

## Admissions criteria for entry September 2017

### RAINEY ENDOWED SCHOOL

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**Headmaster:** Mr D M McCullough, BA PGCE NPQH

**Chairman of Governors:** Mr S Corry, BDS



### Voluntary Grammar School (Non-denominational)

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

**Admissions Number:** 100

**Enrolment Number:** 700

#### Visits to the School

Open Evenings will be held on **Wednesday 11 and Thursday 12 January 2017** from 7.00 - 9.30 pm. Parents, P6 and P7 pupils will be welcome to visit the School to meet staff and pupils. There will be a talk at 7.00 pm by the Headmaster, Mr McCullough. Parents unable to attend may visit the School by arrangement with the Headmaster. Prospective pupils for entry other than Year 8 should discuss visiting arrangements directly with the Headmaster.

#### To Parents/Guardians naming Rainey Endowed School as a Preference on your child's Transfer Form:

##### Entrance Assessment Results:

Rainey Endowed School intends to use the **combined standardised age score** obtained by pupils completing the **GL Entrance Assessments in English and Mathematics** on 19 November 2016 or the **supplementary GL Entrance Assessments in English and Mathematics** on 10 December 2016.

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

1. The name of the **Assessment Centre** where your child sat the **GL Entrance Assessments**.
2. The **combined standardised age score** provided by **GL Assessment** for your child.

Please attach to your child's Transfer Form, the **original copy** of the **GL Assessment Results Slip**, provided by the Assessment Centre where your child sat the **GL Entrance Assessments**.

##### Claim for Special Circumstances or Special Provision:

###### Special Circumstances

Registration of a claim for Special Circumstances should be submitted to the Assessment Centre where the pupil took his/her Entrance Assessments **by 2.00 pm on Friday 16 December 2016** using the **SCR Form** contained in the **Special Circumstances Pack** which is available from Rainey Endowed School or from its website.

**It is the responsibility of parents/guardians** claiming Special Circumstances to ensure that all appropriate independent, verifiable, supporting documentary evidence to corroborate the claim for Special Circumstances, along with the completed *Claim for Special Circumstances Form*, **SC1 Form**, are attached to the pupil's Transfer Form in February 2017 at the time when an application is being made to Rainey Endowed School.

###### Special Provision

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 your child's Transfer Form. **Form SP1** is available from Rainey Endowed School or from its website. Parents/Guardians wishing to claim Special Provision should also forward a copy of **Form SP1** directly to Rainey Endowed School by **4.00 pm on Wednesday 5 April 2017**.

After this date, claims for Special Provision should be made directly to Rainey Endowed School and the Education Authority, North Eastern Region Transfer Department should be notified.

#### School Fee

Every pupil in the School pays an annual School Fee, currently £150, preferably by direct debit. Fees are reviewed each year. This is the basis of the School Fund which is used for the benefit of all pupils.

#### ADMISSIONS CRITERIA FOR ENTRY INTO YEAR 8

##### School Year 2017/2018

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

###### 1. General Information

Rainey Endowed School ("the School") is a Non-Denominational, Co-educational Voluntary Grammar School seeking to preserve the established character and academic ethos of the School.

The Board of Governors draws up the Admissions Criteria and delegates to an Admissions Sub-Committee, which includes the Headmaster and Deputy Headmaster, the responsibility for applying these Criteria. Any

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reference herein to the term the Board of Governors includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admissions Criteria set out herein.

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information written on or submitted with any applicant's Transfer Form. Parents/Guardians should note that they will be asked to produce documents verifying information pertinent to the School's Admissions Criteria. Original documents are required; facsimiles or photocopies are not acceptable. Independent evidence, when required, should be provided on headed notepaper and signed by one of the following who is not a member of the applicant's family: the pupil's primary school principal, a medical practitioner, a solicitor, a social worker or a member of the clergy.

It is important that Parents/Guardians understand that, as stated in the Department of Education's verification procedures, Circular 2013/24, "If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn".

### 2. Eligibility and Priority

For a pupil to be eligible for admission to Year 8 in the School in September 2017, an application in his/her name must be submitted according to the requirements of the Transfer Procedure conducted through the appropriate Education Authority.

The agreed Admissions Number for entry to Year 8 in September 2017 at the School is 100 (subject to DE review to increase this Admissions Number).

In selecting pupils for admission, children resident in Northern Ireland at the time of their proposed admission to the School will be selected before any child not so resident and proof of residency will be required before completion of the admissions process in September 2017.

