

**WELLINGTON COLLEGE BELFAST**

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**Principal:** Mr D Castles, MA (Oxon), MBA, PGCE  
**Chair of Board of Governors:** Mrs AL Thompson

**Controlled Grammar College**  
**Non-Denominational**  
**Co-educational**

**Age Range:** 11-18  
**Admission No:** 120  
**Enrolment No:** 770

**OPEN EVENINGS**

**Open Evenings will be held for P7 pupils and families on Thursday 11 January 2024 and Monday 15 January 2024.**

**The College prospectus is available electronically on our website, or in hard copy by request.**

**To Parents/Guardians naming Wellington College Belfast (hereinafter referred to as ‘the College’) as a preference on your child’s Transfer Application.**

**Entrance Assessment Results**

Please ensure that you enter the Total Standardised Age Score (TSAS) awarded by the Schools’ Entrance Assessment Group (SEAG), together with the SEAG Unique Pupil Number, on the Transfer Application. Please note it is the responsibility of parents/guardians to make sure that the Statement of Outcome received from SEAG, indicating their child’s SEAG Total Standardised Age Score (TSAS), is uploaded with the Transfer Application.

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. Total Standardised Age Score TSAS 196e; Band 4e. Such pupils may be considered for admission by the College under Special Provisions.

**Special Circumstances and/or Special Provisions**

Parents/Guardians who wish to apply to the College under Special Circumstances and/or Special Provisions should complete Form SC and/or Form SP obtainable from the College and upload it with appropriate documentation as described in section 2.

Claims for consideration for a child under Special Circumstances and/or Special Provisions will be examined and decided upon before the application of any of the Admissions Criteria.

It is the responsibility of Parents/Guardians making a claim for your child to be considered under Special Circumstances or Special Provisions to please ensure that you:

- read carefully the guidance outlined in the relevant section of the Admissions criteria;
- upload with the Transfer Application all such documentation as you consider will assist the Board of Governors in determining if Special Circumstances and/or Special Provisions apply.

**Respective functions of the Board of Governors and Principal in relation to admissions to the College.**

Wellington College Belfast is a co-educational, non-denominational, controlled grammar school with an Enrolment Number of 770 and an Admission Number of 120.

The Board of Governors has approved the admissions criteria outlined below and delegated to its Transfer Committee, in conjunction with the Principal, the responsibility of applying these criteria to identify which children are to be admitted to the College. This includes decisions in respect of Special Circumstances and/or Special Provisions.

**1. ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 SEPTEMBER 2024**

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.

Wellington College will not use, as a criterion, the position of preference given to the College on the Transfer Application; for example a child who has placed Wellington College as a second or subsequent preference school will be treated in the same way as a child who has chosen the College as his or her first preference.

When considering which children should be selected for admission, the Transfer Committee will take into account only information which is detailed on or uploaded with the Transfer Application. It is the responsibility of parents/guardians to make sure that all information pertaining to their child and relevant to the College's admissions criteria, as outlined below, is stated on or uploaded with the Transfer Application.

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 120 places.

If the number of applications is greater than the Admissions Number determined by the Department of Education, the following criteria (to include sub-criteria) shall be applied in the order listed below until the point where the admissions number is reached.

If there are fewer applicants complying with a particular criterion or sub-criterion than there are places available or remaining, those applicants complying with that criterion or sub-criterion will be admitted and the next criterion or sub-criterion will be applied to the remaining applicants.

If there are more applicants complying with a particular criterion or sub-criterion than there are places available or remaining, those applicants complying with that criterion or sub-criterion will go forward to be considered under the next criterion or sub-criterion and those not complying with that criterion or sub-criterion will be eliminated.

**1.1 Children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the College before any child not so resident.**

*The child's Birth Certificate and proof of address should be uploaded with the Transfer Application. Proof of address – any TWO of the following recent (within the past 6 months) documents with sensitive information redacted: Bank/building society statement; Utility bill (e.g. electricity, gas, TV licence, landline telephone; Addressed payslip; Letter awarding Child Benefit to the child or another letter relating to this benefit; Mortgage statement; Land and Property Services Rates Demand; Financial statement such as ISA, Pension or Endowment; Current Driving licence; Rental agreement.*

**1.2 The Transfer 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 (120). 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 Statement of Outcome received from SEAG, indicating their child's SEAG Total Standardised Age Score (TSAS), is uploaded with the Transfer Application.*

