does not include children who were admitted to the school with a statement of special educational needs.*

Criteria for admission into Year 9 onwards are available from the Principal.