

Admissions Criteria for Entry into Year 8 - September 2018

THORNHILL COLLEGE
142 Culmore Road
Londonderry BT48 8JF

Voluntary
Grammar School
Girls Age Range 11 – 18

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Principal: Ms S Mallett BSSc, MSc, MSc, PGDFHE, PQH
Chairman of the Board of Governors: Mr J MacCrossan

Roll Number: 1400
ADMISSIONS NO. 200
Enrolment No: 1410

Open Night

Tuesday 30 January 2018 - 4.00 pm – 6.30 pm
Principal's Address - 4.00 pm & 6.00 pm

To Parents/Guardians naming Thornhill College as a Preference on your child's Transfer Form.

Entrance Test Results

The Board of Governors has determined that admission to Thornhill College in 2018 will be by an Entrance Test. All girls who wish to be considered for admission are advised to sit English and Mathematics tests administered by GL Entrance Assessment on **Saturday 18 November 2017** or the supplementary GL Entrance Assessment on **Saturday 9 December 2017**. Any girl can choose to sit the test in the most convenient venue offering the GL Entrance Assessment Test.

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/GUARDIANS 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.

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

1. The grade achieved in the GL Entrance Assessment Test ie A, B1, B2, C1, C2, D must be recorded in section C of the Transfer Form.
2. The original copy of the Statement of Results issued by the Assessment Centre must be attached to your child's Transfer Form.

Special Circumstances

Any parent/guardian claiming Special Circumstances must complete the documentation in the Special Circumstances Pack available from Thornhill College or from the College website. This documentation, Form SC1, together with the appropriate independent evidence which corroborates the Special Circumstances, must be attached to the Transfer Form.

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 the Transfer Form. Form SP1 is available from Thornhill College or the College website at www.thornhillcollege.org.uk Parents/Guardians wishing to claim Special Provision should also forward a copy of Form SP1 directly to Thornhill College by **2.00 pm on Thursday 1 March 2018**. If a child arrives after this date, claims for Special Provision should be made directly to Thornhill College and the EA School

The College seeks a Parental Contribution of £50 per family which is used to enhance and enrich pupils' educational experience through activities that otherwise could not be financed from the school budget.

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

The Board of Governors draws up the admissions criteria and delegates 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 Admissions Criteria set out herein.

ADMISSIONS CRITERIA 2018

The results of the tests will be ranked by GL Entrance Assessment as follows:

A, B1, B2, C1, C2 and D.

- 1 Applicants will be admitted in grade order of priority beginning with grade A and followed by grades B1, B2, C1, C2 and D.

Or

Applicants for whom Special Circumstances/Special Provision have been accepted by the authorised Sub-Committee of the Board of Governors and who are deemed to be of comparable ability to those being considered within the relevant Grade boundary.

- 2 If there are more applicants with a particular grade than places remaining, then the available places will be allocated by the application of the following sub-criteria in the order of priority set down below:
 - (i) Applicants who have a sister/half-sister/step-sister or legally adopted sister presently enrolled in the College or who will be in the coming year.
 - (ii) Applicants who are the first girl in the family to transfer to second level education.
 - (iii) Applicants who are daughters of the permanent (including part-time) teaching, administrative, technical or support staff of the College, or of staff due to take up such an appointment.
 - (iv) Applicants who are registered for entitlement to Free School Meals at the time of completing the Post-Primary Transfer Form or on any date up to and including **Wednesday 2 May 2018 at 4.00 pm** and who have communicated within their application that they are listed on the EA register as being entitled to Free School Meals.
 - (v) Other applicants ranked by date of birth – eldest first.

In the event of two or more candidates having the same date of birth and thereby qualifying for the last place(s), the award of the remaining place(s) shall be made to the girl(s) who live(s) the shortest distance by road from the College.

If there are places remaining for Year 8 in the College then other applicants will be considered using the following criteria:

- (i) Applicants who have a sister/half-sister/step-sister or legally adopted sister presently enrolled in the College or who will be in the coming year.
- (ii) Applicants who are the first girl in the family to transfer to second level education.
- (iii) Applicants who are daughters of the permanent (including part-time) teaching, administrative, technical or support staff of the College, or of staff due to take up such an appointment.
- (iv) Applicants who are registered for entitlement to Free School Meals at the time of completing the Post-Primary Transfer Form or on any date up to and including **Wednesday 2 May 2018 at 4.00 pm** and who have

communicated within their application that they are listed on the EA register as being entitled to Free School Meals.