**1.3 Children who at the date of their application have a sibling, defined as a child of the family<sup>1</sup> currently enrolled at the College (state name(s) and Registration Group(s) on the Transfer Application);**

**1.4 Children who are the are the eldest<sup>2</sup> or only child of the family<sup>1</sup> eligible to transfer to a mainstream Post-Primary School in Northern Ireland (details to be supplied on the Transfer Application).**

<sup>1</sup> Child of the family covers: a child born to a married couple or to a couple in a civil partnership; a child born to a co-habiting couple; a child born to a single parent; a child of either/any of those people by a previous marriage, civil partnership or relationship; a child living with a couple who has been treated as a "child of the family" whether there is a marriage or a civil partnership or not; a child living with an individual, who has been treated as a "child of the family"; an adopted or fostered child; a situation where for example an orphaned cousin is being brought up with a family or individual.

<sup>2</sup> 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 their post-primary education, the eldest child of a reconstituted family, the eldest child of the family was statemented 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.*

### **1.5 Children 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 Application, or at any date up to and including 4 March 2024.

### **1.6 Children who are registered at a Primary School which is a recognised Feeder School to the College.**

A recognised Feeder School is one from which any pupils (including statemented children) have transferred to Wellington College Belfast in the most recent 3 years, excluding 2021. Feeder Schools will be ranked in accordance with the actual number of pupils sent in the most recent 3 years, excluding 2021. This rank order will be used so that those primary schools sending higher numbers of pupils to the College will have precedence. A list of feeder schools is detailed in Note 1.

### **1.7 Tie-breaker.**

Children will be ranked for acceptance on the basis of a computer-based process which will make use of the data as entered on the Transfer Application. The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the Transfer Application as the seed for a random number generator. The ranking number generated, for any given applicant, is dependent only on the applicant's data (as entered on the Transfer Application) and is not affected by the details of any other child. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the program, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available.

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 score assigned by the Transfer Committee in accordance with the arrangements for Special Circumstances and Special Provisions as set out below), the College will consider for admission any children who have not taken the SEAG Entrance Assessment. Such children, if they satisfy Criterion 1.1, will be allocated to the remaining place(s) up to the College's Admissions Number using the sub-criteria listed in section 1.3 in the order set out.

## **2. SPECIAL CIRCUMSTANCES AND SPECIAL PROVISIONS**

The purpose of a claim for Special Circumstances and/or Special Provisions is so that a child can be assigned a Total Standardised Age Score (TSAS) 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 Provisions consists of two parts: the first requires the consideration of whether there is sufficient evidence to permit a child to be considered as having Special Circumstances or attracting Special Provisions, or both. If a child is permitted to be considered as having Special Circumstances or as attracting Special Provisions or both, the second part of the consideration requires an educational judgement to be made on the totality of the material presented to the College so that a Total Standardised Age Score (TSAS) equivalent to that which the child would have obtained in the SEAG Entrance Assessment under normal conditions can be assigned.

Parents/guardians should upload with the Transfer Application all such material as they consider will assist the Transfer 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 Provisions**

In reaching the educational judgement needed to assign a Total Standardised Age Score (TSAS) equivalent to that which the child would have obtained in the SEAG Entrance Assessment under normal circumstances, the Transfer Committee will consider any objective documentary evidence uploaded with the Transfer Application by parents/guardians in support of the application. This material may include any or all of the following:

- (i) The Total Standardised Age Score (TSAS) awarded by SEAG in the Entrance Assessment (if the child sits both SEAG Entrance Assessments) or the TSAS estimate provided by SEAG (if the child sits only one of the Entrance Assessments, due to the child's illness or other unforeseen circumstances);
- (ii) The results for the child of any standardised tests conducted in Year 5, Year 6 and Year 7 and the results in any

end of year tests, conducted in Years 5 and 6, in English and Mathematics. It should be noted that standardised assessments will carry greater weight in the determination of the Transfer Committee;

- (iii) Comparative information from the Primary School, including the results, without names, for other children in the child's Year 7 class of any standardised tests conducted in Year 5, Year 6 and Year 7 and the results in any end of year tests, conducted in Years 5 and 6, in English and Mathematics and, where available, the respective SEAG Total Standardised Age Scores (TSAS) awarded.

