

WELLINGTON COLLEGE BELFAST
18 Carolan Road
Belfast BT7 3HE
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Controlled Grammar School
Co-educational
Age Range: 11-18

Admission No: 110
Enrolment No: 770

E-mail: info@wellington.belfast.ni.sch.uk
Web-site: www.wellingtoncollegebelfast.org

Principal: Mrs N Connery, MEd BA PQH
Chair of Board of Governors: Ms W Fee

Open Evenings –
Thursday 7th January 2016 7.00pm-9.00pm
Monday 11th January 2016 7.00pm-9.00pm
Principal's talks are at 7.00pm & 8.00pm on each night (entrance via Carolan Road)

To Parents/Guardians naming Wellington College Belfast as a preference on your child's Transfer Form.

Entrance Test Results

Wellington College Belfast will consider the outcome of a pupil's performance in either the GL assessment or the AQE assessment.

Please ensure that you provide the following information on your child's Transfer Form:

- An original copy of the results issued by AQE or GLA (or both where an applicant has sat both assessments) must be attached to the Transfer Form.
- The candidate number issued to your child by AQE and/or GLA when you registered for the assessment.

Special Circumstances and/or Special Provision

If you are making a claim for your child to be considered under Special Circumstances or Special Provision please ensure that you

- present all such documentation that will assist the Board of Governors in determining if Special Circumstances and/or Special Provision apply
- attach all such documentation to the Transfer Form

It is essential that you read carefully the guidance outlined in the following sections of the Admissions criteria. It is the responsibility of parents and guardians to ensure that any information relevant to an application for Special Circumstances or Special Provision is included on the relevant form and attached to the Transfer Form.

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

The Board of Governors draws up the admissions criteria and delegates the responsibility for applying these criteria to an Admissions Sub-committee, which includes the Principal, the responsibility for applying these criteria. Any 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 Admission criteria set out therein.

ADMISSIONS POLICY

ADMISSIONS CRITERIA YEAR 8

Applicants who will be resident in Northern Ireland at the time of their proposed admission to the College will be selected for admission before any such applicants not so resident.

The College will not use as a criterion the order of the chosen schools on the Transfer Form; for example a child who has placed the College as a second choice school will be regarded in the same way as all first preference applicants.

The number of places available in Year 8 is limited to the admissions number set by the Department of Education for Northern Ireland and is currently 110 places. The cut off for applications will therefore be the 110th place.

For the academic year 2016-2017 the College will continue to use academic criteria in the first instance to select pupils. The College will consider applications from those pupils who have taken the entrance assessments anywhere in Northern Ireland provided by AQE and/or GLA.

There is no requirement that any applicant should sit both the AQE and GLA entrance assessments. However, in the case of an applicant who sits both assessments, the College will consider whichever outcome places the applicant in the higher Band.

1) Applicants will be allocated to the Bands below in the following order:

AQE will provide parents with an age adjusted Standardised Score for each applicant who has taken that assessment in Northern Ireland in 2015. The College will allocate pupils to a Band accordingly as set out in the Table below.

	AQE Standardised Score
Band I	106 or above
Band II	103 - 105
Band III	99 - 102
Band IV	94 - 98
Band V	88 - 93
Band VI	87 or below

GLA will provide the results of the entrance assessment to parents as a Standardised Age Score, a Grade and a Cohort Percentile. The College will use the Cohort Percentile to allocate pupils to a Band as outlined below.

	GLA Cohort Percentile
Band I	60 or above
Band II	50 - 59
Band III	40 - 49
Band IV	30 - 39
Band V	20 - 29
Band VI	19 or below

2) In the event of there being more applicants in any of the above bands than places available or should any further places remain to be filled the criteria outlined below will apply in the order stated:

- a) applicants who at the date of their application have a child of the family currently enrolled at the College;
- b) applicants who are the eldest or only child of the family to be eligible for admission, September 2016, applicants must have attached to the Transfer Form a letter on headed notepaper to verify that the applicant is the eldest or only child; this must be a letter from a person who is not a family member of the applicant and who has known the applicant for at least two years; letters of verification will be accepted from a Primary School Principal, Elected Public Representative, GP, Solicitor, member of the Clergy or a Police Officer;
- c) applicants who have a brother or sister initially selected under the transfer procedure (twins, triplets etc will be entitled to recognition as 'eldest' in family if twins, triplets etc are the first born to a family); applicants must have attached to the transfer form a letter on headed note paper to verify that the applicant is the eldest or only child; this must be a letter from a person who is not a family member of the applicant and who has known the applicant for at least two years; letters of verification will be accepted from a Primary School Principal, Elected Public Representative, GP, Solicitor, member of the Clergy or a Police Officer;
- d) applicants who have a brother or sister who is a past pupil of the College; the application form must provide the name of the relation at the time of enrolment, dates of attendance and date of birth;
- e) applicants whose parent/guardian was a past pupil of the College: the application form must provide the name of the relation at the time of enrolment, dates of attendance and date of birth;
- f) applicants who are entitled to Free School Meals.