- (v) Other applicants ranked by date of birth – eldest first.

In the event of two or more candidates having the same date of birth and thereby qualifying for the last place(s), the award of the remaining place(s) shall be made to the girl(s) who live(s) the shortest distance by road from the College.

All parents/guardians of children resident in Northern Ireland transferring must verify their addresses in Northern Ireland by including any **two** of the following **four** documents:

- (i) A bank or building society statement of the Parents/Guardians/Child which shows the address at which the child is resident.
- (ii) A utility bill of the Parents/Guardians (for instance Electricity, Gas, Television Licence, Telephone Landline) which shows the address at which the child is resident.
- (iii) A letter awarding Child Benefit to the child or another letter relating to this benefit.
- (iv) The child's Medical Card.

NOTE:

PARENTS/GUARDIANS OF CHILDREN TRANSFERRING SHOULD NOTE THAT IF THEY ARE USING CRITERIA RELATING TO A CHILD'S AGE OR CHILD'S RELATIONSHIP, THEN THAT INFORMATION WILL BE VERIFIED. IN ORDER TO DO THIS, THE BOARD OF GOVERNORS REQUESTS THAT THE PARENTS/GUARDIANS OF ALL GIRLS COMING TO THORNHILL COLLEGE PROVIDE A COPY OF THE CHILD'S BIRTH CERTIFICATE.

THE VERIFICATION PROCESS WILL TAKE PLACE AT THE ACTUAL ADMISSION STAGE. ORIGINAL DOCUMENTS ARE REQUIRED AND NOT FACSIMILES OR PHOTOCOPIES. ADMISSION WILL NOT BE FINALISED UNTIL VERIFICATION HAS BEEN COMPLETED.

APPLICANTS RESIDENT IN NORTHERN IRELAND AT THE TIME OF THE PROPOSED ADMISSION WILL BE CONSIDERED BEFORE ALL OTHER APPLICANTS.

THE PROVISION OF FALSE OR INCORRECT INFORMATION, OR THE FAILURE TO PROVIDE VERIFYING OR OTHER DOCUMENTARY EVIDENCE BY THE REQUIRED DEADLINE, MAY RESULT IN EITHER THE WITHDRAWAL OF A PLACE OR THE INABILITY OF THE COLLEGE TO OFFER A PLACE.

A WAITING LIST OF PUPILS WILL BE KEPT UNTIL FRIDAY 28 SEPTEMBER 2018. THEREAFTER, PARENTS/GUARDIANS WHO WISH THEIR CHILD TO BE CONSIDERED, SHOULD A PLACE BECOME AVAILABLE, MUST MAKE A NEW APPLICATION IN WRITING. SHOULD A VACANCY ARISE FOLLOWING THIS, THE ADMISSIONS CRITERIA 1-2(i-v) ABOVE WILL BE APPLIED TO SELECT PUPILS FROM THIS WAITING LIST.

SPECIAL CIRCUMSTANCES

RECEIPT OF CLAIM FOR SPECIAL CIRCUMSTANCES WILL BE GIVEN BY THE TEST CENTRE BUT THE INFORMATION WILL BE SHARED WITH ALL OF THE SCHOOLS TO WHICH THE CANDIDATE APPLIES.

- Special Circumstances are when the parents/guardians of the applicant claim that medical or other problems affected the performance of their child. It is a post examination adjustment to the grade of a candidate who is eligible for consideration. Where a need or problem is identified in advance of the test taking place, candidates must apply for Access Arrangements or, where applicable, take the Supplementary GL Entrance Assessment Test. Special Circumstances should be sought only where events on the day of the GL Entrance Assessment Test or factors unknown at the time are considered to have directly influenced the outcome of the GL Entrance Assessment Test.
- Circumstances relating to the application must apply at the time of the assessment and be supported by all relevant documentation including any and all written evidence to substantiate or support "the circumstances" as set out in the Special Circumstances application. Any written evidence provided by a relevant professional must support the circumstances as set out in the Special Circumstances

application and if appropriate originate from the relevant professional with such knowledge of the circumstances. No alteration of grade will be considered without such evidence.