### **Special Circumstances**

Wellington College has academic performance in the SEAG Entrance Assessment as one of its criteria, subject only to the consideration of medical or other problems which may have affected performance in the SEAG Entrance 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 SEAG Entrance Assessments.

Parents/Guardians who wish to apply to the College under Special Circumstances should complete Form SC obtainable from the College, stating the precise reason why they believe the child should be considered for Special Circumstances. The SC Form, along with appropriate documentary evidence, as detailed below, should be uploaded to the Transfer Application.

The Transfer Committee will consider each application for Special Circumstances. Where a Special Circumstances claim is upheld the Education Committee will assign, on the basis of the information available, an equivalent Total Standardised Age Score (TSAS) for the child. Such children will then be considered with all other children who have received a SEAG Total Standardised Age Score (TSAS) and the Admissions Criteria applied.

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

Where it is claimed that a pupil's performance in the SEAG Entrance Assessment has been affected by a medical or other problem, it is the responsibility of the parents to set out in the Form SC precise details of the problem and upload with the Transfer Application evidence to support this claim.

Where the problem is a medical one of short-term duration which affected the child only at the time of the SEAG Entrance Assessment(s), the Transfer Committee 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 assessment(s).

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 with the Transfer Application any appropriate documentary evidence to support this. It should be noted that independent evidence will carry greater weight.

### **Special Provisions**

Special Provisions will apply for:

- a) Children whose parents/guardians wish them to transfer from schools outside Northern Ireland;
- b) Children who have received more than half of their Primary education outside Northern Ireland;
- c) Children who due to a serious medical or other problem supported by appropriate documentary evidence or for a demonstrably valid reason also supported by appropriate documentary evidence, were either unable to sit both the SEAG Entrance Assessment papers OR have an estimated outcome from SEAG 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 Assessments, with the exception of those children who take up residence in Northern Ireland after 2 October 2023.

Parents/Guardians who wish to apply under Special Provisions should contact the College as soon as possible. In addition, they should complete the Form SP, obtainable from the College, stating the precise reason why they believe the child is eligible for consideration under Special Provisions and upload it along with appropriate independent documentary evidence to the Transfer Application.

Educational evidence should follow the format listed above.

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

- a) The Transfer Committee will assign, on the basis of the information available, an equivalent Total Standardised Age Score (TSAS) for the child;
- b) The child will then be considered with all other pupils who have received a SEAG Total Standardised Age Score (TSAS) and the Admissions Criteria will be applied.

### 3. NOTE TO PARENTS/GUARDIANS

It is the responsibility of parents/guardians 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 College.

### 4. 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 reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Transfer Application. The provision of false or incorrect information or the failure to provide information within the deadlines set by the College may result in either the withdrawal of a place or the inability of the College to offer a place.

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.

### 5. ADMISSIONS TO YEAR 8 FOLLOWING THE CONCLUSION OF THE TRANSFER PROCESS

The College operates a waiting list for Year 8. All applications for admission to Year 8 that were unsuccessful in obtaining a place in the College will be automatically added to the waiting list. New applications and applications where new information has been provided will also be added to the waiting list. The Year 8 waiting list will be in place until 30 June 2025. Parents should contact the College in writing if they wish for their child's name to be removed from the list.

Should a vacancy arise after the completion of the transfer process, 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. The College will contact you in writing if your child gains a place in the College by this method.

Should the Transfer Committee of the Board of Governors determine that a child, who has arrived in Northern Ireland after the Transfer Process has been concluded, is suitable for admission, it will seek approval from the Department of Education to admit the child through the allocation of an additional place.

**Applications and Admissions to Year 8**

Year	Admissions No	Total Applications <i>ie. All preferences</i>	Total Admissions
<b>2021/22</b>	110	361	115*
<b>2022/23</b>	120	243	120
<b>2023/24</b>	120	199	120

This table does not include children who were admitted to the College with a statement of Special Educational Needs, under the Appeals Procedure, or through the Exceptional Circumstances Body.

\*Includes those admitted through Temporary Variation request.

**Note 1: Feeder Primary Schools**

Feeder primary schools are listed in order of the number of pupils who have obtained a place in Wellington College through Post-Primary Admissions over the preceding three years excluding 2021, those with higher numbers being ranked first.