Please note that the Board of Governors will initially consider applications for a place at the School for entry to Year 8 in September 2017 from pupils who have completed the **GL Entrance Assessments in English and Mathematics** as provided by the Post Primary Transfer Consortium (PPTC), in an approved PPTC Assessment Centre. The list of approved PPTC Assessment Centres is included in the Parental Information Pack which is available on the School's website, [www.raineyendowed.com](http://www.raineyendowed.com) or directly from the School.

The GL Entrance Assessments will incorporate a validated standardised paper in English and a validated standardised paper in Mathematics. Further information on the GL Entrance Assessments is available directly from the School or on the School's website [www.raineyendowed.com](http://www.raineyendowed.com).

It should be noted that the Board of Governors will **not** take into account the position of preference given to Rainey Endowed School by the applicant on the Transfer Form; for example, a pupil who has chosen Rainey Endowed School in any position on the Transfer Form will be considered in the same way as all first preference applicants to Rainey Endowed School.

### 3. Admissions Procedures

After the GL Entrance Assessments are completed, pupils will be placed in a single list based on their performance in terms of a combined standardised age score in the GL Entrance Assessments. Those with the highest combined standardised age score will be at the top of the list, which will therefore be in rank order of merit. On the basis of the combined standardised age score, pupils will be admitted in rank order of combined standardised age score, up to the School's Admissions Number. (See **Section 6** below)

Where two or more children have an identical combined standardised age score and insufficient places remain to admit both or all of them, then the following Admissions Criteria will be applied in the order set down:

- 3.1 Children who have a child of the family currently enrolled at the School;
- 3.2 Children who have a child of the family previously enrolled at the School for 2 or more years;
- 3.3 Children who are the eldest child or only child of the family;
- 3.4 Children who are enrolled in one of the contributing Primary Schools listed at **Section 7** below.
- 3.5 Children who have a parent currently employed in a permanent capacity by the Board of Governors of the School.
- 3.6 If children are still tied after the application of Admissions Criteria 3.1 – 3.5 above, then priority will be determined amongst them by a method of computerised random selection. Each child to be considered at this stage will be allocated a random number electronically generated within 'Microsoft Excel'; the children will then be ranked in order of the random number, with higher numbers having preference.

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In the event that places remain, after those who have taken the GL Entrance Assessments have been admitted, then remaining places will be allocated using the above admissions criteria (3.1 – 3.6) in the order set down, until the final place has been allocated. This includes children who have not taken the GL Entrance Assessments.

**When considering which applicants 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. It is the sole responsibility of parents/guardians to ensure that all information relevant to the Admissions Criteria of the School is included in Section C on the Transfer Form and/or is attached to the Transfer Form at the time of submission to the School for admission.**

### 4. Special Circumstances

Special Circumstances refer to the claim that, as a result of medical or other problems, a pupil's performance in the GL Entrance Assessments was affected. Special Circumstances must be supported by independent, verifiable, documentary evidence of a medical and/or other appropriate nature in keeping with the PPTC's 'Access Arrangements and Special Circumstances Policy' which is available on the School's website, [www.raineyendowed.com](http://www.raineyendowed.com) or directly from the School.

Registration of a claim for Special Circumstances should be submitted to the PPTC Assessment Centre where the pupil took his/her Entrance Assessments by **2.00 pm on Friday 16 December 2016** using the **SCR Form** contained in the **Special Circumstances Pack** which is available on the School's website or directly from the School. **It is the responsibility of parents/guardians** to ensure that all appropriate independent, verifiable, supporting documentary evidence, to corroborate the claim for Special Circumstances, along with the completed *Claim for Special Circumstances Form*, **SC1 Form**, are attached to the pupil's Transfer Form in February 2017 at the time when an application is being made to the School.

Special Circumstances allow for a post-assessment adjustment to the combined standardised age score of a pupil who is eligible for consideration. Any adjustment to a standardised age score will be based on the School's Special Circumstances Protocol according to the nature of the Special Circumstances applicable at the time of the Entrance Assessments using the standardised age score attained on that day. A copy of the School's Special Circumstances Protocol will be available, on request, to parents/guardians whose claims for Special Circumstances have been registered and accepted. Supporting documentary evidence such as medical or other professional reports concerning the Special Circumstances should show that medical or other problems directly influenced the outcome of the GL Entrance Assessments and that the pupil's ability is genuinely higher than that indicated by the combined standardised age score.

Where a problem is a medical one of short term duration which affected the pupil only at the time of the GL Entrance Assessments, the School will require evidence that the pupil was examined by a medical practitioner in relation to the illness, that the medical problem was as described, and that the pupil's health and well-being were impaired at or about the time of the GL Entrance Assessments. 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 evidence such as a written statement from an appropriately qualified individual who knows and/or works with the pupil 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 pupil.