'Entitled to Free School Meals' will mean applicants who are listed on the Education Authority register as entitled to free School Meals at the date on which their parent or guardian has signed their post-primary Transfer Form, or at any date up to and including 11th May 2016.

In the event of their being any remaining places the following additional criterion will be used:

Distance of the applicant's home from the main entrance doors of Wellington College as the crow flies, measured on a map, those closer having precedence. Home will be taken to mean the pupil's address as it appears on the Transfer Application Form. The tool used to decipher the distance from the Wellington College, Carolan Road to the home address of the pupil as recommended by the Education Authority.

Applicants who wish to refer to the selection criteria must provide the detailed information on the Transfer Form and/or the College Application Form.

Special Circumstances

The College has academic performance as its first criterion, subject only to the consideration of medical or other problems which may have affected performance in the AQE/GL Assessment and which are supported by independent documentary evidence of a medical or other appropriate nature. These 'medical or other problems' are commonly referred to as 'special circumstances'.

Please note that an application for both Access Arrangements and Special Circumstances cannot be made for the same reason. Where a problem or need is identified in advance of the assessment taking place, an application for Access Arrangements should be made. Special Circumstances should be sought only where events on the day of the assessment or factors unknown at the time are considered to have directly influenced the outcome of the assessments on the days of the AQE/GL Assessments.

Parents who wish to apply to the College under Special Circumstances should complete the appropriate forms obtainable from the College or AQE/GLA, and attach it with appropriate documentary evidence, as detailed below, to the Transfer Form.

Details of Medical or Other Problems

Where it is claimed that a pupil's performance in the AQE/GLA has been affected by a medical or other problem, it is the responsibility of the parents to set out in the appropriate forms precise details of the problem and append independent evidence to corroborate its existence.

Where the problem is a medical one of short term duration which affected the pupil only at the time of the AQE/GLA, the College 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 assessments.

Where the problem is of a non-medical nature the parents/guardians should set out in the appropriate forms precise details of the problem and attach any appropriate independent evidence to corroborate its existence.

Educational Evidence

The percentile rank achieved in the GLA and/or the Standardised Score provided by the AQE assessment.

Objective documentary evidence must be provided by the parents. This must include where they exist, the results for the pupil of any standardised tests conducted in Year 5 and Year 6.

The Transfer Committee responsible to the Board of Governors will consider the application for Special Circumstances. Where this is accepted, the Transfer Committee will determine, on the basis of the information available, a Band for the applicant. Such pupils will then be considered with all other pupils who have received a Transfer Test result and the admissions criteria will be applied. The Band allocated to the applicant will be based on the decision reached by the sub-committee.

Special Provisions

Special Provisions will apply for:

- a) Pupils whose parents wish them to transfer from Schools outside Northern Ireland.
(Those applicants who arrived in Northern Ireland after 11th September 2015 have until 11th May 2016 to submit the appropriate forms.)
- b) Pupils who have received more than half of their Primary education outside Northern Ireland.
- c) Pupils entered for the AQE/GLA who because of unforeseen and serious medical or other problems of the child, which are supported by appropriate independent documentary evidence, were unable to participate in any of the Assessments.

Note: it is expected that all those seeking admission should sit the AQE or GLA, with the exception of those pupils who take up residence in Northern Ireland after the 11th September 2015.

Parents who wish to apply to the School under Special Provisions should complete the appropriate form, obtainable from the School or AQE/GLA, stating the precise reason why they believe the pupil is eligible for consideration under Special Provisions. This should be attached to the transfer form with appropriate documentary evidence.

The Transfer Committee will consider the application for Special Provisions. Where this is accepted, the following procedure will apply:

- a) the College will consider any accredited assessments, for example, an Educational Psychologist Report, to be provided by the parent or Primary School;
- b) the Transfer Committee will determine, on the basis of all the available information, an appropriate Band for the pupil. The pupil will then be considered with all other pupils who have received an AQE/GLA outcome and the admissions criteria will be applied.

Please Note:

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 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.

DUTY TO VERIFY

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Transfer Form. The provision of false or incorrect information or the failure to provide information within the deadlines set by the College can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the Transfer Form. If you state within the application that your child is currently registered as Free School Meals 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.

WAITING LIST POLICY

Should a vacancy arise after 27th May 2016, all applications for admission to Year 8 that were initially refused, new applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30th June 2017.

The applicant's name will automatically be added to the list and the College will contact parents if the child gains a place by this method. Parents should contact the College in writing if they wish for their child's name to be removed from the list.

Applications and Admissions

Year	Admissions No	Total Applications All Preferences	Total Admission
2013/14	110	164	110
2014/15	110	227	110
2015/16	110	203	110