<b>Rank</b>	<b>Feeder School Name</b>
1.6.1	Cairnshill Primary School
1.6.2	Rosetta Primary School
1.6.3	Lisnasharragh Primary School
1.6.4	Holy Rosary Primary School
1.6.5	St Joseph's Primary School (Carryduff)
1.6.6	Carryduff Primary School
1.6.7	Strandtown Primary School
1.6.8	Forge Integrated Primary School
1.6.9	Millennium Integrated Primary School
1.6.10=	Harding Memorial Integrated Primary School
1.6.10=	Knockbreda Primary School
1.6.10=	St Bernard's Primary School
1.6.13=	Gilnahirk Primary School
1.6.13=	Nettlefield Primary School
1.6.15=	Belvoir Primary School
1.6.15=	Braniel Primary School
1.6.15=	Orangefield Primary School
1.6.15=	St Ita's Primary School
1.6.15=	St Michael's Primary School
1.6.20=	Academy Primary School
1.6.20=	Dundonald Primary School
1.6.22=	Cregagh Primary School
1.6.22=	St Bride's Primary School
1.6.22=	Spa Primary School
1.6.25	Elmgrove Primary School
1.6.26=	Ballynahinch Primary School
1.6.26=	Botanic Primary School
1.6.26=	Brooklands Primary School
1.6.26=	Donegall Street Primary School
1.6.26=	Drumlins Integrated Primary School
1.6.26=	Leadhill Primary School
1.6.26=	Riverdale Primary School
1.6.33=	Cranmore Integrated Primary School
1.6.33=	Euston Street Primary School
1.6.33=	Finaghy Primary School
1.6.33=	Moneyrea Primary School
1.6.33=	St Malachy's Primary School
1.6.38=	Anahilt Primary School
1.6.38=	Carr's Glen Primary School
1.6.38=	Derryboy Primary School
1.6.38=	Downpatrick Primary School
1.6.38=	Dunmurry Primary School
1.6.38=	Edenbrook Primary School
1.6.38=	Glencraig Primary School
1.6.38=	Holy Evangelist Primary School
1.6.38=	Killyleagh Primary School
1.6.38=	Knocknagoney Primary School
1.6.38=	Oakwood Integrated Primary School
1.6.38=	Our Lady Queen of Peace Primary School
1.6.38=	Pond Park Primary School

1.6.38=	St Colman's Primary School (Lisburn)
1.6.38=	St Joseph's Primary School (Holland Drive)
1.6.38=	St Kevin's Primary School
1.6.38=	St Patrick's Primary School (Holywood)
1.6.38=	St Paul's Primary School (Belfast)
1.6.38=	St Therese of Liseux Primary School
1.6.38=	Scoil An Droichid
1.6.38=	Stranmillis Primary School
1.6.38=	Taughmonagh Primary School
1.6.38=	Wallace High School Preparatory Department

## 6. ADMISSIONS TO YEARS 9 - 11

Admission will only be considered if there are vacant places in the Year Group, if the College's overall enrolment number is not exceeded and if admission would not prejudice the efficient use of the College's resources.

Those wishing to apply for entry to Years 9 - 11 must make formal application each year using the AP1 Form available from the College or the Education Authority. This should be submitted to the College, for attention of the Principal's PA, along with copies of most recent school reports including attendance figures, and if relevant any outcomes in public examinations or other standardised assessments.

If the number of applications is greater than can be admitted within the College's enrolment number or within a particular year group, the following conditions shall be applied progressively in the order set out below:

- Children will be placed in rank order of their aggregate score in tests which will be set by the Board of Governors of the College incorporating English and Mathematics;
- If the children are tied on the same aggregate score then pupils shall be selected by the application of the College's current Admissions Criteria as published by EA until the College's Admission Number has been reached.

Applicants will then be interviewed as part of the application process and this interview will form part of the selection process. The College reserves the right at discretion not to award a place to an applicant if the academic reports, attendance data and/or behavioural information from the applicant's previous school are not satisfactory.

The parent or guardian of the pupil and the pupil themselves must also commit to abiding by the protocols, high standards of behaviour and school routines as have been adopted by all pupils and their parents/guardians who are currently enrolled in the College.

### ADMISSION TO YEAR 12

Entry to Year 12 will not normally be considered.

### ADMISSION TO SIXTH FORM

Entry to Sixth Form will be as advised in the Sixth Form options booklet which is reviewed annually, these criteria will be ratified by the Transfer Committee.

Entry to Sixth Form will normally only apply to Year 13.