Supporting documentary evidence should also include details of the pupil's educational attainment with special reference to English and Mathematics. This should include scores obtained in all standardised tests in English and Mathematics taken by the pupil since the start of Key Stage 2. Such information should be provided on the *Claim for Special Circumstances Form*, **SC1 Form**.

**Parents/guardians should note that a pupil 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.

### 5. Special Provisions

Special Provision will be made by the Admissions Sub-Committee for:

- Children who have received more than half of their primary education outside Northern Ireland;
- Children whose parents/guardians wish them to transfer to the School from schools outside Northern Ireland;
- Children who because of an unforeseen and serious medical or other problem, which is supported by appropriate independent, verifiable, documentary evidence, were unable to take the **GL Entrance Assessments**.

Parents/Guardians wishing to claim Special Provision should complete and return to the School by **4.00 pm on Wednesday 5 April 2017**, the *Application for Special Provision Form*, **SP1 Form**, stating the case for eligibility under this category. This **SP1 Form** is contained in the **Special Provision Pack** which is available on

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the School's website or directly from the School. **It is the responsibility of parents/guardians** to provide precise reasons why the applicant did not sit the GL Entrance Assessments and to submit, along with the completed **SP1 Form**, appropriate independent, verifiable, supporting documentary evidence to assist the Admissions Sub-Committee in its deliberations. The Admissions Sub-Committee of the Board of Governors will require an assessment of an applicant's abilities to be carried out in order to provide a combined standardised age score for the applicant using a suitable form of standardised Assessment provided by GL Assessment and administered by the School under the same conditions as the GL Entrance Assessments.

### 6. Use of Special Circumstances or Special Provision in the Admissions Process

Application Forms from applicants claiming that Special Circumstances or Special Provision exist will be considered first.

In the case of applicants claiming Special Circumstances and in the light of the independent documentary evidence submitted, the Admissions Sub-Committee of the Board of Governors will decide whether the applicants should be considered under the combined standardised age score actually achieved in the GL Entrance Assessments or allocated a higher combined standardised age score. Once a decision has been made the applicant will then be considered along with all other applicants with the same combined standardised age score, for the purpose of applying the School's Admissions Criteria.

In the case of applicants claiming Special Provision and in the light of the assessment of the applicant's ability as specified in **Section 5** above, the Admissions Sub-Committee will then consider this assessment in relation to the standard of pupils gaining admission to the School and a decision will be made as to whether or not to offer the applicant a place based on such comparative assessment.

### 7. Feeder Primary Schools

The following is a list of contributing Primary Schools to be used in the Admissions Criterion **3.4** above:-

Ampertaine	Desertmartin	Moneymore	St Mary's Bellaghy
Anahorish	Donaghey	Moneynick	St Mary's Draperstown
Ballylifford	Duneane	Mount St Michael's	St Mary's Greenlough
Ballynease	Garvagh	New Row	St Mary's Portglenone
Ballytrea	Groggan	Orritor	St Oliver Plunkett's Toome
Bellaghy	Holy Family	Phoenix Integrated	St Patrick's Glen
Carhill	Holy Trinity	Portglenone	St Patrick's Loup
Carlane	Kilrea	Randalstown Central	St Patrick's Moneymore
Castledawson	Kilross	Rathenraw Integrated	St Patrick's Mullinahoe
Churchtown	Knockloughrim	Roundtower Integrated	St Paul's Ahoghill
Coagh	Knocknagin	St Brigid's Mayogall	St Peter's Moortown
Cookstown	Lissan	St Columba's Desertmartin	St Trea's
Creggan	Longstone	St Columba's Kilrea	Spires Integrated
Crievagh	Maghera	St Columba's Straw	Stewartstown
Crossroads	Magherafelt	St John Bosco	Tobermore
Culnady	Maine Integrated	St Joseph's Killeenan	Windmill Integrated
Derrychrin	Millquarter	St Malachy's Drumullan	Woods

### 8. Procedures regarding the operation of a Waiting List for Admissions to Year 8

Rainey Endowed School retains a Waiting List for admission to the School where a place becomes available in Year 8. Parents who wish to have their child considered for admission to the School, in the event of a place becoming available in Year 8, should write to the Headmaster clearly stating this request. In the event of a vacancy arising, after 1 September 2017, the above Admissions Criteria will be applied, in the order set down, **to these applications only**. The School will contact parents in writing if their child gains a place in the School by this method. This Waiting List will be in place until 30 June 2017 at which time all names on the Waiting List will be removed.

**Number of Applications and Admissions**

Year	Admissions No.	Total Applications All Preferences	Total Admissions
<b>2014/15</b>	100	147	103
<b>2015/16</b>	100	136	101
<b>2016/17</b>	100	132	102

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