- An initial notification of a claim for Special Circumstances must be made by **2.00 pm on Friday 15 December 2017**, using the appropriate form available from the College. The College will acknowledge receipt of such a notice of intent if a stamped, self-addressed envelope is included. No consideration of the award of grade for this application will be given at this stage.
- All documented evidence in support of any Special Circumstances claim must be attached to the EA Transfer Form using the SC1 Form and must be forwarded to the College via the EA as part of the normal Transfer process.
- It is the parents'/guardians' responsibility to ensure that any claim for Special Circumstances is supported by independent documentary evidence. Please refer to the Entrance Assessment: Access Arrangements and Special Circumstances Policy available from the College or from the College Website.

The following information should be provided on Form SC1 in relation to the applicant:

- All the applicant's school standardised test results in English/Literacy and Mathematics/Numeracy from the beginning of Key Stage 2 period.
 - (a) All test results must be dated and verified by the primary school.
 - (b) Results from all tests should be accompanied by the name of the standardised test and the supplier of the test.
 - (c) Results should include scores for English/Literacy and Mathematics/Numeracy.
 - (d) Any other relevant material.

Failure to provide such information will result in the College being unable to consider the application for Special Circumstances.

- Parental/Guardian requests for consideration of Special Circumstances for a child will have their claims considered before the application of the Admissions Criteria.
- The authorised sub-committee of the Board of Governors, on the basis of all documented evidence available to them at the time of reaching their decisions, will decide the grade to be used in the application of the Admissions Criteria to applicants under Special Consideration applications. The Admissions Criteria shall then be applied.

SPECIAL PROVISION

Special Provision will be made by the Board of Governors for:

- Children moving or recently moved to Northern Ireland.
- Children whose parents/guardians wish them to transfer to post-primary schools from schools outside Northern Ireland.
- Children who have received more than half of their primary education outside Northern Ireland.
- Children whose educational provision to date has been negatively affected by serious medical or other problems supported by independent, verifiable documentary evidence and who, as a consequence, may have been unable to sit either the GL Entrance Test or the GL Supplementary Test.

Those children to whom this provision applies may, if their parents/guardians wish, sit the GL Supplementary Entrance Assessment, in which case the grade obtained would also be considered.

- The parents/guardians of Applicants claiming Special Provision must complete SP1 Form available from the College stating the case for eligibility under this category and return it to the College by **2.00 pm on Thursday 1 March 2018**. If a child arrives after this date, claims for Special Provision should be made directly to Thornhill College and the EA School Admissions Office notified. It is the responsibility of parents/guardians to provide precise reasons why the applicant did not take part in the entrance assessment and to submit appropriate documentary evidence relating to their specific reason for Special Provision application, in order to assist the Sub-Committee of the Board of Governors with its deliberations.

- The authorised Sub-Committee of the Board of Governors will expect to see any recent primary school reports and may require an assessment of the applicant’s ability to be carried out by a suitably qualified person or body approved by the College. The Admissions Committee will decide whether applicants shall be admitted on the basis that they fall within the ability range of other pupils being admitted in that year. Thereafter applications will be assessed by the application of sub-criteria as set out above.

NOTE:

APPLICANTS WHO HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS WILL HAVE THEIR APPLICATIONS DEALT WITH BY THE EA UNDER SEPARATE ARRANGEMENTS AND ARE SUPERNUMERARY TO THE COLLEGE’S ADMISSIONS AND ENROLMENT NUMBERS.

ALL SUPPORTING EVIDENCE OF MEDICAL, EDUCATIONAL OR OTHER APPROPRIATE NATURE SHOULD BE SUPPLIED TO THE SCHOOL ADMISSIONS OFFICE OF EA IN TIME FOR ITS DISPATCH TOGETHER WITH TRANSFER FORMS TO SECONDARY AND GRAMMAR SCHOOLS OF FIRST PREFERENCE.

NUMBERS OF APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2015/2016	200	260	206*
2016/2017	200	239	202*
2017/2018	200	240	201*

* Includes figures exceeding the school’s approved admissions number due to either statemented children or successful appeals.